



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

A Tradition of Excellence, One Student at a Time

Agenda for May 15, 2023

6:30 PM

District Board Room

6051 Ash Street

Rockford, MN 55373

1.	<u>CALL MEETING TO ORDER</u>	
	A. Pledge of Allegiance	
	B. Board Roll Call	
2.	<u>APPROVAL OF AGENDA</u>	
3.	<u>PUBLIC COMMENTS</u>	
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- G. RHS Staff Handbook 2023-2024 325
- H. Galaxy Handbooks 2023-2024 350
- I. Early Childhood Handbooks 2023-2024 378
- 8. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**
 - A. Work Session of the Board of Education: Wednesday, June 21, 2023 at 5:00 pm in the District Office Board Room.
Regular Meeting of the Board of Education: Wednesday, June 21, 2023 at 6:30 pm in the District Office Board Room.
 - B. Board Committee Updates
- 9. **ADJOURNMENT**

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

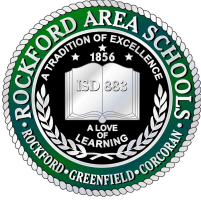
Our Vision: *Rockford Area Schools provides a supportive, rigorous, and relevant learning culture producing courageous learners prepared to enter a global society.*

Rockford Board of Education

Jamie Hillstrom
Eric Gordee
Jenny Kneeland

Amy Edwards
Jessica Johnson
Beth Praska

Superintendent Rhonda Dean



ROCKFORD AREA SCHOOLS
Independent School District 883
School Board Work Session Minutes
Monday, April 3, 2023

Pursuant to due call and notice, the Rockford Board of Education met in a work session on Monday, April 3, 2023 in the District Board Room. Amy Edwards called the work session meeting to order at 6:30 pm. Members Gordee, Edwards, Kneeland, Johnson, Praska and Hillstrom were present. Also present were Superintendent Rhonda Dean, Director of Teaching and Learning Robbert Danneker and Robotics Coach Holly Kimball.

Robotics Coach Holly Kimball Presented for approval of the Robotics overnight trip to First Robotics Worlds Competition.

Motion by Gordee seconded by Johnson to approve the Robotics overnight trip to First Robotics Worlds Competition. Motion passed unanimously.

Jessica Johnson led a board discussion to review committee roles and responsibilities. Board discussed next steps moving forward with Board Committees and protocol of said committees.

Superintendent Rhonda Dean and Director of Teaching and Learning Robbert Danneker updated the board on staffing.

A Regular Meeting of the Board of Education is scheduled for Monday, April 17, 2023 at 6:30 pm, in the District Board Room.

Adjourned 9:19 pm

Courtney Neibert
Recorder

Jessica Johnson
Clerk



Independent School District #883

Regular School Board Meeting

April 17, 2023

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

Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

Board Roll Call

Members present: *Gordee, Edwards, Johnson, Praska, Kneeland and Hillstrom*. Also present were *Superintendent Rhonda Dean, Principal Paul Werzeca, Teacher Joe Huber, Activities Director Dan Prat, Director of Teaching and Learning Rob Danneker, Director of Finance and Operation Michael McNulty, Director of Technology Jeff Kienitz and Ryan Hoffman from ICS*. *Member Kneeland was absent.*

APPROVAL OF AGENDA

Motion by Hillstrom seconded by Kneeland to move item 6A up ahead of 5B. Motion passed unanimously.

Motion by Hillstrom seconded by Kneeland to approve the agenda with approved adjustments. Motion passed unanimously.

PUBLIC COMMENTS

Kerry Toso Carlson made a public comment regarding counselor staffing.

Kelly Miller made a public comment regarding counselor staffing.

CONSENT ITEMS

Motion by Praska, seconded by Johnson to approve the consent items as presented. Motion carried.

- **Minutes:**

February 06, 2023 Work Session

February 22, 2023 Work Session

February 22, 2023 Regular Meeting

● **Personnel:**

Status	First Name	Last Name	Position	Date(s)
Leave	Jean	Schneeweis	REAMS Title I Reading	May 16, 2023- June 9, 2023
Leave	Tonya	Curtis	High School Sp Ed Para	January 20, 2023-TBD
Leave	Stephanie	Cosgrove	High School Chemistry	March 31, 2023- May 15, 2023
Retirement	Dennis	Walsh	High School Sp Ed Teacher	June 8, 2023
New Hire	Jessica	Quenemoen	REAMS Sp Ed Para	March 6, 2023
New Hire	Nicole	Miller	REAMS Sp Ed Para	March 6, 2023
New Hire	Molly	Haglin	REAMS Secretary	March 6, 2023
New Hire	Elizabeth	Flath	High School Chemistry -LTS	April 3, 2023
Non-Renewal	KellyAnn	Lockrem	School Counselor (RHS)	June 8, 2023
Non-Renewal	Daniel	Noonan	Mathematics (RHS / RMS-CES)	June 8, 2023
End of Contract	Millard	Haley	High School LTS CTE	June 8, 2023

● **Bills and Wire Transfers:**

February 2023 Disbursements Paid (listings attached):

Fund 01 General Fund	\$1,450,238.78
Fund 02 Food Service	\$ 76,087.33
Fund 04 Community Services	\$ 23,560.75
Fund 06 Building Construction	\$ 880,312.64
Fund 07 Debt Redemption	\$ 0
Fund 21 Student Activities	\$ 4,817.19
Fund 45 OPEB Trust	\$ 0
 Total All Funds	 \$ 2,435,016.69

● **Open Enrollments:**

Resident Students Attending Other Schools

Grade	Non-Resident District	Number	Date Effective	Address Change/New Enrollment
10	Delano	879	2/14/2023	family move, wants to stay at Delano Schools
8	Delano	879	2/14/2023	family move, wants to stay at Delano Schools
12	Delano	879	2/14/2023	family move, wants to stay at Delano Schools
6	Delano	879	2/14/2023	family move, wants to stay at Delano Schools
1	Delano	879	2/14/2023	family move, wants to stay at Delano Schools

Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
KE	Delano	879	9/6/2022	new enrollment--older siblings attend Rockford
KE	Brooklyn Center	286	9/6/2022	new enrollment
6	Osseo	279	9/6/2022	new enrollment
1	Minneapolis	1	12/8/2022	family move--wants to stay enrolled in Rockford
11	Minneapolis	1	12/8/2022	family move--wants to stay enrolled in Rockford
12	Minneapolis	1	12/8/2022	family move--wants to stay enrolled in Rockford
KE	Buffalo	877	9/6/2022	new enrollment
6	Osseo	279	9/6/2022	new enrollment
7	Buffalo	877	2/21/2023	new enrollment
9	Brooklyn Center	286	9/6/2022	new enrollment

HIGH STUDENT ACHIEVEMENT

- **Celebrate - REAMS:** REAMS Art teacher, Cheri Weber, will be sharing the permanent collection piece that the fourth grade students created this year for Rockford Elementary Arts Magnet School. She and a few fourth grade students will share the process, their experience in Arts Troupe, how this project came about and evolved into its final form.
- **Celebrate - Community Education:** Dance instructor Melonie Robran spoke to the board about the dance program and had 4 of her dancers speak about what they enjoy about dance
- **REAMS Principal Report:** REAMS Principal Brenda Nyhus presented an update on her SIP goals.
- **Choir & Band Trip Approval:** Band Teacher Jerald Ferdig and Choir Director Meghan Larson presented to the board for approval of the Band & Choir trip.

Motion by Johnson, seconded by Kneeland to approve the Band & Choir trip as presented. Motion carried.

- **Teaching & Learning Update:** Director of Teaching & Learning Robert Danneker provided the Board with a department update on ADSIS, MTSS and Counseling.

SAFE & WELCOMING ENVIRONMENT

- **COMMUNITY EDUCATION UPDATE:** Director of Community Education Melissa Joseph presented updates on RCC, LPP/ECFE, Galaxy, Community Education and the Community Expo.
- **STAFF RECOGNITION PROGRAM 2022-2023:** Superintendent Rhonda Dean presented to the board for approval the 2022-2023 Staff Recognition Program

Motion by Johnson, seconded by Hillstom to approve the staff recognition program as presented. Motion carried.

FISCAL RESPONSIBILITY

Kneeland motioned, seconded by Edwards, to approve the following resolution as presented:

- **Resolution of Acknowledgement of Contributions/Donations**

WHEREAS Minnesota Statute 123B.02 permits school boards to “receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. On that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof.”

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

<i>Donor</i>	<i>Amount</i>	<i>Fund</i>
Rockford Education Foundation	\$8,553.25	General Fund (RHS Marching Band Uniforms and Scholastic Scope Magazine for 7th graders)
Rockford Education Foundation	\$969.00	General Fund (REAMS 1st Grade Fieldtrip to Children's Theatre)
Rockford Education Foundation	\$2,447.00	General Fund (REAMS Laminator)
Rockford Education Foundation	\$70.00	General Fund (RMS Through my Eyes Classroom set of books for 7th Grade)
Rockford Education Foundation	\$511.15	General Fund (Supplies for Cells, Tissues, Organs & System Units @ RMS)
Rockford Education Foundation	\$1,471.91	General Fund (Metal Supplies for RHS General Metal Class)
Shelly Buchholz & Drew Toso	RMS Supplies (24 glue sticks & Class set of MN Maps)	General Fund Donation
Melissa, Jesse & Brionna Payne	RMS Supplies (2 3-subject notebooks)	General Fund Donation

Becky, Nat & Bode Schmidt	RMS Supplies (Inflatable Dice, Jumbo cards & Fidget Toys)	General Fund Donation
Siew Wei, Scott & Zoe Heidgerken	RMS Supplies (Fidget toy pack, Mancala and a Speaker)	General Fund Donation
Brandy Gelle, Daniel & Aubrey Dixon	RMS Supplies (Cordless hot glue gun)	General Fund Donation
Nicole & Andrew Arvold	REAMS Supplies (Active Board Bulb)	General Fund Donation
Tom & Sonia Jerue	REAMS Supplies (Operation Game, Guess Who Game, 2 decks of playing cards)	General Fund Donation

On a roll call vote, the following voted in favor: Gordee, Edwards, Kneeland, Johnson, Praska and Hillstrom. And the following voted against: None.

Whereupon said resolution was declared duly passed and adopted.

- **ROBOTICS UPDATE:**Activities Director Dan Pratt presented an update on the robotics trip.
- **Ratifying resolution Related to General Obligation Capital Facilities Bonds, Series 2023A:** Michael Hart with PMA presented the Ratifying Resolution Related to General Obligation Capital Facilities Bonds, Series 2023A

**A RESOLUTION RATIFYING THE SALE OF GENERAL OBLIGATION CAPITAL FACILITIES BONDS,
SERIES 2023A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$1,385,000; FIXING
THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND
PROVIDING FOR THEIR PAYMENT**

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

Section 1. Sale of Bonds.

1.01. Background.

(a) On February 22, 2023, the Board adopted a resolution (the “Parameters Resolution”) providing for the issuance and sale of General Obligation Capital Facilities Bonds, Series 2023A (the “Bonds”), subject to certain parameters, to finance certain capital facilities projects, including but not limited to securing entries at all District facilities as well as improving, repairing, and equipping all District facilities (collectively, the “Projects”), pursuant to Minnesota Statutes, Chapter 475, as amended, and Section 123B.62, as amended (collectively, the “Act”).

(b) The Parameters Resolution authorized the Bonds to be sold at a maximum principal amount of \$1,550,000 and a true interest cost not to exceed 5.00%.

(c) Pursuant to the Parameters Resolution, the District has covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation. The District understands that as a result of its covenant to be bound by said provisions, these provisions shall be binding as long as the Bonds remain outstanding.

(d) The Parameters Resolution authorized the Superintendent or Business Manager and an officer of the Board designated by the Board (the “Authorized Officials”), with the advice of PMA Securities, LLC, the District’s municipal advisor (the “Municipal Advisor”), to review the proposals for the purchase of the Bonds and award the sale of the Bonds to the prospective purchaser, based on the recommendation of the Municipal Advisor, and to take any other appropriate action with respect to the Bonds, including but not limited to the execution and delivery of a purchase agreement with respect to the Bonds.

(e) On April 12, 2023, the Authorized Officials reviewed the proposals, a tabulation of which is set forth in EXHIBIT A attached hereto, and accepted the offer of _____ (the “Purchaser”) to purchase the Bonds in the original aggregate principal amount of \$1,385,000, as described herein, subject to ratification by the Board.

1.02. Award to the Purchaser and Interest Rates. The proposal by the Purchaser to purchase the Bonds in the original aggregate principal amount of \$1,385,000 is determined to be a reasonable offer and the Board hereby ratifies the acceptance of the proposal of the Purchaser

to purchase the Bonds at a price of \$ _____ (par amount of the Bonds of \$1,385,000.00, [plus original issue premium of \$ _____,] [less original issue discount of \$ _____,] less underwriter's discount of \$ _____), plus accrued interest, if any, to the date of delivery for Bonds bearing interest as follows: RC520-68-865519.v1 3 Year Interest Rate Year Interest Rate 2026 % 2033 % 2027 2034 2028 2035 2029 2036 2030 2037 2031 2038 2032 True interest cost: _____%

1.03. Purchase Contract. The amount proposed by the Purchaser in excess of the minimum bid, if any, shall be credited to the Debt Service Fund hereinafter created or deposited in the Construction Fund hereinafter created, as determined by the District Treasurer in consultation with the Municipal Advisor. The execution and delivery of the purchase contract with the Purchaser is hereby ratified and confirmed.

1.04. Terms and Principal Amounts of the Bonds. The District will forthwith issue and sell the Bonds pursuant to the Act, in the total principal amount of \$1,385,000, originally dated May 11, 2023, in the denomination of \$5,000 each or any integral multiple thereof, numbered No. R-1 upward, bearing interest as above set forth, and maturing serially on February 1 in the years and amounts as follows: Year Amount Year Amount 2026 \$ 2033 \$ 2027 2034 2028 2035 2029 2036 2030 2037 2031 2038 2032

1.05. Optional Redemption. The District may elect on February 1, 2031, and any date thereafter to prepay Bonds due on or after February 1, 2032. Redemption may be in whole or in part and if in part, at the option of the District and in such manner as the District will determine. If less than all Bonds of a maturity are called for redemption, the District will notify DTC (as defined in Section 7 hereof) of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

[1.06. Mandatory Redemption; Term Bonds. The Bonds maturing on February 1, 20__ and February 1, 20__ shall hereinafter be referred to as the "Term Bonds." The principal amounts of the Term Bonds subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bonds credited against future mandatory sinking fund redemptions of such Term Bonds in such order as the District shall determine. The Term Bonds are subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows: RC520-68-865519.v1 4 Sinking Fund Installment Date Principal Amount February 1, 20__ Term Bond _____ * Maturity February 1, 20__ Term Bond _____ * Maturity]

Section 2. Registration and Payment.

2.01. Registered Form. The Bonds will be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. Each Bond will be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made

available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond will be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond will be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing February 1, 2024, to the registered owners of record as of the close of business on the fifteenth day of the immediately preceding month, whether or not that day is a business day.

2.03. Registration. The District will appoint a bond registrar, transfer agent, authenticating agent and paying agent (the “Registrar” and the “Paying Agent”). The effect of registration and the rights and duties of the District and the Registrar with respect thereto are as follows:

(a) Register. The Registrar must keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred, or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. When Bonds are surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner’s attorney in writing. RC520-68-865519.v1 5

(d) Cancellation. Bonds surrendered upon transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the District.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The District and the Registrar may treat the person in whose name a Bond is registered in the bond register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to a registered owner or upon the owner’s order will be valid and

effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the District and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of the cancellation must be given to the District. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Appointment of Initial Registrar. The District appoints U.S. Bank Trust Company, National Association, Saint Paul, Minnesota as the initial Registrar. The Chair and the District Clerk are authorized to execute and deliver, on behalf of the District, a contract with said Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar. The District agrees to pay the reasonable and customary charges of the Registrar for the services performed. The District reserves the right to remove the Registrar upon thirty (30) days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar must deliver all cash and Bonds in its possession to the successor Registrar and must deliver the bond register to the successor Registrar. On or before each principal or interest due date, without further order of the Board, the District Treasurer must transmit to the Registrar moneys sufficient for the payment of all principal and interest then due.

2.05. Execution, Authentication and Delivery. The Bonds will be prepared under the direction of the District Clerk and executed on behalf of the District by the signatures of the Chair and the

District Clerk, provided that all signatures may be printed, engraved, or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of a Bond, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. Notwithstanding such execution, a Bond will not be valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on each Bond is conclusive evidence that it has been authenticated and delivered under this resolution. When the Bonds have been so prepared, executed and authenticated, the District Clerk will deliver the same to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

Section 3. Form of Bond.

3.01. Execution of the Bonds. The Bonds will be printed or typewritten in substantially the form set forth in EXHIBIT B attached hereto.

3.02. Approving Legal Opinion. The District Clerk is authorized and directed to obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, and to cause the opinion to be printed on or accompany each Bond.

Section 4. Payment; Security; Funds; Pledges and Covenants.

4.01. Debt Service Fund. The Bonds are payable from the General Obligation Capital Facilities Bonds, Series 2023A Debt Service Fund (the "Debt Service Fund") hereby created. The Debt Service Fund shall be administered and maintained by the District as a bookkeeping fund separate and apart from all other funds maintained in the official financial records of the District. Ad valorem taxes herein levied for the payment of the principal of, premium, if any, and interest on the Bonds (the "Taxes") are hereby pledged to the Debt Service Fund. There is appropriated to the Debt Service Fund (i) capitalized interest financed from Bond proceeds, if any; and (ii) amounts over the minimum purchase price of the Bonds, if any, paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof.

4.02. Construction Fund. The District hereby creates the General Obligation Capital Facilities Bonds, Series 2023A Construction Fund (the "Construction Fund"). Proceeds of the Bonds, less the appropriations made in Section 4.01 hereof, together with any other funds appropriated for the Projects and the Taxes collected during the construction of the Projects, will be deposited in the Construction Fund to be used solely to defray expenses of the Projects. When the Projects are completed and the costs thereof paid, the Construction Fund is to be closed and any balance therein is to be deposited in the Debt Service Fund.

4.03. Pledge of Taxes. For the purpose of paying the principal of and interest on the Bonds, there is hereby levied a direct annual irrevocable ad valorem tax upon all of the taxable property in the District, which is to be spread upon the tax rolls and collected with and as part

of other general taxes of the District. The Taxes will be credited to the Debt Service Fund above provided and will be in the years and amounts as set forth in EXHIBIT C attached hereto.

4.04. General Obligation Pledge. For the prompt and full payment of the principal of and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the District will be and are hereby irrevocably pledged. If a payment of principal or interest on the Bonds becomes due when there is not sufficient money in the Debt Service Fund to pay the same, the District Treasurer must pay such principal or interest from the general fund of the District, and the general fund will be reimbursed for those advances out of the proceeds of the Taxes levied herein, when collected.

4.05. Certification to County Auditors as to Debt Service Fund Amount. It is determined that the estimated collection of the foregoing Taxes will produce at least five percent (5%) in excess of the amount needed to meet when due the principal and interest payments on the Bonds. The tax levy herein provided is irrevocable until all of the Bonds are paid, provided that at the time the District makes its annual tax levies the District Treasurer may certify to the County Auditor/Treasurer of Wright County, Minnesota and the Auditor/Treasurer of Hennepin County, Minnesota (together, the "County Auditors"), the amount available in the Debt Service Fund to pay principal and interest due during the ensuing year, and the County Auditors will thereupon reduce the levy collectible during such year by the amount so certified.

4.06. Registration of Resolution. The District Clerk is authorized and directed to file a certified copy of this resolution with the County Auditors and to obtain the certificate required by Section 475.63 of the Act.

Section 5. Authentication of Transcript.

5.01. District Proceedings and Records. The officers of the District are hereby authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds certified copies of proceedings and records of the District relating to the Bonds and to the financial condition and affairs of the District, and such other affidavits, certificates and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds and such instruments, including any heretofore furnished, may be deemed representations of the District to the facts stated therein.

5.02. Certification as to Official Statement. The Chair, the District Clerk, and the District Treasurer are hereby authorized and directed to certify that they have examined the Official Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the Official Statement is a complete and accurate representation of the facts and representations made therein as of the date thereof.

5.03. Other Certificates. The Chair, the District Clerk, and the District Treasurer are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the District or incumbency of its officers, at the closing the Chair, the District Clerk, and the District Treasurer shall also execute and deliver to

the Purchaser a suitable certificate as to absence of material litigation, and the District Treasurer shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

5.04. Electronic Signatures. The electronic signature of the Chair, the District Clerk, and/or the District Treasurer to this resolution and to any certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the District thereto. For purposes hereof, (i) "electronic signature" means a manually signed original signature that is then transmitted by electronic means; and (ii) "transmitted by electronic means" means sent in the form of a facsimile or sent via the internet as a portable document format ("pdf") or other replicating image attached to an electronic mail or internet message.

Section 6. Tax Covenants.

6.01. Tax-Exempt Bonds. The District covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take, or cause its officers, employees or agents to take, all affirmative actions within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

6.02. No Rebate Required.

(a) The District will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States, if the Bonds (together with other obligations reasonably expected to be issued in calendar year 2023) exceed the small-issuer exception amount of \$15,000,000 for capital expenditures pursuant to Section 148(f)(4)(D)(vii).

(b) For purposes of qualifying for the small issuer exception to the federal arbitrage rebate requirements, the District finds, determines and declares that the aggregate face amount of all tax-exempt bonds (other than private activity bonds) issued by the District (and all subordinate entities of the District) during the calendar year in which the Bonds are issued and outstanding at one time is not reasonably expected to exceed \$15,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

6.03. Not Private Activity Bonds. The District further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. Qualified Tax-Exempt Obligations. In order to qualify the Bonds as “qualified tax-exempt obligations” within the meaning of Section 265(b)(3) of the Code, the District makes the following factual statements and representations:

(a) the Bonds are not “private activity bonds” as defined in Section 141 of the Code;

(b) the District hereby designates the Bonds as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code;

(c) the reasonably anticipated amount of tax-exempt obligations (other than any private activity bonds that are not qualified 501(c)(3) bonds) which will be issued by the District during calendar year 2023 will not exceed \$10,000,000; and

(d) not more than \$10,000,000 of obligations issued by the District during calendar year 2023 have been designated for purposes of Section 265(b)(3) of the Code.

6.05. Procedural Requirements. The District will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

Section 7. Book-Entry System; Limited Obligation of District.

7.01. DTC. The Bonds will be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities set forth in Section 1.04 hereof. Upon initial issuance, the ownership of each Bond will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns (“DTC”). Except as provided in this section, all of the outstanding Bonds will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC.

7.02. Participants. With respect to Bonds registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC, the District, the Registrar and the Paying Agent will have no responsibility or obligation to any broker dealers, banks and other financial institutions from time to time for which DTC holds Bonds as securities depository (the “Participants”) or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds; (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar) of any notice with respect to the Bonds, including any notice of redemption; or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The District, the Registrar and the Paying Agent may treat and consider the person in whose name each Bond is registered in the registration books kept by the Registrar as the holder and absolute owner of such Bond for the purpose of payment of principal, premium and interest with respect to such Bond, for the purpose of registering transfers with respect to such Bonds, and for all other purposes. The Paying Agent will pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the

Registrar, and all such payments will be valid and effectual to fully satisfy and discharge the District's obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of Bonds, as shown in the registration books kept by the Registrar, will receive a certificated Bond evidencing the obligation of this resolution. Upon delivery by DTC to the District Clerk of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words "Cede & Co." will refer to such new nominee of DTC; and upon receipt of such a notice, the District Clerk will promptly deliver a copy of the same to the Registrar and Paying Agent.

7.03. Representation Letter. The District has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the "Representation Letter") which will govern payment of principal of, premium, if any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or Registrar subsequently appointed by the District with respect to the Bonds will agree to take all action necessary for all representations of the District in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

7.04. Transfers Outside Book-Entry System. In the event the District, by resolution of the Board, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the District will notify DTC, whereupon DTC will notify the Participants, of the availability through DTC of Bond certificates. In such event the District will issue, transfer and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the District and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the District will issue and the Registrar will authenticate Bond certificates in accordance with this resolution and the provisions hereof will apply to the transfer, exchange, and method of payment thereof.

7.05. Payments to Cede & Co. Notwithstanding any other provision of this resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and notices with respect to the Bond will be made and given, respectively in the manner provided in DTC's Operational Arrangements, as set forth in the Representation Letter.

Section 8. Continuing Disclosure.

8.01. Execution of Continuing Disclosure Certificate. "Continuing Disclosure Certificate" means that certain Continuing Disclosure Certificate executed by the Chair and District Clerk and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

8.02. District Compliance with Provisions of Continuing Disclosure Certificate. The District hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this resolution, failure of the District to comply with the Continuing Disclosure Certificate is not to be considered an event of default with respect to the Bonds; however, any Bondholder may take such actions as

may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this section.

Section 9. Defeasance. When all Bonds and all interest thereon have been discharged as provided in this section, all pledges, covenants, and other rights granted by this resolution to the holders of the Bonds will cease, except that the pledge of the full faith and credit of the District for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The District may discharge all Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full. If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

Kneeland motioned, seconded by Praska, to approve the resolution as presented.

On a roll call vote, the following voted in favor: Gordee, Edwards, Kneeland, Johnson, Praska and Hillstrom. And the following voted against: None.

Whereupon said resolution was declared duly passed and adopted.

- **Expanded Referendum History:** Superintendent Rhonda Dean along with Director of Finance and Operations Michael McNulty and Michael Hart with PMA presented an updated referendum history.

EFFICIENT & EFFECTIVE OPERATIONS

- **Intent to Negotiate - Education Minnesota- Rockford** - Superintendent Dean presented the Education Minnesota - Rockford intent to enter negotiations.
- **IOwA Reauthorization Resolution** - Superintendent Rhonda Dean presented the IOwA reauthorization resolution.

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This

EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

Praska motioned, seconded by Hillstrom, to approve the resolution as presented.

On a roll call vote, the following voted in favor: Gordee, Edwards, Kneeland, Johnson, Praska and Hillstrom. And the following voted against: None.

Whereupon said resolution was declared duly passed and adopted.

- **Technology 5 year plan** - Technology Director Jeff Kienitz presented a 5 year plan for the Technology department.
- **RAS Parent and Student Handbook 2023-2024** - Superintendent Rhonda Dean Presented the RAS Parent and Student Handbook for the 2023-2024 school year.
- **REAMS Staff Handbook 2023-2024** - Superintendent Rhonda Dean Presented the REAMS Staff Handbook for the 2023-2024 school year.
- **RMS-CES Staff Handbook 2023-2024** - Superintendent Rhonda Dean Presented the RMS-CES Staff Handbook for the 2023-2024 school year.
- **RHS Staff Handbook 2023-2024** - Superintendent Rhonda Dean Presented the RHS Staff Handbook for the 2023-2024 school year.
- **Galaxy Handbooks 2023-2024** - Superintendent Rhonda Dean Presented the Galaxy Parent Handbook and Staff Handbook for the 2023-2024 school year.
- **Early Childhood Handbook 2023-2024** - Superintendent Rhonda Dean Presented the Early Childhood Parent Handbook and Staff Handbook for the 2023-2024 school year.
- **Policy -- 2nd Read** - Superintendent Rhonda Dean presented policies 516.5, 750R, 801, 802, 805 and 806 for a final read.

Motion by Praska, seconded by Kneeland to approve the policies as presented. Motion carried.

BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS

Work Session of the Board of Education: Monday, May 15, at 5:30 pm in the District Office Board Room

Regular Meeting of the Board of Education: Monday, May 15, at 6:30 pm in the District Office Board Room

The Board and Superintendent gave updates on their committee assignments and events attended.

- Hillstrom -World's best workforce, Community expo, 2nd grade choir concert.
- Gordee - Board Prep meetings, meetings with Rhonda, Facilities Committee meetings, AMSD board directors meeting, NorthWest Suburban executive directors meeting.
- Johnson - meetings with Rhonda, MAWSECO, Community Expo.
- Edwards - board prep meetings, facilities committee meeting.
- Praska - SEE regional meeting, SEE Legislative committee.
- Kneeland - Superintendent interviews, finance committee meeting, SEE Advisory meeting, bond sale call, community expo, safe routes to school.

- Superintendent Dean -LTFM, AMSD, Wright county superintendents meeting, NorthWest suburban meetings, Union leaders meeting, ICS and PMA meeting, Bond rating call, indoor track meet, union negotiators meeting, foundation board meeting, district calendar planning meeting, community expo, world's best workforce meeting, board prep meetings, meetings with payroll.

Johnson motioned to adjourn the meeting at 9:50 p.m. Hillstrom seconded. Motion carried unanimously.

*Courtney Neibert
Recorder*

*Jessica Johnson
Clerk*



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

Subject: Consent Personnel

Meeting Date: May 15, 2023

Prepared By: Human Resources Office

Date Prepared: May 12, 2023

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

Status	First Name	Last Name	Position	Date(s)
New Hire	Monica	Pinkerman	RMS Ag Teacher	2023-2024
New Hire	Suzanne	Douglas	REAMS SpEd Teacher	2023-2024
New Hire	Andrea	Berens	RMS SpEd LTS	2023-2024
New Hire	Shea	Wesolik	RMS SpEd Para	September 5, 2023
Long Term Sub	Ruth	Durand	RMS SpEd Teacher	April 10, 2023-June 8, 2023
Non-Renewal	Weston	Riley	RMS Social Studies	June 8, 2023
Unrequested LOA	Jennifer	DesMarais-Holl and	RHS Media Specialist	June 8, 2023
Resignation	Amanda	Rasset	REAMS 1st Grade Teacher	June 8, 2023
Resignation	Faith	Lusk	Paraprofessional	May 4, 2023
Resignation	Jeanie	Chalupsky	RHS Principal Secretary	June 9, 2023
Resignation	Nicole	Miller	REAMS Music Teacher	June 8, 2023
Resignation	Kimberly	Archibald	REAMS SpEd Teacher	June 8, 2023
Resignation	Kirstin	Bowen	RMS SpEd Teacher	June 8, 2023
Leave	Becca	Morgan	District Nurse	May 19, 2023-June 1, 2023



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: *Consent Bills Paid and Wires in April 2023*

Meeting Date: May 15, 2023

Prepared by: Mike McNulty

Date Prepared: May 8, 2023

Information Briefing Action Enclosure Item(s)

April 2023 Disbursements Paid (listings attached):

Fund 01 General Fund	\$ 1,160,948.42
Fund 02 Food Service	\$ 63,221.74
Fund 04 Community Services	\$ 13,062.50
Fund 06 Building Construction	\$ 668,877.14
Fund 07 Debt Redemption	\$ 0
Fund 21 Student Activities	\$ 16,162.36
Fund 45 OPEB Trust	\$ 0
 Total All Funds	 \$ 1,922,272.16

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch Co	Pmt No	Bank Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv											
										0883	57906	AS2	1	1014	remit MASAMASE	202310	0883	8489	424.00	0.00
										0883	58143	AS2	1	1269	T-MOBILE	202310	0883	8489	0.00	1,260.00
										0883	58144	AS2	1	1215	XCEL ENERGY	202310	0883	8489	0.00	23,901.90
										0883	58145	AS2	1	7981	AT&T MOBILITY	202310	0883	8489	0.00	38.23
										0883	58146	AS2	1	1057	HILLYARD	202310	0883	8489	0.00	34.58
										0883	58146	AS2	1	1057	HILLYARD	202310	0883	8489	0.00	128.93
										0883	58146	AS2	1	1057	HILLYARD	202310	0883	8489	0.00	126.94
										0883	58147	AS2	1	1096	NASCO	202310	0883	8489	0.00	214.68
										0883	58147	AS2	1	1096	NASCO	202310	0883	8489	0.00	32.20
										0883	58148	AS2	1	1102	JW PEPPER	202310	0883	8489	0.00	10.00
										0883	58149	AS2	1	1180	CENTERPOINT ENERG	202310	0883	8489	0.00	553.66
										0883	58149	AS2	1	1180	CENTERPOINT ENERG	202310	0883	8489	0.00	327.64
										0883	58150	AS2	1	1200	CUB FOODS	202310	0883	8489	0.00	203.37
										0883	58150	AS2	1	1200	CUB FOODS	202310	0883	8489	0.00	23.83
										0883	58150	AS2	1	1200	CUB FOODS	202310	0883	8489	0.00	44.10
										0883	58150	AS2	1	1200	CUB FOODS	202310	0883	8489	0.00	23.25
										0883	58151	AS2	1	1489	Remi SCHOOL SPECIALTY	202310	0883	8489	0.00	130.18
										0883	58153	AS2	1	2124	MACMH	202310	0883	8489	0.00	410.00
										0883	58154	AS2	1	2151	remit VARITRONICS, LLC	202310	0883	8489	0.00	349.73
										0883	58155	AS2	1	3679	remit INNOVATIVE OFFICE S	202310	0883	8489	0.00	56.45
										0883	58156	AS2	1	4719	TRACTOR SUPPLY CRE	202310	0883	8489	0.00	131.96
										0883	58156	AS2	1	4719	TRACTOR SUPPLY CRE	202310	0883	8489	0.00	52.16
										0883	58156	AS2	1	4719	TRACTOR SUPPLY CRE	202310	0883	8489	0.00	227.99
										0883	58157	AS2	1	5149	TOLL COMPANYY	202310	0883	8489	0.00	101.58
										0883	58158	AS2	1	6437	TASC	202310	0883	8489	0.00	34.50
										0883	58159	AS2	1	6603	LANO EQUIPMENT -LOI	202310	0883	8489	0.00	210.56
										0883	58160	AS2	1	7545	TEACHERS ON CALL	202310	0883	8489	0.00	5,727.10
										0883	58161	AS2	1	7697	MARISELA V NELSON II	202310	0883	8489	0.00	30.00
										0883	58161	AS2	1	7697	MARISELA V NELSON II	202310	0883	8489	0.00	305.00
										0883	58162	AS2	1	7738	GRANITE TELECOMMU	202310	0883	8489	0.00	810.11
										0883	58163	AS2	1	7872	SCHOOL EXEC CONNNE	202310	0883	8489	0.00	8,340.69
										0883	58165	AS2	1	8265	remit DOMINO'S PIZZA	202310	0883	8489	0.00	131.94
										0883	58166	AS2	1	8373	TWINNS BALLPARK LLC	202310	0883	8489	0.00	790.00
										0883	58167	AS2	1	8399	AMPION PBC	202310	0883	8489	0.00	199.92
										0883	58169	AS2	1	8555	remit HARDWOODS SPECIAL	202310	0883	8489	0.00	1,113.50
										0883	58170	AS2	1	8564	COMMERCIAL LIGHTIN	202310	0883	8489	0.00	580.49
										0883	58171	AS2	1	1180	CENTERPOINT ENEREG	202310	0883	8489	0.00	615.30
										0883	58171	AS2	1	1180	CENTERPOINT ENEREG	202310	0883	8489	0.00	474.49

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	Debit	Credit
										Co	No								Co	Cd	Amount	Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	58171	AS2	1	1180		CENTERPOINT ENERG 202310	0883	8489	0.00	12,600.12	
											0883	58172	AS2	1	1014	remit	MASAMASE 202310	0883	8489	0.00	379.00	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	771.18	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	20.94	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	85.99	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	89.97	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	30.00	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	55.48	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	346.70	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	18.35	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	508.51	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	275.56	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	158.90	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	230.95	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	134.21	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	329.73	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	112.45	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	27.50	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	102.48	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	28.85	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	10.28	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	9.99	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	267.92	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	993.32	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	17.13	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	1,377.80	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	36.96	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	63.94	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	25.99	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	109.95	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	313.20	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	839.88	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	306.34	
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	99.00	
											0883	58174	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	2,179.72	
											0883	58175	AS2	1	1394		MBNA/BUSINESS CARL 202310	0883	8489	0.00	450.00	
											0883	58178	AS2	1	8402		REPUBLIC SERVICES, I 202310	0883	8489	0.00	2,905.72	
											0883	58179	AS2	1	3370		MN CHILLD SUPPORT PI 202310	0883	8525	0.00	323.50	

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Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	Debit	Credit
0883	B	01	101	000				F	Cash & Cash Equiv		Co	No	Grp						Co	Cd	Amount	Amount
0883											0883	58180	AS2	1	1962		MINNESOTA DEPT OF F	202310	0883	8525	0.00	1,177.11
0883											0883	58180	AS2	1	1962		MINNESOTA DEPT OF F	202310	0883	8525	0.00	18,883.56
0883											0883	58181	AS2	1	2006		US GOVERNMENT	202310	0883	8525	0.00	112,779.37
0883											0883	58181	AS2	1	2006		US GOVERNMENT	202310	0883	8525	0.00	9,512.68
0883											0883	58182	AS2	1	6431		HR SIMPLIFIED	202310	0883	8525	0.00	9,975.94
0883											0883	58182	AS2	1	6431		HR SIMPLIFIED	202310	0883	8525	500.00	0.00
0883											0883	58183	AS2	1	1937		PUBLIC EMPLOYEES R	202310	0883	8525	0.00	23,626.78
0883											0883	58183	AS2	1	1937		PUBLIC EMPLOYEES R	202310	0883	8525	0.00	6,775.78
0883											0883	58184	AS2	1	1938		TRA	202310	0883	8525	0.00	56,948.73
0883											0883	58184	AS2	1	1938		TRA	202310	0883	8525	0.00	59.12
0883											0883	58185	AS2	1	1091		SCHMITT MUSIC CENT	202310	0883	8525	0.00	100.00
0883											0883	58185	AS2	1	1091		SCHMITT MUSIC CENT	202310	0883	8525	0.00	118.00
0883											0883	58185	AS2	1	1091		SCHMITT MUSIC CENT	202310	0883	8525	0.00	68.00
0883											0883	58185	AS2	1	1091		SCHMITT MUSIC CENT	202310	0883	8525	0.00	73.00
0883											0883	58185	AS2	1	1091		SCHMITT MUSIC CENT	202310	0883	8525	0.00	50.00
0883											0883	58185	AS2	1	1091		SCHMITT MUSIC CENT	202310	0883	8525	0.00	135.00
0883											0883	58185	AS2	1	1091		SCHMITT MUSIC CENT	202310	0883	8525	0.00	42.00
0883											0883	58186	AS2	1	1159		BANKWEST-CASH	202310	0883	8525	0.00	100.00
0883											0883	58187	AS2	1	1394		MBNA/BUSINESS CARL	202310	0883	8525	0.00	149.90
0883											0883	58189	AS2	1	2216		MEWARDS INC	202310	0883	8525	0.00	57.36
0883											0883	58190	AS2	1	2374		DEMCO INC	202310	0883	8525	0.00	245.58
0883											0883	58192	AS2	1	6187		remit MIN FFA	202310	0883	8525	0.00	50.00
0883											0883	58193	AS2	1	6356		MITEL NETSOLUTIONS	202310	0883	8525	0.00	4,196.81
0883											0883	58194	AS2	1	6481		GRADY'S ACE HARDW	202310	0883	8525	0.00	218.58
0883											0883	58195	AS2	1	6569		NWEJE, KARLA	202310	0883	8525	0.00	193.75
0883											0883	58195	AS2	1	6569		NWEJE, KARLA	202310	0883	8525	0.00	2,500.00
0883											0883	58196	AS2	1	7545		TEACHERS ON CALL	202310	0883	8525	0.00	3,535.36
0883											0883	58197	AS2	1	8324		CLA LABORATORY PR	202310	0883	8525	0.00	180.00
0883											0883	58198	AS2	1	8355		CUB - MAPLE GROVE	202310	0883	8525	0.00	13.98
0883											0883	58199	AS2	1	8498		SCHMITT MUSIC ANOK	202310	0883	8525	0.00	219.05
0883											0883	58200	AS2	1	8554		UNIVERSITY OF CHICA	202310	0883	8525	0.00	129.84
0883											0883	58201	AS2	1	8565		ROSS, JILL	202310	0883	8525	0.00	360.00
0883											0883	58202	AS2	1	1039		MINNESOTA ELEVATOR	202310	0883	8525	0.00	469.42
0883											0883	58203	AS2	1	1057		HILLYARD	202310	0883	8525	0.00	78.98
0883											0883	58204	AS2	1	1090		EPA AUDIO VISUAL, INC	202310	0883	8525	0.00	3,228.00
0883											0883	58204	AS2	1	1090		EPA AUDIO VISUAL, INC	202310	0883	8525	0.00	6,848.00
0883											0883	58205	AS2	1	1091		SCHMITT MUSIC CENT	202310	0883	8525	0.00	281.20
0883											0883	58206	AS2	1	1437		KOIVISTO ELECTRICAL	202310	0883	8525	0.00	440.00

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	Debit	Credit	
										Co	No								Co	Cd	Amount	Amount	
0883	B	01	101	000				F	Cash & Cash Equiv														
0883											0883	58206	AS2	1	1437		KOIVISTO ELECTRICAL	202310	0883	8525	0.00	895.00	
0883											0883	58206	AS2	1	1437		KOIVISTO ELECTRICAL	202310	0883	8525	0.00	1,380.00	
0883											0883	58208	AS2	1	1812	remit	WRIGHT COUNTY FINA	202310	0883	8525	0.00	43,764.00	
0883											0883	58209	AS2	1	1841		WRIGHT TECHNICAL C	202310	0883	8525	0.00	4,004.74	
0883											0883	58210	AS2	1	2051		INTERMEDIATE DISTRI	202310	0883	8525	0.00	1,280.10	
0883											0883	58211	AS2	1	2537		REGION V	202310	0883	8525	0.00	6,045.25	
0883											0883	58211	AS2	1	2537		REGION V	202310	0883	8525	0.00	90.00	
0883											0883	58212	AS2	1	3366		MASMS	202310	0883	8525	0.00	100.00	
0883											0883	58213	AS2	1	3679	remit	INNOVATIVE OFFICE SI	202310	0883	8525	0.00	29.76	
0883											0883	58214	AS2	1	4022		INFINITE CAMPUS	202310	0883	8525	0.00	375.00	
0883											0883	58215	AS2	1	4335		4 POINT 0 SCHOOL SEI	202310	0883	8525	0.00	65,394.12	
0883											0883	58216	AS2	1	4335		4 POINT 0 SCHOOL SEI	202310	0883	8525	0.00	8,310.26	
0883											0883	58218	AS2	1	5149		TOLL COMPANY	202310	0883	8525	0.00	640.78	
0883											0883	58218	AS2	1	5149		TOLL COMPANY	202310	0883	8525	0.00	155.10	
0883											0883	58218	AS2	1	5149		TOLL COMPANY	202310	0883	8525	0.00	24.06	
0883											0883	58219	AS2	1	5558		MOUND -WESTONKA H	202310	0883	8525	0.00	285.00	
0883											0883	58221	AS2	1	5992		ECM PUBLISHERS, INC	202310	0883	8525	0.00	9,115.15	
0883											0883	58222	AS2	1	6183		BUFFALO GUN CLUB, II	202310	0883	8525	0.00	507.00	
0883											0883	58223	AS2	1	6727	remit	DAIKIN APPLIED	202310	0883	8525	0.00	1,419.00	
0883											0883	58224	AS2	1	6913		NEE INVESTMENT 9, LL	202310	0883	8525	0.00	198.71	
0883											0883	58224	AS2	1	6913		NEE INVESTMENT 9, LL	202310	0883	8525	0.00	29.23	
0883											0883	58225	AS2	1	6917		GLENCOE-SILVER LAKE	202310	0883	8525	0.00	150.00	
0883											0883	58226	AS2	1	7144		REMPIIONEER CRITICAL	PO 202310	0883	8525	0.00	245.94	
0883											0883	58226	AS2	1	7144		REMPIIONEER CRITICAL	PO 202310	0883	8525	0.00	370.00	
0883											0883	58228	AS2	1	7545		TEACHERS ON CALL	202310	0883	8525	0.00	5,629.67	
0883											0883	58229	AS2	1	7570		CST MN - BIN # 170065	202310	0883	8525	0.00	145,821.34	
0883											0883	58230	AS2	1	7697		MARISELA V NELSON II	202310	0883	8525	0.00	270.00	
0883											0883	58231	AS2	1	7771	remit	MRI SOFTWARE, LLC	202310	0883	8525	0.00	44.00	
0883											0883	58232	AS2	1	7786		REMITERRAFORM PHOENIX	202310	0883	8525	0.00	181.30	
0883											0883	58234	AS2	1	8226	remit	PROLAWNS INC.	202310	0883	8525	0.00	3,344.00	
0883											0883	58235	AS2	1	8261		TOTAL NETWORK, INC.	202310	0883	8525	0.00	1,771.25	
0883											0883	58236	AS2	1	8361		KAMIDA CONCRETE CC	202310	0883	8525	0.00	12,210.00	
0883											0883	58237	AS2	1	8403		WALLACE, ROXANE	202310	0883	8525	0.00	1,950.00	
0883											0883	58238	AS2	1	8409		RUPP, ANDERSON, SQU	202310	0883	8525	0.00	106.00	
0883											0883	58239	AS2	1	8422		SCHOOL BUSINESS M/	202310	0883	8525	0.00	375.97	
0883											0883	58239	AS2	1	8422		SCHOOL BUSINESS M/	202310	0883	8525	0.00	6,620.00	
0883											0883	58240	AS2	1	8557	remit	BFG SUPPLY CO., LLC	202310	0883	8525	0.00	316.31	
0883											0883	58241	AS2	1	4050		AFLAC	202310	0883	8525	0.00	210.16	

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch Co	Pmt No	Bank Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv											
										0883	58241	AS2	1	4050	AFIAC	202310	0883	8525	0.00	210.16
										0883	58242	AS2	1	1962	MINNESOTA DEPT OF F	202310	0883	8525	0.00	17,220.85
										0883	58242	AS2	1	1962	MINNESOTA DEPT OF F	202310	0883	8525	0.00	93.40
										0883	58243	AS2	1	2006	US GOVERNMENT	202310	0883	8525	0.00	103,538.28
										0883	58243	AS2	1	2006	US GOVERNMENT	202310	0883	8525	0.00	2,459.25
										0883	58244	AS2	1	1937	PUBLIC EMPLOYEES R	202310	0883	8525	0.00	18,327.06
										0883	58244	AS2	1	1937	PUBLIC EMPLOYEES R	202310	0883	8525	0.00	2,149.24
										0883	58245	AS2	1	1938	TRA	202310	0883	8525	0.00	57,172.71
										0883	58246	AS2	1	6431	HR SIMPLIFIED	202310	0883	8525	0.00	10,175.94
										0883	58247	AS2	1	3370	MN CHILD SUPPORT PI	202310	0883	8525	0.00	323.50
										0883	58248	AS2	1	2470	MSRS	202310	0883	8525	0.00	7,002.22
										0883	58248	AS2	1	2470	MSRS	202310	0883	8525	0.00	7,002.22
										0883	58249	AS2	1	7649	TSA CONSULTING GRC	202310	0883	8525	0.00	3,274.50
										0883	58249	AS2	1	7649	TSA CONSULTING GRC	202310	0883	8525	0.00	4,000.65
										0883	58249	AS2	1	7649	TSA CONSULTING GRC	202310	0883	8525	0.00	8,129.97
										0883	58249	AS2	1	7649	TSA CONSULTING GRC	202310	0883	8525	0.00	74,000.65
										0883	58249	AS2	1	7649	TSA CONSULTING GRC	202310	0883	8525	0.00	3,274.50
										0883	58250	AS2	1	5459	LEGAL SHIELD	202310	0883	8525	0.00	8,129.91
										0883	58250	AS2	1	5459	LEGAL SHIELD	202310	0883	8525	0.00	86.89
										0883	58251	AS2	1	3431	MEDICA	202310	0883	8525	0.00	86.89
										0883	58251	AS2	1	3431	MEDICA	202310	0883	8525	0.00	69,135.00
										0883	58251	AS2	1	3431	MEDICA	202310	0883	8525	0.00	69,579.01
										0883	58253	AS2	1	2009	EDUCATION MINNESO	202310	0883	8525	0.00	4,588.32
										0883	58253	AS2	1	2009	EDUCATION MINNESO	202310	0883	8525	0.00	4,588.32
										0883	58253	AS2	1	2009	EDUCATION MINNESO	202310	0883	8525	0.00	4,588.32
										0883	58254	AS2	1	1644	ISD #883 EDUCATION F	202310	0883	8525	0.00	280.85
										0883	58254	AS2	1	1644	ISD #883 EDUCATION F	202310	0883	8525	0.00	280.85
										0883	58254	AS2	1	1644	ISD #883 EDUCATION F	202310	0883	8525	0.00	280.85
										0883	58255	AS2	1	1969	SCHOOL SERVICE EMF	202310	0883	8525	0.00	849.81
										0883	58255	AS2	1	1969	SCHOOL SERVICE EMF	202310	0883	8525	0.00	849.81
										0883	58255	AS2	1	1969	SCHOOL SERVICE EMF	202310	0883	8525	0.00	833.70
										0883	58256	AS2	1	1007	CMERDC	202310	0883	8525	0.00	3,262.00
										0883	58257	AS2	1	1102	JW PEPPER	202310	0883	8525	0.00	50.00
										0883	58257	AS2	1	1102	JW PEPPER	202310	0883	8525	0.00	82.99
										0883	58257	AS2	1	1102	JW PEPPER	202310	0883	8525	0.00	230.99
										0883	58258	AS2	1	1180	CENTERPOINT ENERG	202310	0883	8525	0.00	3,258.38
										0883	58258	AS2	1	1180	CENTERPOINT ENERG	202310	0883	8525	0.00	4,990.74
										0883	58259	AS2	1	1792	THREE RIVERS PARK	202310	0883	8525	0.00	728.91
										0883	58260	AS2	1	1828	TRAEEN, TODD	202310	0883	8525	0.00	190.00
										0883	58261	AS2	1	2208	TECH/CHECK	202310	0883	8525	0.00	840.00
										0883	58262	AS2	1	2722	HENDRICKSON, GRAH	202310	0883	8525	0.00	200.00

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	Debit	Credit
										Co	No								Co	Cd	Amount	Amount
0883	B	01	101	000				F	Cash & Cash Equiv													
0883										0883	58264	AS2	1	5507		CITY OF GREENFIELD	1202310	0883	8525		0.00	816.99
0883										0883	58264	AS2	1	5507		CITY OF GREENFIELD	1202310	0883	8525		0.00	33.00
0883										0883	58266	AS2	1	5806		UNIVERSAL ATHLETIC	202310	0883	8525		0.00	6,566.00
0883										0883	58267	AS2	1	6205		LAGERGREN, MARK	202310	0883	8525		0.00	150.00
0883										0883	58267	AS2	1	6205		LAGERGREN, MARK	202310	0883	8525		0.00	75.00
0883										0883	58267	AS2	1	6205		LAGERGREN, MARK	202310	0883	8525		0.00	150.00
0883										0883	58267	AS2	1	6205		LAGERGREN, MARK	202310	0883	8525		0.00	50.00
0883										0883	58267	AS2	1	6205		LAGERGREN, MARK	202310	0883	8525		0.00	1,878.24
0883										0883	58268	AS2	1	6282		SOUTHWEST METRO	202310	0883	8525		0.00	3,995.04
0883										0883	58268	AS2	1	6282		SOUTHWEST METRO	202310	0883	8525		0.00	190.00
0883										0883	58269	AS2	1	6791		BARFKNECHT, ALAN	202310	0883	8525		0.00	190.00
0883										0883	58270	AS2	1	6829		DRUSCH, MERLYN	202310	0883	8525		0.00	200.00
0883										0883	58271	AS2	1	6945		SEIBRING, RON	202310	0883	8525		0.00	190.00
0883										0883	58272	AS2	1	8189		PIECHOWSKI, DENNIS	202310	0883	8525		0.00	500.00
0883										0883	58273	AS2	1	8569		WILLIAMS, JAMIE	202310	0883	8525		0.00	0.00
0883										0883	58276	AS2	1	1968		BANKWEST ROCKFOR	202310	0883	8537		4.00	4.00
0883										0883	58276	AS2	1	1968		BANKWEST ROCKFOR	202310	0883	8537		0.00	329.00
0883										0883	58277	AS2	1	1014	remit	MASAMASE	202310	0883	8537		0.00	0.00
0883										0883	58278	AS2	1	1090		EPA AUDIO VISUAL, INC	202310	0883	8537		0.00	3,274.54
0883										0883	58279	AS2	1	1113		GRAINGER	202310	0883	8537		0.00	95.34
0883										0883	58280	AS2	1	1192		VERIZON WIRELESS	202310	0883	8537		0.00	389.45
0883										0883	58281	AS2	1	1366		NEFF/JOSTENS	202310	0883	8537		0.00	70.95
0883										0883	58282	AS2	1	1826		ANDERSON, BRIAN	202310	0883	8537		0.00	190.00
0883										0883	58284	AS2	1	4325		INSTITUTE FOR MUTI	202310	0883	8537		0.00	2,250.00
0883										0883	58285	AS2	1	4507		JENSEN, STEVE	202310	0883	8537		0.00	100.00
0883										0883	58286	AS2	1	5149		TOLL COMPANY	202310	0883	8537		0.00	326.89
0883										0883	58287	AS2	1	5328		GAVIG, MARK	202310	0883	8537		0.00	100.00
0883										0883	58288	AS2	1	5403		MIDWEST SPECIAL INS	202310	0883	8537		0.00	225.00
0883										0883	58289	AS2	1	5806		UNIVERSAL ATHLETIC	202310	0883	8537		0.00	240.00
0883										0883	58290	AS2	1	5853	remit	ALL STATE COMMUNIC	202310	0883	8537		0.00	1,635.00
0883										0883	58291	AS2	1	5992		ECM PUBLISHERS, INC	202310	0883	8537		0.00	74.03
0883										0883	58291	AS2	1	5992		ECM PUBLISHERS, INC	202310	0883	8537		0.00	172.73
0883										0883	58291	AS2	1	5992		ECM PUBLISHERS, INC	202310	0883	8537		0.00	65.80
0883										0883	58291	AS2	1	5992		ECM PUBLISHERS, INC	202310	0883	8537		0.00	74.03
0883										0883	58293	AS2	1	6250		MINNESOTA ZOO	202310	0883	8537		0.00	650.00
0883										0883	58294	AS2	1	6437		TASC	202310	0883	8537		0.00	34.50
0883										0883	58294	AS2	1	6437		TASC	202310	0883	8537		0.00	34.50
0883										0883	58294	AS2	1	6437		TASC	202310	0883	8537		0.00	36.75
0883										0883	58295	AS2	1	6569		NWEIJE, KARLA	202310	0883	8537		0.00	193.75

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	Debit	Credit
										Co	No								Co	Cd	Amount	Amount
0883	B	01	101	000				F	Cash & Cash Equiv												0.00	3,000.00
										0883	58295	AS2	1	6569		NWEJE, KARLA	202310	0883	8537		0.00	
										0883	58296	AS2	1	7570		CST MN - BIN # 170065	202310	0883	8537		0.00	40,000.00
										0883	58297	AS2	1	7697		MARISELA V NELSON II	202310	0883	8537		0.00	80.00
										0883	58298	AS2	1	7812		FLIBS	202310	0883	8537		0.00	1,125.00
										0883	58299	AS2	1	7857		MCLEOD COMMUNITY	202310	0883	8537		0.00	1,661.24
										0883	58300	AS2	1	7858		MEEKER COMMUNITY	202310	0883	8537		0.00	1,969.14
										0883	58301	AS2	1	7873		ON SITE COMPANIES	202310	0883	8537		0.00	334.00
										0883	58301	AS2	1	7873		ON SITE COMPANIES	202310	0883	8537		0.00	117.15
										0883	58301	AS2	1	7873		ON SITE COMPANIES	202310	0883	8537		0.00	48.58
										0883	58301	AS2	1	7873		ON SITE COMPANIES	202310	0883	8537		0.00	796.00
										0883	58301	AS2	1	7873		ON SITE COMPANIES	202310	0883	8537		0.00	642.00
										0883	58301	AS2	1	7873		ON SITE COMPANIES	202310	0883	8537		0.00	94.29
										0883	58302	AS2	1	8010		LANGUAGE LINE SERV	202310	0883	8537		0.00	71.72
										0883	58303	AS2	1	8143		SCRIBBLES SOFTWARE	202310	0883	8537		0.00	73.75
										0883	58304	AS2	1	8170	remit	US BANCORP GOVNT	202310	0883	8537		0.00	7,569.12
										0883	58305	AS2	1	8189		PIECHOWSKI, DENNIS	202310	0883	8537		0.00	190.00
										0883	58306	AS2	1	8261		TOTAL NETWORK	202310	0883	8537		0.00	290.00
										0883	58307	AS2	1	8406		GREENROCK DELI	202310	0883	8537		0.00	114.68
										0883	58308	AS2	1	8412		PERFORMANCE FOOD	202310	0883	8537		0.00	672.06
										0883	58309	AS2	1	8498		SCHMITT MUSIC ANOK	202310	0883	8537		0.00	20.00
										0883	58309	AS2	1	8498		SCHMITT MUSIC ANOK	202310	0883	8537		0.00	90.75
										0883	58309	AS2	1	8498		SCHMITT MUSIC ANOK	202310	0883	8537		0.00	103.00
										0883	58310	AS2	1	8572		CAWS	202310	0883	8537		0.00	845.00
										0883	58311	AS2	1	8573		JUDE, TROY	202310	0883	8537		0.00	100.00
										0883	58312	AS2	1	8574		RADYSYUK, RUSLANA	202310	0883	8537		0.00	53.20
										0883	58312	AS2	1	8574		RADYSYUK, RUSLANA	202310	0883	8537		0.00	70.00
										0883	58313	AS2	1	8575		TOPBEAR, THOMASIN	202310	0883	8537		0.00	1,835.00
										Account Total:											\$928.00	\$1,160,948.42
0883	B	02	101	000				F	Cash & Cash Equiv												0.00	63,221.74
										0883	58217	AS2	1	4387		TAHER INC - BIN# 13501	202310	0883	8525		0.00	
										Account Total:											\$0.00	\$63,221.74
0883	B	04	101	000				F	Cash & Cash Equiv												0.00	19.95
										0883	58150	AS2	1	1200		CUB FOODS	202310	0883	8489		0.00	
										0883	58152	AS2	1	1683		PUSH PEDAL PULL	202310	0883	8489		0.00	2,261.00
										0883	58160	AS2	1	7545		TEACHERS ON CALL	202310	0883	8489		0.00	523.15
										0883	58173	AS2	1	1394		MBNA/BUSINESS CARL	202310	0883	8489		0.00	119.08
										0883	58173	AS2	1	1394		MBNA/BUSINESS CARL	202310	0883	8489		0.00	133.98
										0883	58176	AS2	1	6031		POSTMASTER	202310	0883	8489		0.00	1,291.53
										0883	58177	AS2	1	6377		DISH	202310	0883	8489		0.00	119.08

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt	Pmt	Bank	Grp	Code	Rcd	Vendor	Pd	JE	JE	Debit	Credit				
										Co	No								Co	Cd	Amount	Amount				
0883	B	04	101	000				F	Cash & Cash Equiv												0.00	190.00				
										0883	58188	AS2	1	1683			PUSH PEDAL PULL	202310	0883	8525	0.00					
										0883	58191	AS2	1	5547			UPS	202310	0883	8525	0.00	13.00				
										0883	58196	AS2	1	7545			TEACHERS ON CALL	202310	0883	8525	0.00	209.25				
										0883	58207	AS2	1	1471			MCEA	202310	0883	8525	0.00	198.00				
										0883	58213	AS2	1	3679			remit INNOVATIVE OFFICE SR	202310	0883	8525	0.00	61.56				
										0883	58215	AS2	1	4335			4 POINT 0 SCHOOL SEI	202310	0883	8525	0.00	1,392.72				
										0883	58216	AS2	1	4335			4 POINT 0 SCHOOL SEI	202310	0883	8525	0.00	299.19				
										0883	58227	AS2	1	7201			DOORWAY TO COLLEGE	202310	0883	8525	0.00	1,870.00				
										0883	58231	AS2	1	7771			remit MRI SOFTWARE, LLC	202310	0883	8525	0.00	28.00				
										0883	58233	AS2	1	8049			FAAA BASKETBALL	202310	0883	8525	0.00	157.21				
										0883	58265	AS2	1	5547			UPS	202310	0883	8525	0.00	52.79				
										0883	58274	AS2	1	1968			BANKWEST ROCKFOR	202310	0883	8525	0.36	0.00				
										0883	58274	AS2	1	1968			BANKWEST ROCKFOR	202310	0883	8525	0.00	0.36				
										0883	58280	AS2	1	1192			VERIZON WIRELESS	202310	0883	8537	0.00	99.84				
										0883	58283	AS2	1	2323			HOUSE OF PRINT	202310	0883	8537	0.00	4,022.81				
											Account Total:															
																					\$0.36	\$13,062.50				
0883	B	06	101	000				F	Cash & Cash Equiv												0.00	668,877.14				
											Account Total:															
																					\$0.00	\$668,877.14				
0883	B	21	101	000				F	Cash & Cash Equiv												0.00	1,195.00				
										0883	58164	AS2	1	7878			HERITAGE EMBROIDER	202310	0883	8489	0.00					
										0883	58173	AS2	1	1394			MBNA/BUSINESS CARL	202310	0883	8489	0.00	4,547.28				
										0883	58174	AS2	1	1394			MBNA/BUSINESS CARL	202310	0883	8489	0.00	584.24				
										0883	58175	AS2	1	1394			MBNA/BUSINESS CARL	202310	0883	8489	0.00	418.88				
										0883	58192	AS2	1	6187			remit MN FFA	202310	0883	8525	0.00	650.00				
										0883	58205	AS2	1	1091			SCHMITT MUSIC CENT	202310	0883	8525	0.00	5,220.00				
										0883	58220	AS2	1	5806			UNIVERSAL ATHLETIC	202310	0883	8525	0.00	60.00				
										0883	58263	AS2	1	5419			CUSTOM INK LLC	202310	0883	8525	0.00	1,623.96				
										0883	58292	AS2	1	6187			remit MN FFA	202310	0883	8537	0.00	907.00				
										0883	58292	AS2	1	6187			remit MN FFA	202310	0883	8537	0.00	956.00				
											Account Total:															
																					\$0.00	\$16,162.36				
											Report Total:															
																					\$928.36	\$1,922,272.16				

Rockford ISD #0883
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2	58179			Wire	1 3370		MN CHILD SUPPORT PMT CENTER		No	No	No	04/03/2023	323.50
AS2	58180			Wire	1 1962		MINNESOTA DEPT OF REVENUE		No	No	No	04/03/2023	20,060.67
AS2	58181			Wire	1 2006		US GOVERNMENT		No	No	No	04/03/2023	122,292.05
AS2	58182			Wire	1 6431		HR SIMPLIFIED		No	No	No	04/03/2023	9,475.94
AS2	58183			Wire	1 1937		PUBLIC EMPLOYEES RETIREMENT AS&		No	No	No	04/03/2023	30,402.56
AS2	58184			Wire	1 1938		TRA		No	No	No	04/03/2023	57,007.85
AS2	58241			Wire	1 4050		AFLAC		No	No	No	04/17/2023	420.32
AS2	58242			Wire	1 1962		MINNESOTA DEPT OF REVENUE		No	No	No	04/17/2023	17,314.25
AS2	58243			Wire	1 2006		US GOVERNMENT		No	No	No	04/17/2023	105,997.53
AS2	58244			Wire	1 1937		PUBLIC EMPLOYEES RETIREMENT AS&		No	No	No	04/17/2023	20,476.30
AS2	58245			Wire	1 1938		TRA		No	No	No	04/17/2023	57,172.71
AS2	58246			Wire	1 6431		HR SIMPLIFIED		No	No	No	04/17/2023	10,175.94
AS2	58247			Wire	1 3370		MN CHILD SUPPORT PMT CENTER		No	No	No	04/17/2023	323.50
AS2	58248			Wire	1 2470		MSRS		No	No	No	04/17/2023	14,004.44
AS2	58249			Wire	1 7649		TSA CONSULTING GROUP, INC.		No	No	No	04/17/2023	30,810.18
AS2	58250			Wire	1 5459		LEGAL SHIELD		No	No	No	04/17/2023	173.78
AS2	58251			Wire	1 3431		MEDICA		No	No	No	04/17/2023	138,714.01
AS2	58274			Wire	1 1968		BANKWEST ROCKFORD		Yes	No	Yes	04/26/2023	0.00
AS2	57906		104041	Check	1 1014	remit	MASA/MASE		Yes	No	Yes	04/11/2023	(424.00)
AS2	58143		104211	Check	1 1269		T-MOBILE		Yes	No	No	04/04/2023	1,260.00
AS2	58145		104212	Check	1 7981		AT&T MOBILITY		Yes	No	No	04/04/2023	38.23
AS2	58144		104213	Check	1 1215		XCELENERGY		Yes	No	No	04/04/2023	23,901.90
AS2	58167		104214	Check	1 8399		AMPION PBC	C Corporation	Yes	No	No	04/06/2023	199.92
AS2	58149		104215	Check	1 1180		CENTERPOINT ENERGY		Yes	No	No	04/06/2023	881.30
AS2	58170		104216	Check	1 8564		COMMERCIAL LIGHTING	S Corporation	Yes	No	No	04/06/2023	580.49
AS2	58150		104217	Check	1 1200		CUB FOODS		Yes	No	No	04/06/2023	314.50
AS2	58165		104218	Check	1 8265	remit	DOMINO'S PIZZA		Yes	No	No	04/06/2023	131.94
AS2	58162		104219	Check	1 7738		GRANITE TELECOMMUNICATIONS, LLC		Yes	No	No	04/06/2023	810.11
AS2	58169		104220	Check	1 8555	remit	HARDWOODS SPECIALTY PRODUCTS LLC - Partnership		Yes	No	No	04/06/2023	1,113.50
AS2	58164		104221	Check	1 7878		HERITAGE EMBROIDERY & DESIGN		Yes	No	No	04/06/2023	1,195.00
AS2	58146		104222	Check	1 1057		HILLYARD		Yes	No	No	04/06/2023	290.45
AS2	58155		104223	Check	1 3679	remit	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	04/06/2023	56.45
AS2	58148		104224	Check	1 1102		JW PEPPER		Yes	No	No	04/06/2023	10.00
AS2	58159		104225	Check	1 6603		LANO EQUIPMENT -LORETTO		Yes	No	No	04/06/2023	210.56
AS2	58153		104226	Check	1 2124		MACMH		Yes	No	No	04/06/2023	410.00
AS2	58161		104227	Check	1 7697		MARISELA V NELSON INTERPRETING		Yes	No	No	04/06/2023	335.00
AS2	58147		104228	Check	1 1096		NASCO		Yes	No	No	04/06/2023	246.88
AS2	58168		104229	Check	1 8508		NEW LOOK CONTRACTING, INC	S Corporation	Yes	No	No	04/06/2023	668,877.14
AS2	58152		104230	Check	1 1683		PUSH PEDAL PULL		Yes	No	No	04/06/2023	2,261.00

Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
AS2		58163	104231	Check	1 7872		SCHOOL EXEC CONNECT, LLC	LLC - Partnership	Yes	No	No	04/06/2023	8,340.69
AS2		58151	104232	Check	1 1489	Remit	SCHOOL SPECIALTY		Yes	No	No	04/06/2023	130.18
AS2		58158	104233	Check	1 6437		TASC		Yes	No	No	04/06/2023	34.50
AS2		58160	104234	Check	1 7545		TEACHERS ON CALL		Yes	No	No	04/06/2023	6,250.25
AS2		58157	104235	Check	1 5149		TOLL COMPANY		Yes	No	No	04/06/2023	101.58
AS2		58156	104236	Check	1 4719		TRACTOR SUPPLY CREDIT PLAN		Yes	No	No	04/06/2023	412.11
AS2		58166	104237	Check	1 8373		TWINS BALLPARK LLC	LLC - Partnership	Yes	No	No	04/06/2023	790.00
AS2		58154	104238	Check	1 2151	remit	VARITRONICS, LLC		Yes	No	No	04/06/2023	349.73
AS2		58171	104239	Check	1 1180		CENTERPOINT ENERGY		Yes	No	No	04/10/2023	13,689.91
AS2		58177	104240	Check	1 6377		DISH		Yes	No	No	04/11/2023	119.08
AS2		58172	104241	Check	1 1014	remit	MASA/MASE		Yes	No	No	04/11/2023	379.00
AS2		58173	104242	Check	1 1394		MBNA/BUSINESS CARD		Yes	No	No	04/11/2023	12,599.79
AS2		58174	104243	Check	1 1394		MBNA/BUSINESS CARD		Yes	No	No	04/11/2023	2,763.96
AS2		58175	104244	Check	1 1394		MBNA/BUSINESS CARD		Yes	No	No	04/11/2023	868.88
AS2		58176	104245	Check	1 6081		POSTMASTER		Yes	No	No	04/11/2023	1,291.53
AS2		58178	104246	Check	1 8402		REPUBLIC SERVICES, INC.	C Corporation	Yes	No	No	04/11/2023	2,905.72
AS2		58186	104247	Check	1 1159		BANKWEST-CASH		Yes	No	No	04/14/2023	100.00
AS2		58197	104248	Check	1 8324		CLIA LABORATORY PROGRAM		Yes	No	No	04/14/2023	180.00
AS2		58198	104249	Check	1 8355		CJUB - MAPLE GROVE		Yes	No	No	04/14/2023	13.98
AS2		58190	104250	Check	1 2374		DEMCO INC		Yes	No	No	04/14/2023	245.58
AS2		58194	104251	Check	1 6481		GRADY'S ACE HARDWARE		Yes	No	No	04/14/2023	218.58
AS2		58187	104252	Check	1 1394		MBNA/BUSINESS CARD		Yes	No	No	04/14/2023	149.90
AS2		58189	104253	Check	1 2216		MENARDS INC		Yes	No	No	04/14/2023	57.36
AS2		58193	104254	Check	1 6356	remit	MITEL NETSOLUTIONS		Yes	No	No	04/14/2023	4,196.81
AS2		58192	104255	Check	1 6187		MN FFA		Yes	No	No	04/14/2023	700.00
AS2		58195	104256	Check	1 6569		NWEJE, KARLA	Ind/Sole Proprietor	Yes	No	No	04/14/2023	2,693.75
AS2		58188	104257	Check	1 1683		PUSH PEDAL PULL		Yes	No	No	04/14/2023	190.00
AS2		58201	104258	Check	1 8565		ROSS, JILL		Yes	No	No	04/14/2023	360.00
AS2		58199	104259	Check	1 8498		SCHMITT MUSIC ANOKA		Yes	No	No	04/14/2023	219.05
AS2		58185	104260	Check	1 1091		SCHMITT MUSIC CENTER		Yes	No	No	04/14/2023	586.00
AS2		58196	104261	Check	1 7545		TEACHERS ON CALL		Yes	No	No	04/14/2023	3,744.61
AS2		58200	104262	Check	1 8554		UNIVERSITY OF CHICAGO PRESS	Other	Yes	No	No	04/14/2023	129.84
AS2		58191	104263	Check	1 5547		UPS		Yes	No	No	04/14/2023	13.00
AS2		58215	104264	Check	1 4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	04/17/2023	66,786.84
AS2		58216	104265	Check	1 4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	04/17/2023	8,609.45
AS2		58240	104266	Check	1 8557	remit	BFG SUPPLY CO., LLC	LLC - C Corp	Yes	No	No	04/17/2023	316.31
AS2		58222	104267	Check	1 6183		BUFFALO GUN CLUB, INC.		Yes	No	No	04/17/2023	507.00
AS2		58229	104268	Check	1 7570		CST MN - BIN # 170065		Yes	No	No	04/17/2023	145,821.34
AS2		58223	104269	Check	1 6727	remit	DAIKIN APPLIED		Yes	No	No	04/17/2023	1,419.00

Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
									Yes	No	No	Date	
AS2	58227	104270	104270	Check	1 7201		DOORWAY TO COLLEGE FOUNDATION	Other	Yes	No	No	04/17/2023	1,870.00
AS2	58221	104271	104271	Check	1 5992		ECM PUBLISHERS, INC.		Yes	No	No	04/17/2023	115.15
AS2	58204	104272	104272	Check	1 1090		EPA AUDIO VISUAL, INC.	S Corporation	Yes	No	No	04/17/2023	10,076.00
AS2	58225	104273	104273	Check	1 6917		GLENCOE-SILVER LAKE SCHOOL ISD #		Yes	No	No	04/17/2023	150.00
AS2	58203	104274	104274	Check	1 1057		HILLYARD		Yes	No	No	04/17/2023	78.98
AS2	58214	104275	104275	Check	1 4022		INFINITE CAMPUS		Yes	No	No	04/17/2023	375.00
AS2	58213	104276	104276	Check	1 3679	remit	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	04/17/2023	91.32
AS2	58210	104277	104277	Check	1 2051		INTERMEDIATE DISTRICT 287		Yes	No	No	04/17/2023	1,280.10
AS2	58236	104278	104278	Check	1 8361		KAMIDA CONCRETE CONSTRUCTION, S Corporation		Yes	No	No	04/17/2023	12,210.00
AS2	58206	104279	104279	Check	1 1437		KOIVISTO ELECTRICAL		Yes	No	No	04/17/2023	2,715.00
AS2	58230	104280	104280	Check	1 7697		MARISELA V NELSON INTERPRETING		Yes	No	No	04/17/2023	270.00
AS2	58212	104281	104281	Check	1 3366		MASMS		Yes	No	No	04/17/2023	100.00
AS2	58207	104282	104282	Check	1 1471		MCEA		Yes	No	No	04/17/2023	198.00
AS2	58202	104283	104283	Check	1 1039		MINNESOTA ELEVATOR, INC		Yes	No	No	04/17/2023	469.42
AS2	58219	104284	104284	Check	1 5558		MOUND -WESTONKA HIGH SCHOOL		Yes	No	No	04/17/2023	285.00
AS2	58231	104285	104285	Check	1 7771	remit	MRI SOFTWARE, LLC		Yes	No	No	04/17/2023	72.00
AS2	58224	104286	104286	Check	1 6913		NEE INVESTMENT 9, LLC		Yes	No	No	04/17/2023	227.94
AS2	58226	104287	104287	Check	1 7144	REMIT	PIONEER CRITICAL POWER		Yes	No	No	04/17/2023	615.94
AS2	58234	104288	104288	Check	1 8226	remit	PROLAWNS INC.	S Corporation	Yes	No	No	04/17/2023	3,344.00
AS2	58233	104289	104289	Check	1 8049		RAAA BASKETBALL		Yes	No	No	04/17/2023	157.21
AS2	58211	104290	104290	Check	1 2537		REGION V		Yes	No	No	04/17/2023	6,135.25
AS2	58238	104291	104291	Check	1 8409		RUPP, ANDERSON, SQUIRES, WALDSP		Yes	No	No	04/17/2023	106.00
AS2	58205	104292	104292	Check	1 1091		SCHMITT MUSIC CENTER		Yes	No	No	04/17/2023	5,501.20
AS2	58239	104293	104293	Check	1 8422		SCHOOL BUSINESS MANAGEMENT SE	Ind/Sole Proprietor	Yes	No	No	04/17/2023	6,995.97
AS2	58217	104294	104294	Check	1 4387		TAHER INC - BIN# 135092		Yes	No	No	04/17/2023	63,221.74
AS2	58228	104295	104295	Check	1 7545		TEACHERS ON CALL		Yes	No	No	04/17/2023	5,629.67
AS2	58232	104296	104296	Check	1 7786	REMIT	TERRAFORM PHOENIX II ARGADIA		Yes	No	No	04/17/2023	181.30
AS2	58218	104297	104297	Check	1 5149		TOLL COMPANY		Yes	No	No	04/17/2023	819.94
AS2	58235	104298	104298	Check	1 8261		TOTAL NETWORKX, INC.	S Corporation	Yes	No	No	04/17/2023	1,771.25
AS2	58220	104299	104299	Check	1 5806		UNIVERSALATHLETICS SERVICES, INC		Yes	No	No	04/17/2023	60.00
AS2	58237	104300	104300	Check	1 8403		WALLACE, ROXANE	Ind/Sole Proprietor	Yes	No	No	04/17/2023	1,950.00
AS2	58208	104301	104301	Check	1 1812		WRIGHT COUNTY FINANCE DEPT		Yes	No	No	04/17/2023	43,764.00
AS2	58209	104302	104302	Check	1 1841	remit	WRIGHT TECHNICAL CENTER		Yes	No	No	04/17/2023	4,004.74
AS2	58253	104303	104303	Check	1 2009		EDUCATION MINNESOTA ROCKFORD -		Yes	No	No	04/17/2023	9,176.64
AS2	58254	104304	104304	Check	1 1644		ISD #883 EDUCATION FOUNDATION		Yes	No	No	04/17/2023	561.70
AS2	58255	104305	104305	Check	1 1969		SCHOOL SERVICE EMPLOYEES		Yes	No	No	04/17/2023	1,683.51
AS2	58269	104306	104306	Check	1 6791		BARFKNECHT, ALAN	Ind/Sole Proprietor	Yes	No	No	04/21/2023	190.00
AS2	58258	104307	104307	Check	1 1180		CENTERPOINT ENERGY		Yes	No	No	04/21/2023	8,189.12
AS2	58264	104308	104308	Check	1 5507		CITY OF GREENFIELD WATER & SEWE		Yes	No	No	04/21/2023	849.99

Rockford ISD #0883

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
AS2		58256	104309	Check	1 1007		CMERDC		Yes	No	No	04/21/2023	3,262.00
AS2		58263	104310	Check	1 5419		CUSTOM INK LLC		Yes	No	No	04/21/2023	1,623.96
AS2		58270	104311	Check	1 6829		DRUSCH, MERLYN	Ind/Sole Proprietor	Yes	No	No	04/21/2023	190.00
AS2		58262	104312	Check	1 2722		HENDRICKSON, GRAHAM	Ind/Sole Proprietor	Yes	No	No	04/21/2023	200.00
AS2		58257	104313	Check	1 1102		JW PEPPER		Yes	No	No	04/21/2023	363.98
AS2		58267	104314	Check	1 6205		LAGERGREN, MARK	Ind/Sole Proprietor	Yes	No	No	04/21/2023	425.00
AS2		58272	104315	Check	1 8189		PIECHOWSKI, DENNIS	Ind/Sole Proprietor	Yes	No	No	04/21/2023	190.00
AS2		58271	104316	Check	1 6945		SEIBRING, RON	Ind/Sole Proprietor	Yes	No	No	04/21/2023	200.00
AS2		58268	104317	Check	1 6282		SOUTHWEST METRO EDUCATIONAL C		Yes	No	No	04/21/2023	5,873.28
AS2		58261	104318	Check	1 2208		TECH/CHECK		Yes	No	No	04/21/2023	840.00
AS2		58259	104319	Check	1 1792		THREE RIVERS PARK DISTRICT		Yes	No	No	04/21/2023	728.91
AS2		58260	104320	Check	1 1828		TRAEN, TODD		Yes	No	No	04/21/2023	190.00
AS2		58266	104321	Check	1 5806		UNIVERSAL ATHLETICS SERVICES, INC		Yes	No	No	04/21/2023	6,566.00
AS2		58265	104322	Check	1 5547		UPS		Yes	No	No	04/21/2023	52.79
AS2		58273	104323	Check	1 8569		WILLIAMS, JAMIE	Ind/Sole Proprietor	Yes	No	No	04/21/2023	500.00
AS2		58290	104324	Check	1 5853	remit	ALL STATE COMMUNICATIONS, INC		Yes	No	No	04/27/2023	1,635.00
AS2		58282	104325	Check	1 1826		ANDERSON, BRIAN	Ind/Sole Proprietor	Yes	No	No	04/27/2023	190.00
AS2		58276	104326	Check	1 1968		BANKWEST ROCKFORD		Yes	No	Yes	04/27/2023	0.00
AS2		58310	104327	Check	1 8572		CAWS		Yes	No	No	04/27/2023	845.00
AS2		58296	104328	Check	1 7570		CST MN - BIN # 170065		Yes	No	No	04/27/2023	40,000.00
AS2		58291	104329	Check	1 5992		ECM PUBLISHERS, INC.		Yes	No	No	04/27/2023	386.59
AS2		58278	104330	Check	1 1090		EPA AUDIO VISUAL, INC.	S Corporation	Yes	No	No	04/27/2023	3,274.54
AS2		58298	104331	Check	1 7812		FLIBS		Yes	No	No	04/27/2023	1,125.00
AS2		58287	104332	Check	1 5328		GAVIG, MARK	Ind/Sole Proprietor	Yes	No	No	04/27/2023	100.00
AS2		58279	104333	Check	1 1113		GRAINGER		Yes	No	No	04/27/2023	95.34
AS2		58307	104334	Check	1 8406		GREENROCK DELI		Yes	No	No	04/27/2023	114.68
AS2		58283	104335	Check	1 2323		HOUSE OF PRINT		Yes	No	No	04/27/2023	4,022.81
AS2		58284	104336	Check	1 4325		INSTITUTE FOR MULTI SENSORY EDUC.		Yes	No	No	04/27/2023	2,250.00
AS2		58285	104337	Check	1 4507		JENSEN, STEVE	Ind/Sole Proprietor	Yes	No	No	04/27/2023	100.00
AS2		58311	104338	Check	1 8573		JUDE, TROY	Ind/Sole Proprietor	Yes	No	No	04/27/2023	100.00
AS2		58302	104339	Check	1 8010		LANGUAGE LINE SERVICES		Yes	No	No	04/27/2023	71.72
AS2		58297	104340	Check	1 7697		MARISELA V NELSON INTERPRETING		Yes	No	No	04/27/2023	80.00
AS2		58277	104341	Check	1 1014	remit	MASA/MASE		Yes	No	No	04/27/2023	329.00
AS2		58299	104342	Check	1 7857		MCLEOD COMMUNITY SOLAR ONE LLC		Yes	No	No	04/27/2023	1,661.24
AS2		58300	104343	Check	1 7858		MEEKER COMMUNITY SOLAR ONE LLC		Yes	No	No	04/27/2023	1,969.14
AS2		58288	104344	Check	1 5403		MIDWEST SPECIAL INSTRUMENTS		Yes	No	No	04/27/2023	225.00
AS2		58293	104345	Check	1 6250		MINNESOTA ZOO		Yes	No	No	04/27/2023	650.00
AS2		58292	104346	Check	1 6187	remit	MN FFA		Yes	No	No	04/27/2023	1,863.00
AS2		58281	104347	Check	1 1366		NEFF/JOSTENS		Yes	No	No	04/27/2023	70.95

Rockford ISD #0888 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2	58295	104348	Check	1	6569		NWEJE, KARLA	Ind/Sole Proprietor	Yes	No	No	04/27/2023	3,193.75
AS2	58301	104349	Check	1	7873		ON SITE COMPANIES, INC.		Yes	No	No	04/27/2023	2,032.02
AS2	58308	104350	Check	1	8412		PERFORMANCE FOODSERVICE	C Corporation	Yes	No	No	04/27/2023	672.06
AS2	58305	104351	Check	1	8189		PIECHOWSKI, DENNIS	Ind/Sole Proprietor	Yes	No	No	04/27/2023	190.00
AS2	58312	104352	Check	1	8574		RADYSYUK, RUSLANA	Ind/Sole Proprietor	Yes	No	No	04/27/2023	123.20
AS2	58309	104353	Check	1	8498		SCHMITT MUSIC ANOKA		Yes	No	No	04/27/2023	213.75
AS2	58303	104354	Check	1	8143		SCRIBBLES SOFTWARE	C Corporation	Yes	No	No	04/27/2023	73.75
AS2	58294	104355	Check	1	6437		TASC		Yes	No	No	04/27/2023	105.75
AS2	58286	104356	Check	1	5149		TOLL COMPANY		Yes	No	No	04/27/2023	326.89
AS2	58313	104357	Check	1	8575		TOPBEAR, THOMASINA	Ind/Sole Proprietor	Yes	No	No	04/27/2023	1,835.00
AS2	58306	104358	Check	1	8261		TOTAL NETWORKX, INC.	S Corporation	Yes	No	No	04/27/2023	290.00
AS2	58289	104359	Check	1	5806		UNIVERSAL ATHLETICS SERVICES, INC		Yes	No	No	04/27/2023	240.00
AS2	58304	104360	Check	1	8170	remit	US BANCORP GOVNT LEASING & FINA	C Corporation	Yes	No	No	04/27/2023	7,569.12
AS2	58280	104361	Check	1	1192		VERIZON WIRELESS		Yes	No	No	04/27/2023	489.29

Bank Total: \$1,921,343.80

Report Total: \$1,921,343.80



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

Subject: Open Enrollments

Meeting Date: May 15, 2023

Prepared by: Business Office

Date Prepared: May 8, 2023

Information Briefing Action Enclosure Item(s)

Resident Students Attending Other Schools

Grade	Non-Resident District	Number	Date Effective	Address Change/New Enrollment
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Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
11	Dassel-Cokato	466	9.6.2022	family move--wants to stay enrolled @ Rockford
KE	Buffalo-Hanover-Montrose	877	9.19.2022	family move, older siblings enrolled @ Rockford
9	Buffalo-Hanover-Montrose	877	9.6.2022	family move--wants to stay enrolled @ Rockford
4	Buffalo-Hanover-Montrose	877	9.6.2022	family move--wants to stay enrolled @ Rockford
2	Buffalo-Hanover-Montrose	877	4.24.2023	resident school didn't meet their needs; Open Enrolled to Rockford
KE	Buffalo-Hanover-Montrose	877	9.6.2022	older siblings attend Rockford
3	St. Michael-Albertville	885	4.10.2023	family move--wants to stay enrolled @ Rockford
8	St. Michael-Albertville	885	4.10.2023	family move--wants to stay enrolled @ Rockford
11	St. Michael-Albertville	885	4.10.2023	family move--wants to stay enrolled @ Rockford

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



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

Subject: Celebration - FFA Convention

Meeting Date: May 15, 2023

Prepared by: Joe Ramstad

Date Prepared: May 12, 2023

<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>	Briefing	<input type="checkbox"/>	Action	<input type="checkbox"/>	Enclosure Item(s)
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Joe Ramstad had FFA participants present on The highlights and accomplishments from the 2023 MN FFA Convention including having several teams in the top 5, 2 teams winning and advancing to nationals along with being named the premier chapter of MN for this year.



MIN FFA CONVENTION

SPRING 2023 | JOE RAMSTAD | ROCKFORD AG ED

**Celebrating our MN FFA Convention trip April 23-25 at the
University of Minnesota - Twin Cities!**



Minnesota FFA Convention

- Who: 47 Rockford MS/HS FFA members
- What:
 - ◆ Gained leadership and career skills
 - ◆ Competed in 19 state events
 - ◆ Attended workshops
 - ◆ Got recognized for success in competitions or for receiving state degree
 - ◆ Attending a career and college fair
- Where: University of Minnesota - Twin Cities
- When: Annually at the end of April



ROCKFORD FFA

MN PREMIER CHAPTER

2022-2023



**1ST PLACE AG COMMUNICATION CDE TEAM
1ST PLACE MARKETING PLAN CDE TEAM
1ST PLACE AG COMMUNICATION CDE INDIVIDUAL
1ST PLACE POULTRY EVALUATION CDE INDIVIDUAL
1ST PLACE FOOD SERVICE PROFICIENCY
1ST PLACE AGRISCIENCE FAIR - ENR SYSTEMS, DIVISION 2
1ST PLACE AGRISCIENCE FAIR - SOCIAL SYSTEMS, DIVISION 2
2ND PLACE CONDUCT OF CHAPTER MEETINGS LDE TEAM
2ND PLACE HORSE EVALUATION INDIVIDUAL
2ND PLACE AGRICULTURAL SALES PROFICIENCY
2ND PLACE LANDSCAPE MANAGEMENT PROFICIENCY
3RD PLACE POULTRY EVALUATION CDE TEAM
3RD PLACE AGRICULTURAL LITERACY CHALLENGE AWARD
3RD PLACE BEST INFORMED GREENHAND INDIVIDUAL
5TH PLACE AGRIBUSINESS SALES CDE TEAM
6TH PLACE EXTEMPORANEOUS PUBLIC SPEAKING LDE
STATE DEGREES: GORDEE, SUNDEEN, WALDORF, ZIEMIECKI
MN'S PREMIER CHAPTER - ROCKFORD HS
MN'S RUNNER-UP PREMIER CHAPTER - ROCKFORD MS**

Ag Communications: 1st - Gold

- Gwen Peterson
- Eliza Kartak
- Lillian Jorgenson
- Katie Fuchs

Agribusiness Sales: 5th - Gold

- Ashley Storz
- Lauren Elstad
- Lauryn Wittnebel
- Rosa Broen

BIG Quizbowl: 11th - Gold

- Grant Slininger (3rd Ind.)
- Allison Vergin
- Ava Cox
- Belinda Armstrong
- Colton Kettenacker
- Josephine Peterson
- Hadley Soukup
- Josey Frank
- Kaia Seevers
- Lily Fowler
- Mara Schmidt
- Mary Poppler
- Mason Schmidt
- Quiana Larson
- Robbie Johnson
- Aubra Engebretson
- Sarah Bosma
- Willy Wandersee

FBM: Silver,

Bronze

- Ava Cox
- Thora Binsfeld
- Josey Frank
- Gwen Peterson
- Eliza Kartak
- McKenna Bernard
- Allison Vergin
- Grant Slininger

Conduct of Chapter Meetings: 2nd - Gold

- Thora Binsfeld
- Alex Bombard
- Sawyer Bryant
- Charley Smith
- Hannah Kartak
- Danny Lockett
- Veronica Ferdig

Dairy Cattle: Silver

- Lillian Jorgenson
- Elizabeth Vergin
- Shelby Coleman
- Katie Fuchs

Extemp Speaking: 6th - Silver

- McKenna Bernard

FB Discussion Meet: Silver

- Cole Sundeen

Marketing Plan: 1st - Gold

- Ashley Storz
- Lauren Elstad
- Lauryn Wittnebel
- Rosa Broen

Nursery/Landscape

Technology: Bronze

- Willy Wandersee
- Mary Poppler
- Mara Schmidt
- Quiana Larson
- Andy Wandersee
- Mason Schmidt
- Danny Lockett

Parliamentary Procedure:

Silver

- Cole Sundeen
- Trenton Nelson
- Andy Wandersee
- Lillian Jorgenson
- Eliza Kartak
- Cortney Waldorf



STATE RESULTS

General Livestock: Bronze

- Cole Sundeen
- Trenton Nelson
- Garrett Dornsbach
- Carter Dornsbach

Horse Evaluation: 18th - Gold

- Kaia Seevers (2nd Ind.)
- Alex Bombard
- Hannah Kartak
- Belinda Armstrong

Poultry: 3rd - Gold

- Cortney Waldorf (1st Ind.)
- Calla Koshiol
- Sarah Buchholtz
- Taylor Storz

Soils: Bronze

- Colton Kettenacker
- Lily Fowler
- Hadley Soukup
- Sawyer Bryant



**State Winning Ag
Communications Team**



**State Winning Marketing
Plan Team**



**State Runner-Up Conduct
of Chapter Meetings Team**



**3rd Place Poultry
Evaluation Team**



**State Champion Food
Service Proficiency**



**MN FFA State Degree
Recipients**



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

Subject: FFA Field Trip

Meeting Date: May 15, 2023

Prepared by: Joe Ramstad

Date Prepared: May 12, 2023

Information Briefing Action Enclosure Item(s)

The following slides will be shared to showcase the upcoming trip to the 2023 National FFA Convention in Fall 2023

NATIONAL FFA CONVENTION

FALL 2023 | JOE RAMSTAD | ROCKFORD AG ED

An overview of our agricultural education program, FFA
and the National FFA Convention travel opportunity.



Programmatic I

ROCKFORD AG ED DEPARTMENT

Through hands-on learning, students will be inspired to tackle grand challenges and innovate solutions. Today, we empower our students so they grow into tomorrow's analytical consumers and advocates for ag, food and the environment.

NATIONAL FFA ORGANIZATION

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

ROCKFORD SCHOOLS: *To foster the development of a caring environment by prioritizing **personal relationships** and creating a collaborative culture that prepares all students to become inquisitive **lifelong learners** who act as compassionate **global citizens**.*

National FFA Con

- Who: Up to 15 Rockford FFA members and 1-2 advisors.
- What:
 - ◆ Hands-on experiences
 - ◆ Leadership and “soft skill” development
 - ◆ Career exploration and engagement
 - ◆ Community building
- Where: Indianapolis, IN
 - ◆ Hotel near the convention center.
- When: 10/30-11/4 (including tours and industry visits)



National FFA Con

→ Why:

- ◆ World's largest youth career expo; 1000 vendors, colleges and businesses present.
- ◆ Receive the National Chapter Award!
- ◆ Compete in Ag Communications and Marketing Plan competitions!
- ◆ Support Avery Gordee and Jessica Ziemiecki ('22) as they earn the American FFA Degree.
- ◆ New experiences means learning for all!



National FFA Con

→ Costs:

- ◆ Housing, registration and entertainment costs will be absorbed by the members attending and/or fundraising and donations.
- ◆ Minimal costs overall; likely <\$500 per student for 6 days of lodging, registration and entertainment.





EXTENDED FIELD TRIP APPLICATION – PRELIMINARY APPROVAL

An Extended Field Trip is one that exceeds one night or more. Preliminary approval must be granted prior to the announcement of the trip to students or parents. Approval of this application authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

School: Rockford MS/HS

Group/Class: FFA

Teacher(s)/Advisor(s) submitting request: Joe Ramstad

Estimated number of students participating: 10-15

Destination: Indianapolis, Indiana

Address: Hotel Address TBD - Convention is at 100 S Capitol Ave, Indianapolis, IN 46225

Education and/or activity objectives: Compete in national competitions and receive national chapter award

Dates of the trip: 10/29-11/5

Days absent: When school is in session: 5

Non-school days/vacation time: 2

Estimated cost per student: \$800

Source of funding: Student: \$100 District: _____ Other: FFA Chapter or Donations: \$700
X # of students

APPROVAL:

Preliminary approval requires the following signatures.

School Principal: [Signature] Date: 5/2/23

Superintendent (or designee): [Signature] Date: 5/8/23

Final Approval should be submitted to the Superintendent no later than: _____

STEP Two: Preliminary Trip Planning

- Consult Policy 610R Field Trips for detailed guidelines for trip planning and preparation.
- Meet with parents and students to determine interest.
- Ensure that reasonable accommodations are made for students with disabilities.
- Prepare and submit the FINAL APPROVAL form and submit to the building principal.
 - o **DO NOT** make final plans or expend funds toward the trip without first receiving FINAL APPROVAL.
 - o Teachers/trip advisors **may not** sign contracts with outside agencies. These contracts must be signed at the district level. Please submit the contract in advance of seeking final approval.

STEP Three: Secure FINAL APPROVAL

- Submit FINAL APPROVAL form.
- Allow for at least **six weeks** for the Extended Field Trip FINAL APPROVAL application to pass through the entire approval process.
- FINAL APPROVAL for travel outside the Continental United States must be **granted at least five months** prior to the trip.

Distribution: Original to Principal, signed copies to teacher(s)/advisor(s) submitting the application, office copy



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

Subject: Celebration - RHS

Meeting Date: May 15, 2023

Prepared by: Paul Menard

Date Prepared: May 12, 2023

Information Briefing Action Enclosure Item(s)

RHS IB Diploma Candidates from the Class of 2023 will speak about their experience as the inaugural class as well as their aspirations for the future.



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

Subject: Celebration - RMS-CES

Meeting Date: May 15, 2023

Prepared by: Joe Ramstad

Date Prepared: May 15, 2023

Information Briefing Action Enclosure Item(s)

Paul Warzecha will speak on the 8th grade student council.



Celebration - RMS-CES

8th Grade Student Council



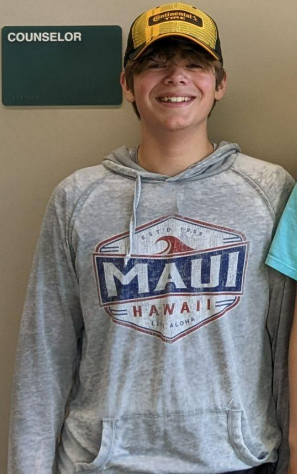
In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally minded citizens.



Student Celebration



COUNSELOR



President:

Jack Kinnan

Vice President:

Natalie Lockwood

Treasurer:

Natalie Woodward

Secretary:

Livi Koshiol



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

Subject: RMS-CES Principals Report

Meeting Date: May 15, 2023

Prepared by: Paul Warzecha

Date Prepared: May 12, 2023

Information Briefing Action Enclosure Item(s)

RMS-CES SIP Goal Update

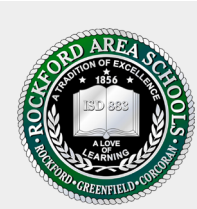


Site Improvement Goals, 2022-23

RMS-CES

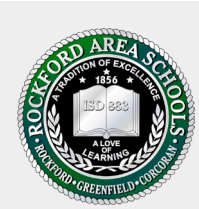


In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally minded citizens.



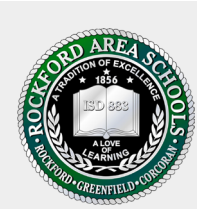
RMS-CES: Site Improvement Goals, 2022-23

- During the 22-23 school year, all RMS-CES teaching staff will participate in building, grade, and team level magnet analysis to re-determine key priorities in our STEM Environmental approach.
- RMS-CES will collaboratively create and implement written ALiCE protocols for best practice processes for situations where class is being held outside of the RMS-CES school building.
- RMS-CES will identify student (Student Group) and staff(BLT) leaders who will take an active role in fostering a positive school culture and creating a sense of belonging. Regular meetings will inform progress and adjustments.
- All teachers will identify the power standards and connect standard language to summative assessment reporting.
- RMS-CES will develop a framework for how the Greenhouse lot will be used as a curricular tool as well as a source for parent and community engagement. Regular meetings will inform progress and allow for adjustments.



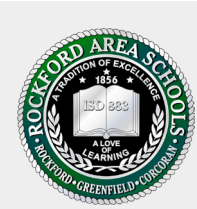
RMS-CES will collaboratively create and implement written ALiCE protocols for best practice processes for situations where class is being held outside of the RMS-CES school building.

- Re-designated Common Meeting Space
- Staff Drill on Reunification Process
- Several Drills
- [Consult Outside Learning Process](#)
- **FYI: One Drill Remaining**
- Request has been made for installation of Strobe light near Door 4 and 13
- Each staff member using the Juno
- Ensuring all staff can make an all call(badge) & Protocols



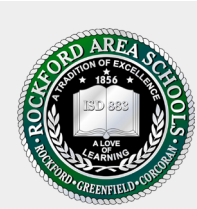
RMS-CES will develop a framework for how the Greenhouse lot will be used as a curricular tool as well as a source for parent and community engagement. Regular meetings will inform progress and allow for adjustments.

- MAP
- Greenhouse Integration
- Community Garden Beds
- Two Public Input Sessions
- Ship Grant purchased Supplies
- Coordination with Community Education
- RHS Garden Bed Build



All teachers will Identify the power standards and connect standard language to summative assessment reporting. (Working towards building wide Syllabi)

- Teachers Curriculum maps each of their courses
- Teachers identify their course Essential Learning Outcomes
- Teachers include standard when reporting summative assessments
- All Teachers will identify all course descriptions leading to
- Teachers will have a 5-8 Course Syllabi(example template similar to High School Format) for the 23-24 school year



RMS-CES will identify student (Student Group) and staff(BLT) leaders who will take an active role in fostering a positive school culture and creating a sense of belonging. Regular meetings will inform progress and adjustments.

- **Routine Meetings BLT**
- **Strategic Planning(Operational Plan)**
- **Routine Meetings Student Council**
- **WEB**
- **Creating anonymous Bullying Report**
- **Character Strong**
- **Bullying Harassment Training for all students**
- **Culture of Kindness**
- **Safety Squad**



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

Subject: RHS SIP Update

Meeting Date: May 15, 2023

Prepared by: Paul Menard

Date Prepared: May 11, 2023

Information Briefing Action Enclosure Item(s)

RHS SIP Goal Update

RHS IB Update



Site Improvement Goals, 2022-23

Paul Menard, RHS Principal



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



Site Improvement Goals, 2022-23

- **Based on adopted RAS Strategic Directions**
 - A. Improving our educational programs and partnerships
 - B. Aligning and developing proactive training and response protocol for increased safety and security
 - C. Improving supports for students and their learning
 - D. Strengthening instructional practices, processes, curriculum and assessment
 - E. Improving parent, community and staff awareness and engagement





RHS: Site Improvement Goals, 2022-23

- RHS Teachers will be able to identify primary and secondary resources and experts used in each unit to help deliver quality, relevant instruction
- RHS Staff and Students will be involved in feedback loops regarding all emergency procedures and plans; data will be collected and studied 3x/year
- RHS Staff will identify student leaders who will take an active role in fostering a positive school culture and creating a sense of belonging. Regular meetings will inform progress and adjustments
- RHS Teachers will develop two additional “ready to teach” MYP units in 9th and 10th grade classes to teach 2 in 22-23; 4 in 23-24; teachers will engage in continued analysis and reporting throughout the year. DP teachers will collect data on Y1 and Y2 achievement and plan for future instructional improvement. All teachers will ensure all IB Policies are followed with fidelity; all teachers will submit a common syllabus
- RHS Staff and Students will develop a framework to explain the IB magnet integration through the use of Learner Profile trait phrasing and video reflections. Families will be invited to view the videos and given guiding questions to consider throughout the year.



SIP Goal 1

- **RHS Teachers will be able to identify primary and secondary resources and experts used in each unit to help deliver quality, relevant instruction**
- **UPDATE:**
 - **3 New CP pathways**
 - **Identifying resources in IB Units/curriculum maps constructed (see goal 4)**
 - **Creating form for repository across RHS (potential for interdisciplinary)**
 - **Discussion of repository/department host to help transfer of knowledge in the event of turnover or course re-activation**
 - **Career Fair contacts**
 - **Ed Camp exploration for 4/25 - county, college, and career expo**



SIP Goal 1

- Survey
- Results

groupwork signs Germany camps life own situation persuasive Sequence
 etc made Goes equipment Simulator-online sort Mindset Vernier researched
 like Dilemmas St way Stories medical Saving Performing insurance
 Freedom Person2Person leader Fiscal differentiation Europe front Honold
 years pause pandemic system movie Americans Luther Ernes Native assign
 Bill Qty College MN glass Covey Curriculum Form Sheets/Quizzes helps center
 FAFSA Help impacted Gives Eye systems link introductory Stephen example Belile
 Neuron Elizabethan Industrial initial well re car Factory Mr safety variety
 Wait law locations true living other vs America continue Great learning graphs bills
 one Payback Personality surplus trip Photography Index cars properly Dweck PPC
 horizontally Reaction Vocab format creative poster record Process James code
 Debt Design study Money encourage Circular Air Friedman appropriate
 Pump things Luhrmann experience endeavor Pay choices unit board Equilibrium
 class War Explained performance Codecombat.com Conduct Ceilings
 need Machine affluenza cameras idea Speech Vaccaro wonder
 hand railroads Cuban see evaluate

Students

WordItOut

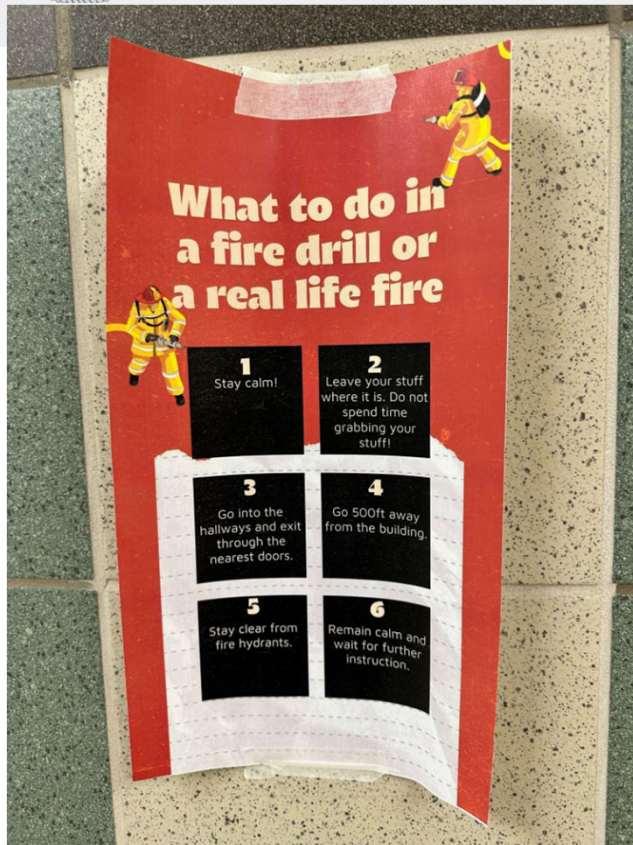


SIP Goal 2

- **RHS Staff and Students will be involved in feedback loops regarding all emergency procedures and plans; data will be collected and studied 3x/year**
- **UPDATE:**
 - **4 Meetings held**
 - **Survey findings—drill awareness, questions, open communication**
 - **ALICE training prep 2/16; feedback on Google Classroom Page**
 - **Will use feedback to determine awareness campaign content next year**



SIP Goal 2



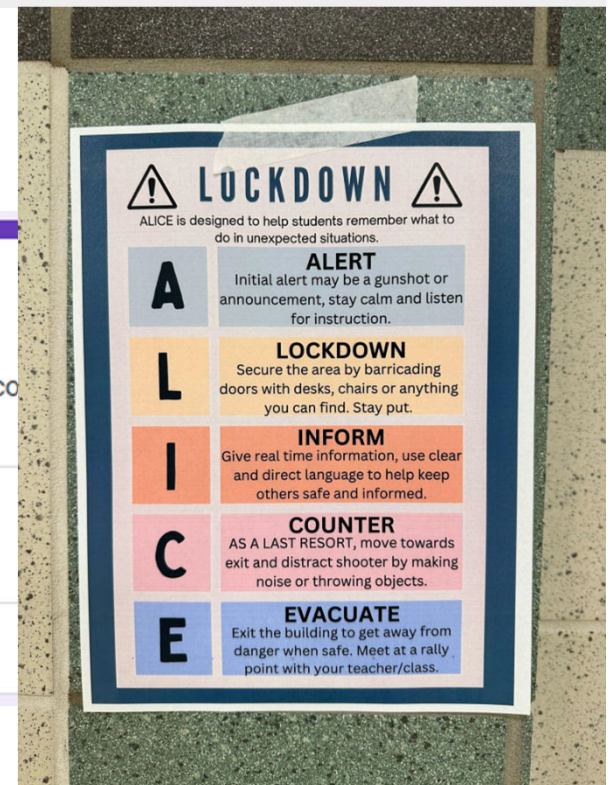
Incident Report Form

Students are given the opportunity to access and co Statute 121A.031.4

menardp@rockford.k12.mn.us [Switch account](#)

✉ Not shared

* Indicates required question



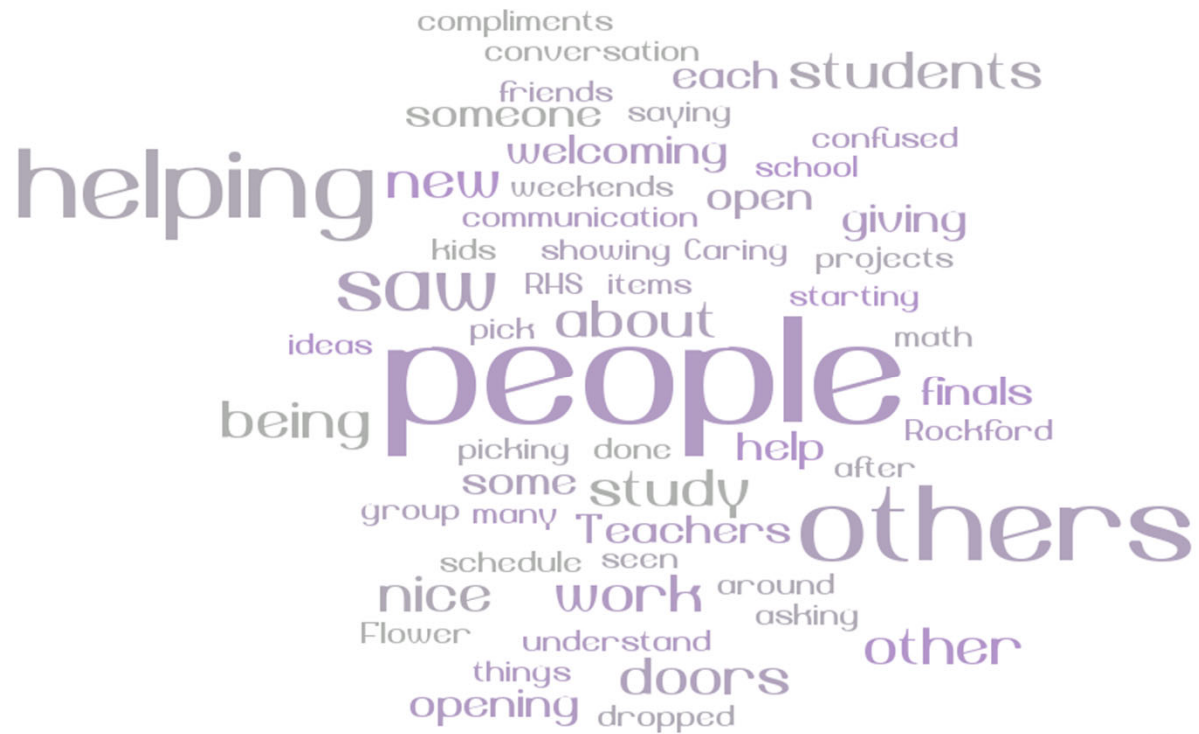


SIP Goal 3

- **RHS Staff will identify student leaders who will take an active role in fostering a positive school culture and creating a sense of belonging. Regular meetings will inform progress and adjustments**
- **UPDATE:**
 - **4 Meetings held**
 - **Survey conducted—common questions, communication, process sharing**
 - **Videos and signs—campaign**
 - **Launch/inroads for Renaissance SEL/student leader program**
 - **Goals for next year:**
 - **More exposure**
 - **Fun events for building community**
 - **Scripts, scenarios, and tips for positive leadership**



SIP Goal 3



WordItOut



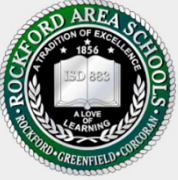
SIP Goal 4

- **RHS Teachers will develop two additional “ready to teach” MYP units in 9th and 10th grade classes to teach 2 in 22-23; 4 in 23-24; teachers will engage in continued analysis and reporting throughout the year. DP teachers will collect data on Y1 and Y2 achievement and plan for future instructional improvement. All teachers will ensure all IB Policies are followed with fidelity; all teachers will submit a common syllabus**
- **UPDATE:**
 - PLC focus areas
 - Ongoing IB meetings
 - IA process, rollout
 - Google Classroom—syllabus submission, IB policy compliance



SIP Goal 4

- **Summary:**
 - **43 Units Written**
 - **25 Units Reviewed**
 - **11 Roundtable Consultations**
 - **6 Teacher Trainings Scheduled prior to August**
 - **Curriculum updates**
 - **New teachers**
 - **Additional offerings for MYP/DP/CP**



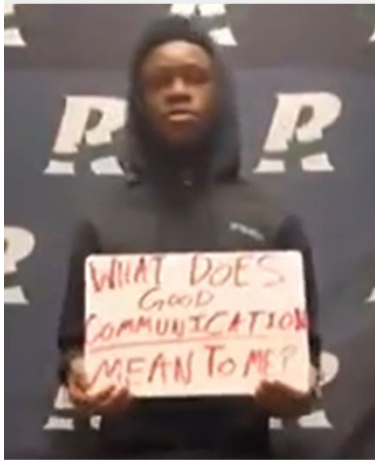
SIP Goal 5

- **RHS Staff and Students will develop a framework to explain the IB magnet integration through the use of Learner Profile trait phrasing and video reflections. Families will be invited to view the videos and given guiding questions to consider throughout the year.**
- **UPDATE**
 - **Video groups chosen**
 - **2 launched; 7 upcoming**
 - **Website training ongoing (will post videos for public)**
 - **“ Gotcha” slips, partner with Chef Harlan—great early traction**

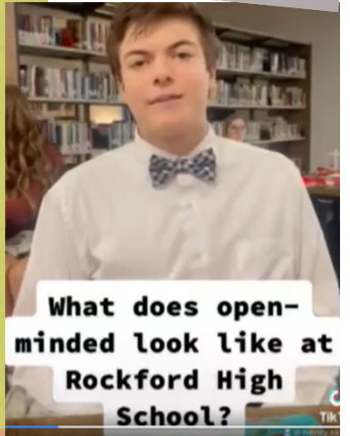


SIP Goal 5

At Rockford High School
We Are RISK TAKERS!



Being well-rounded
or insightful in a
variety of disciplines

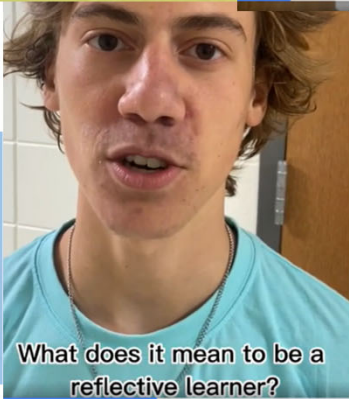


Caring at RHS

Inquiry
INQUIRY



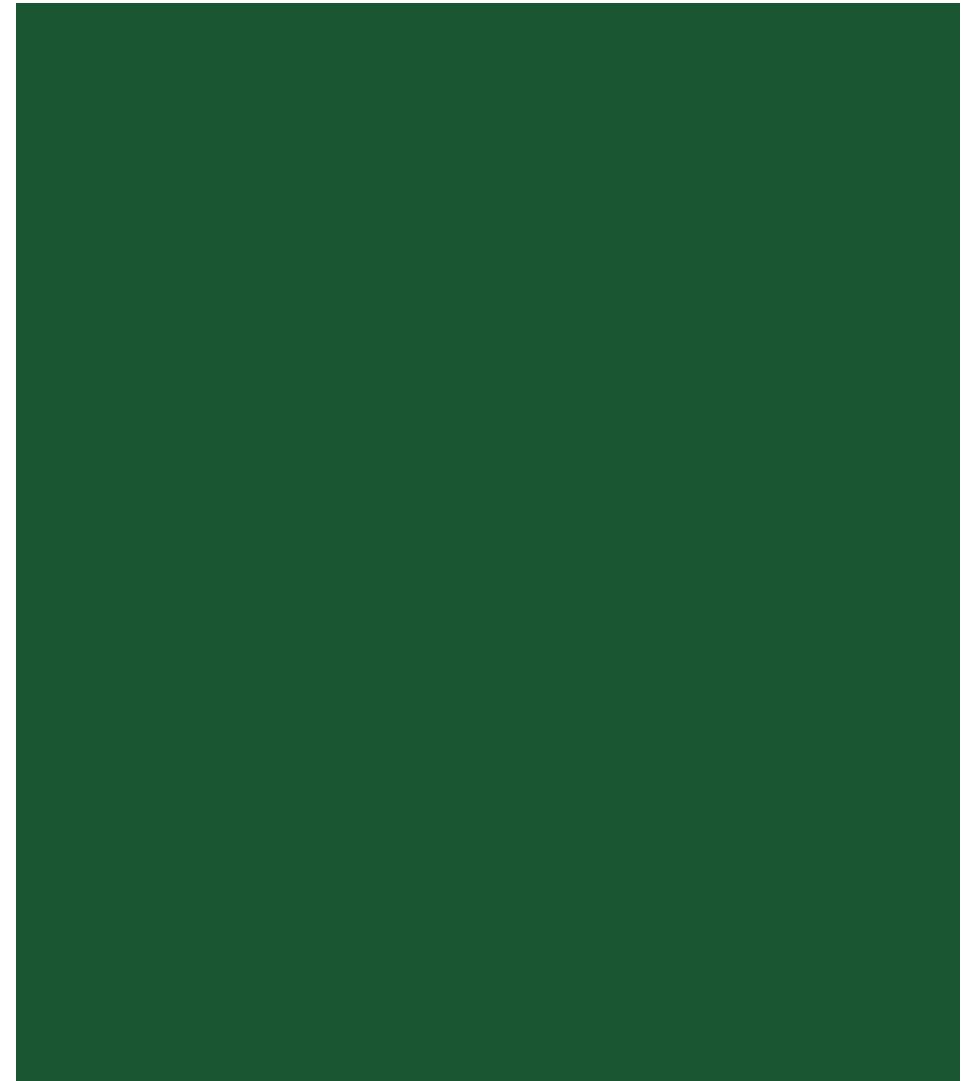
Are you Principled?





IB Update

May 2023





International Baccalaureate Grant Overview of the past five years





Highlights of the Three IB programs at RHS



- Authorized in May 2022
- 43 Units written and 25 reviewed during this school year (Connection to SIP goal)
- Rubrics developed to articulate IB criterion performance set against RHS criterion, MN standards
- All new staff trained on how to write unit plans
- Piloted MYP grading in two courses
- For the past two years All 10th grade students completed a personal projects



- Authorized in March 2021
- Review and reflect course outlines - weigh IA and External Exam remarks from IB- (Connection to SIP goal)
- First graduating class with Nine Full Diploma Candidates
- First full year of Internal Assessments and administering Diploma External Exams in for each subject are
- 50 students tested in 142 exams over 3 weeks in May (Never been done before at RHS)
- Meetings with all 10th grade students and their families to learn about the Full Diploma



- Authorized in March 2021
- Creation of 3 new CTE pathways in CNA, Landscape design, Vet Tech
- All pathways will include opportunity to earn college credit or a certification
- October 2022 - First career & college fair with over 40 vendors
- 2024- First graduating class of Career Pathway Certificate students
- Meetings with all 10th grade students and their families to learn about the CP program and different pathways

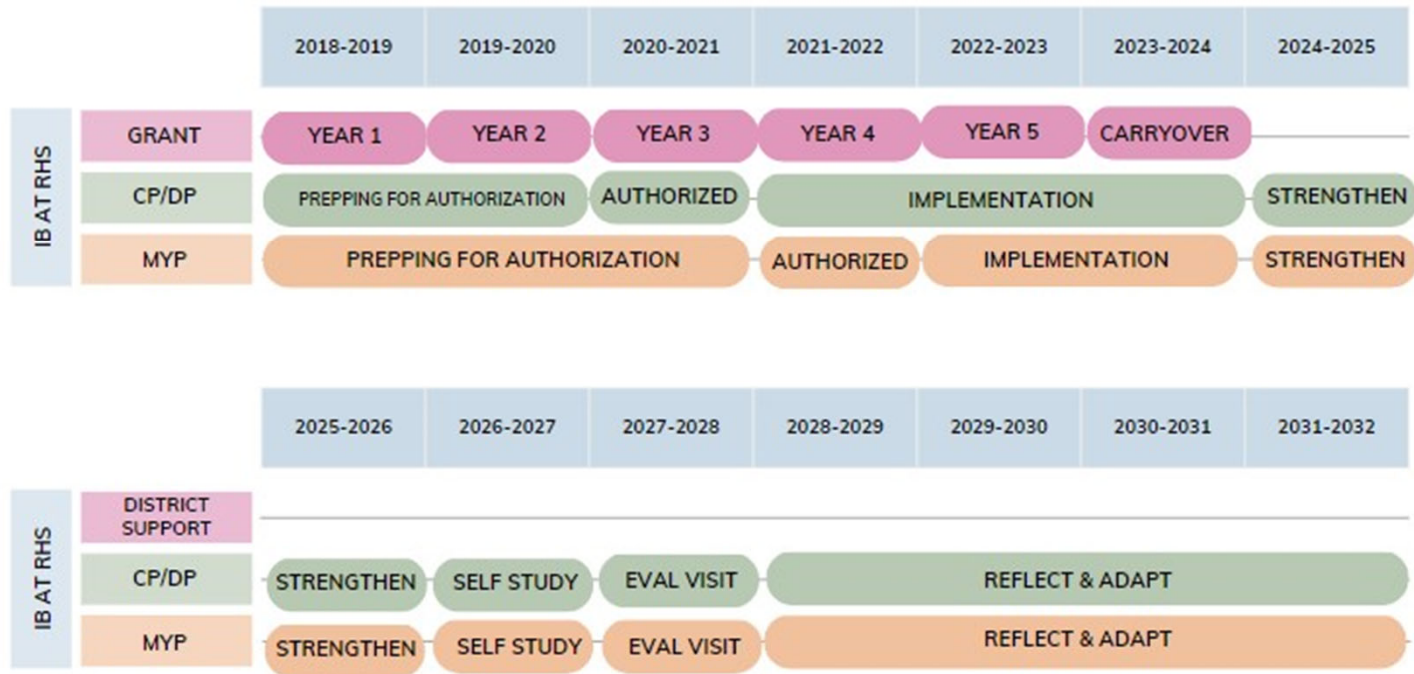


International Baccalaureate 5 year Grant Overview

<p>Curriculum</p> <ul style="list-style-type: none"> • New textbooks for every department • Online curriculum for DP Business Management <p>Technology</p> <ul style="list-style-type: none"> • Every classroom received a Clevertouch board (every student has the same experience in each classroom) • Two years of chromebooks • Several online curricula for our DP courses (i.e Music, Film, Visual Arts, Spanish, Lang and Lit, History) 	<p>Marketing</p> <ul style="list-style-type: none"> • RHS was updated with the IB logos and new IB signage in the front of the school and at the commons entrance. • The Commons, School Store, Concessions area and outside of the Auditorium have new IB signage that includes our learner profiles and rockford rocket. • RAS • RHS IB Learner Profile flags on each flag pole by commons and going up to the football field. • New IB logo in front of main office Fall 2023 after construction in completed on new entrance.
<p>Professional Development</p> <ul style="list-style-type: none"> • 87 staff members (including several school board members and former superintendent) have been trained in the International Baccalaureate programs. • The IB grant has several requirements so there is ongoing professional development 2-3 times per month, planned by pedagogical team of teachers, administrator, counselor, and IB coordinator 	<p>Staffing</p> <p>IB Coordinator</p> <ul style="list-style-type: none"> • First two years of grant - POSA position • Final three years of grant- TOSA position • Supported 1.0 FTE in Technology for three years of the grant • Replaced technology position with Personal Project Coordinator (.17 FTE), CAS/TOK Coordinator (.34 FTE), Extended Essay Coordinator (.17 FTE) • 2023-2024 - 1.0 IB Coordinator , .17 CAS/TOK Coordinator, .17 Personal Project Coordinator



INTERNATIONAL BACCALAUREATE AT RHS MILESTONES MAPPED





Ongoing needs of the IB Program

Continued Implementation of the three IB programs requires

- Curriculum
- Technology
- Professional Development
- Staffing

No Cost Extension submission to the federal government to carry over remaining dollars for a 6th year for our IB grant.



Thank You.



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

Subject: Resolution to Certify Listing of Graduates

Meeting Date: May 15, 2023

Prepared by: Superintendent's Office

Date Prepared: May 12, 2023

Information Briefing Action Enclosure Item(s)

The Board needs to pass a resolution authorizing the high school principal, Paul Menard, to grant high school diplomas to all Rockford Area School District students that have met the State of Minnesota and Rockford Area School District graduation requirements. If the Board agrees, this will certify our listing of graduates.

BE IT RESOLVED, by the School Board of Independent School District No. 883, Authorizes Rockford High School Principal Paul Menard to grant high school diplomas on Friday, June 2, 2023 to all Rockford Area School district students that have met the State of Minnesota and Rockford Area School District graduation requirements.



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

Subject: Teaching & Learning Update for May 2023

Meeting Date: May 15, 2023

Prepared by: Director of Teaching & Learning Robert Danneker

Date Prepared: May 11, 2023

Information Briefing Action Enclosure Item(s)

Director of Teaching & Learning Robert Danneker will provide the Board with a department update as of May 2023.

Topics will include:

- 2023 Minnesota Comprehensive Assessments (MCAs)
- 2022 Rockford Area Schools Graduation Rate Released by MDE

Enclosure items include:

- Copy of presentation



Teaching & Learning Update

Robert Danneker, Director of Teaching & Learning



In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally minded citizens



Teaching & Learning Update (May 15 2023)

Agenda

- 2023 Minnesota Comprehensive Assessments (MCAs)
- 2022 Rockford Area Schools Graduation Rate Released by MDE



2023 Minnesota Comprehensive Assessments (MCAs)



2023 MCAs

● Acknowledgements

- District Support:
 - Connie Leuer
 - Kevin Neff
- REAMS:
 - Principal Nyhus
 - Shea Roskowiak
- RMS-CES:
 - Principal Warzecha
 - Kaari Binsfeld
 - Monica Palmer
- RHS:

- Principal Menard
- KellyAnn Lockrem



2023 MCAs

- Assessment Calendar

RAS Assessment Calendar, 2022-23

Assessment	Grade(s)	Date(s)
MCA/MTAS (Spring)	Grades 3, 4, 6, 7: Reading & Math Grades 5, 8: Reading, Math & Science Grade 10: Reading Grade 11: Math & Science	<u>REAMS</u> Reading: April 10 - April 14; Makeups: April 11 - April 26 Math: April 17 - April 21; Makeups: April 18 - April 26 <u>RMS-CES (Updated 3/22/2023)</u> Math: April 24 - April 28; Makeups: April 25 - April 28 Reading: March 23; April 3; April 17 - April 21; Makeups: April 18 - April 21 Science: May 2 - May 9; Makeups: May 3 - May 12 <u>RHS (Updated 1/13/2023)</u> Math: April 20; Makeup: April 21 Reading: April 20; Makeup: April 21 Science: April 4; Makeup: April 6



2023 MCAs

- Changes for 2023:
 - Began with a small group before starting the building wide testing. Allowed us to verify connections and that there were no unexpected issues before committing to a full grade or building testing session
- Stats:
 - Over 2,000 MCA assessments provided to students in grades 3 - 11
 - REAMS: 444+ in grades 3 & 4
 - RMS: 1,246+ in grades 5, 6, 7 & 8
 - RHS: 346+ in grades 10 & 11



2023 MCAs

- Stats:
 - Not Tested:
 - Medical: 5 (concussion most common medical note)
 - Foreign Exchange students: 2
 - Parent Opt Outs: 43



2023 MCAs

- Stats:
 - Parent Opt Outs: 43
 - REAMS: 0
 - RMS-CES: 3
 - RHS: 40
 - Grade 10: 9
 - Grade 11: 31; Note that there were 12 opt outs for Science in April; an additional 19 opt outs were received between the Science test and start of the 11th grade math test – some before science make-ups and some before the math test
 - Grade 11 had 89 tested in math, 99 in science; students transferring out of district between science and math also impact these numbers



2023 MCAs

- Stats:
 - Student Refusals: 2
 - Transferred in during testing window in grades 3-11: 22
 - Sufficient time to import to Pearson & test: 14
 - Insufficient, too close to end of testing window: 8
 - Invalidated Tests: 1 (REAMS)



2023 MCAs

- Preliminary Results:
 - Results are still preliminary and subject to revision at the state level
 - Both preliminary and final results are embargoed until late August; actual date that data can be published should be posted early July



2022 Rockford Area Schools Graduation Rate Released



2022 RAS Graduation Rate

Education

Minnesota graduation rates inch toward pre-pandemic highs

Elizabeth Shockman April 25, 2023 6:00 AM

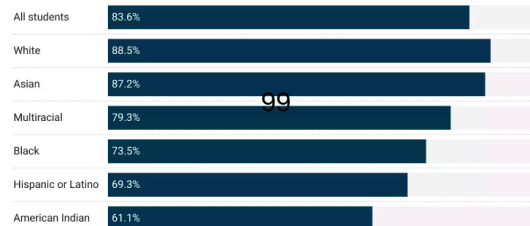
Updated: April 26, 11:55 p.m. | Posted: April 25, 6 a.m.

Minnesota schools saw a rise in four-year public high school graduation rates last year following a drop during the COVID-19 pandemic.

The class of 2022 graduated at 83.6 percent, up from 83.3 percent for [the prior year's class](#) and close to the historic high of 83.8 percent in 2020, the Minnesota Department of Education said Tuesday.

[Rate gaps between](#) white students and students of color persisted in 2022, as did gaps for students who qualify for free and reduced lunch and English language learners and students who receive special education services.

Minnesota's high school graduation rates, 2022



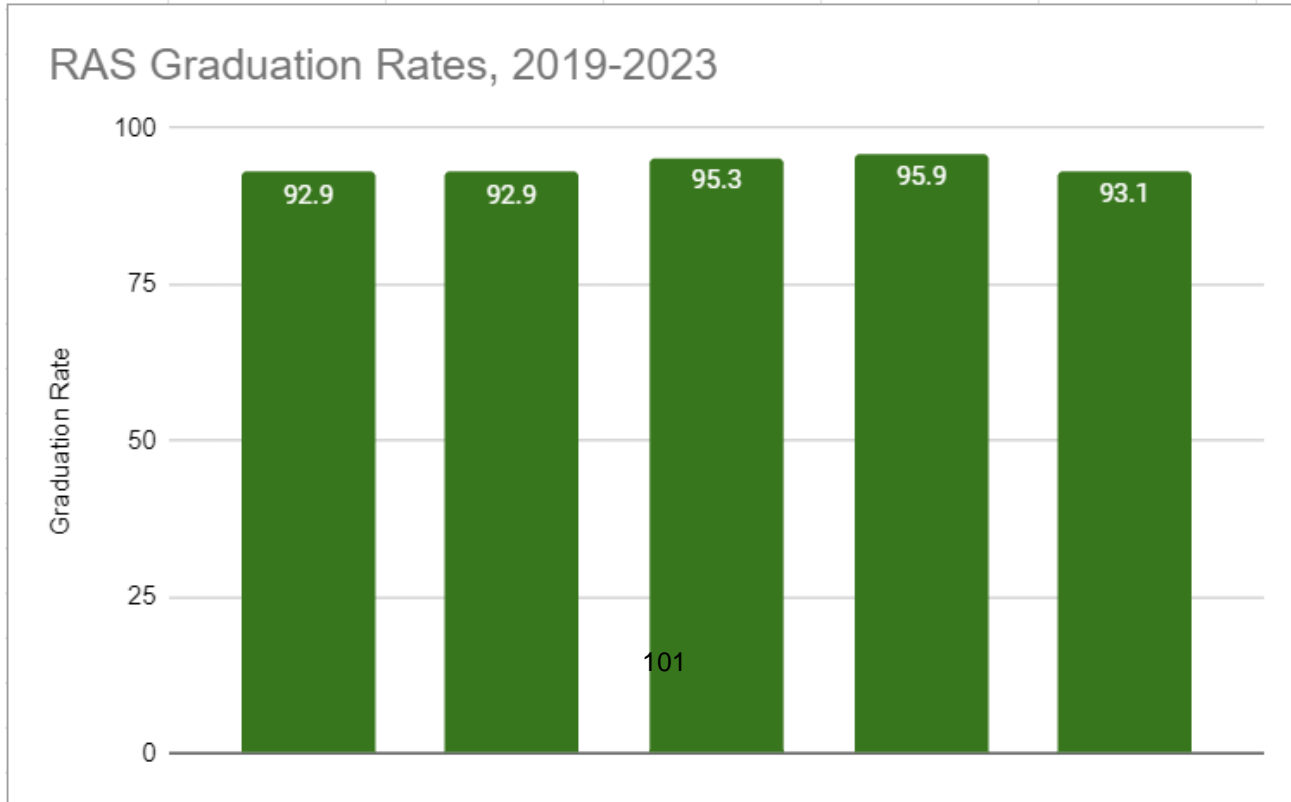


2022 RAS Graduation Rate

- 2022 Minnesota 4-Year HS Graduation Rate
 - 83.6%
- 2022 RAS 4-Year HS Graduation Rate
 - 93.1% (108 / 116 students)
 - 2023 WBWF Goal (based on 5-year average): 93.7% (109 / 116 students)
 - New 2024 WBWF Goal (based on 5-year average): 94.0%



2022 RAS Graduation Rate





Thank You.



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

Subject: 2023 Annual Q-Comp Update

Meeting Date: May 15, 2023

Prepared by: Director of Teaching & Learning Robert Danneker

Date Prepared: May 11, 2023

Information

Briefing

Action

Enclosure Item(s)

Director of Teaching & Learning Robert Danneker will provide the Board with the 2023 Annual Q-Comp Update. Q-Comp Advisor team members Katie Folger, Beth Russell, and Kathy Mattson will lead the presentation.

This is an action item as our local Q-Comp program is funded through a combination of state aid and local levy. Board approval is required for both revenue streams.

Topics will include:

- Q-Comp Core Components
- General Program Impacts
- General Program Feedback
- 2023-24 Program Updates

Enclosure items include:

- Copy of presentation
- Copy of redline RAS Q-Comp Plan for 2023-24
- Copy of RAS Q-Comp Budget for 2023-24



2023 Annual Q-Comp Update

Robert Danneker, Director of Teaching & Learning
Katie Folger, Beth Russell, and Kathy Mattson



In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally minded citizens



2023 Annual Q-Comp Update

Agenda

- Q-Comp Core Components
- General Program Impacts
- General Program Feedback
- 2023-24 Program Updates



2023 Annual Q-Comp Update



2023 Annual Q-Comp Update

- Core Component: Career Advancement/ Teacher Leadership
 - Q-Comp provides teachers with the opportunity to grow their leadership skills in a variety of roles: PLC leaders, observation coaches, mentors, and building advisors.
 - Many leadership roles change each year, growing leadership within our teaching staff.
 - Our PLC Leaders, Observation Coaches, Mentors, and Building Advisors promoted and facilitated collaboration, discussion, and reflection to promote student growth and achievement.



2023 Annual Q-Comp Update

- Core Component: Job-embedded Professional Development
 - PLC meetings allow for purposeful conversations and collaboration, which carry directly into the classroom. Specific focus areas (at the designated buildings) allowed for time to be spent on topics of importance.
 - Work focused on strategies tied to supporting student achievement. Teachers reviewed FAST data and reports in order to follow-up with students on targeted skills.
 - Teachers worked with the MTSS specialist to identify interventions and opportunities for student growth. Teachers expanded base knowledge of tiered interventions and will continue this work next year.



2023 Annual Q-Comp Update

- Core Component: Teacher Evaluation
 - Observations allow for reflection, discussion, and advice on lessons and teaching. Observations create space for teachers to share, find support, and gain ideas from colleagues.
 - Each observation consists of the observation along with a pre and post evaluation meeting. Teachers identify what they are trying to accomplish or achieve within the lesson, and reflect on how the lesson accomplished those goals. Teachers are asked to identify an element for improvement as well as a point of pride in the lesson.



2023 Annual Q-Comp Update

- General Program Impact
 - The Q-Comp program structure allows each building to focus PLC work on building initiatives that support student achievement. This helps streamline the work teachers are doing and allows for meaningful collaboration. The PLC work, observations, and building and individual goals all help teachers meet the individual needs of our students.



2023 Annual Q-Comp Update

- General Program Feedback
 - The Core Committee carefully considered feedback from Leaders, Coaches, Mentors, Mentees, and PLC Groups in the form of quarterly reflections and an annual survey. In this way, the Advisor Team, Core Committee, Director of Teaching and Learning, and principals stay aware and responsive to teacher-identified needs. That responsiveness is essential to the effectiveness of the Q-Comp program.
 - The Core Committee used this feedback in order to make updates to the program for the 23-24 school year. All changes are intended to foster meaningful engagement/collaboration and positively impact student achievement in a streamlined way.



2023 Annual Q-Comp Update

- 2023-24 Program Updates: Staffing
 - This year Beth Russell's term as Middle School building advisor is up after four years! Thank you Beth for your valuable contributions to the Q-Comp program.
 - Welcome to Hannah Oliverius, new Middle School building advisor!
 - Welcome to Paul Warzecha, new principal representative on Core Committee.




2023 Annual Q-Comp Update

- 2023-24 Program Updates: Components
 - The PLC structure next year will be a rotation of topics tied to program components (student support, individual & building goals, teaching practices, observations) and the foundational DuFours' "four questions" the program has been based on since it began:
 - What do we expect our students to learn?
 - How will we know when they have learned it?
 - How will we respond when some students don't learn?
 - How will we respond when some students already know it?
 - Building principal observation can take the place of a second round Q-Comp observation, if desired.
 - Observers will be able to submit for 1.5 two hours each observation round.
 - Payouts, percentages, and stipends for teacher leader positions will remain the same.



Thank You.

	<p style="text-align: center;">School Improvement Division</p> <p style="text-align: center;">1500 Highway 36 West Roseville, N 55113-4266</p>	<p style="text-align: center;">Rockford Area Schools</p> <p style="text-align: center;">Q Comp Plan</p>	<p style="text-align: center;">ED # 02382-01</p>
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Mar 15, 2023

Teachers holding career ladder positions are referred to as teacher leaders in this application. (Teacher leaders are expected to retain primary roles in student instruction and facilitate site-focused professional development that helps other teachers improve their skills.)

Q Comp fits into the overall focus and goals of the district because Rockford Area Schools are committed to excellence both for its students and its teachers. Q Comp provides a framework for teachers to improve their practice leading to improved instruction thereby improving student achievement. Q comp will continue to benefit students and staff of Rockford Schools because:

1. High student achievement is currently the focus of both the district and site goals.
2. Literacy and math are identified needs as specified by MCA assessment data along with building testing (FAST, STAR).
3. Professional development and PLC activities currently target instructional strategies to improve student achievement.
4. Job-embedded professional development refers to teacher learning that is grounded in daily teaching practice and is designed to enhance teachers’ content-specific instructional practices with the goal of improving student learning. PLCs operate under the assumption that the key to improved learning for students is continuous job-embedded learning for educators. In a PLC, collaboration represents a systematic process in which teachers work together interdependently in order to impact their classroom practice in ways that will lead to better results for their students, for their team, and for their school.
5. Teachers will focus on results which will lead each PLC team to develop and pursue measurable improvement goals for learning that align with school and district goals.
6. Peer observation and feedback will help teachers develop their teaching. The observation process is reciprocal, and the practice of staff observing each other and sharing their insights will provide a system of mutual support.
7. Student achievement will grow as staff identifies instructional strategies and uses peer observation to improve teaching and learning.

The district has chosen to implement Q Comp to:

- a) improve student achievement.
- b) foster professional growth in the teaching profession.
- c) implement a more purposeful job-embedded professional growth model.
- d) to compensate professional work using the SMART goal model and performance pay based on outcomes.

1.1 Describe how teacher leaders will support individual teacher growth in instructional practices and promote student achievement gains district-wide.

Teacher leaders in the positions of Q Comp Core Committee Member, Advisor Team, PLC Leader, Observation Coach, and mentor will support individual teacher growth in instructional practices and promote student achievement gains district-wide.

Q Comp Core Committee Member: The Q Comp Core Committee is the Q Comp Plan authoring committee. It is made up of seven teacher leaders (two per building along with, **if applicable, the MTSS specialist** ~~district specialist~~), as well as the Advisor Team, a district administration representative (Director of Teaching and Learning) and a principal. This team has representatives from each building and multiple content areas. This committee is in charge of monitoring, evaluating, and making changes to the Q Comp processes. The Q Comp Core Committee, along with the Advisor Team, will re-evaluate the Q Comp Program, modify the Q Comp Plan, and write the Program Review each school year. This team will also monitor and adjust the Q Comp Budget as needed. The Q Comp Core Committee will be responsible for facilitating and/or conducting evaluations related to each of the other career ladder positions as per the details outlined in section 1.7 b. This team will meet quarterly throughout the school year for a ½ day release time and a full day at the end of the school year. The team will also meet on an as-needed basis to ensure communication between this committee, the Advisor Team, the PLC Leaders, Observation Coaches **and Mentors** is continuous.

Advisor Team: The Advisor Team is the first line in the execution of the Q Comp Plan. The Advisor Team will work in conjunction with Principals, the Director of Teaching and Learning, Business Manager, Q Comp Core Committee, PLC Leaders, and Observation Coaches to ensure that the plan is put into action as written. The Advisor Team will facilitate and offer leadership in job-embedded professional development by meeting monthly with Principals along with the District PLC Leaders and Observation Coaches and quarterly, as needed, with the Q Comp Core Committee. Together with the principal, Core Committee, and Leaders/Coaches, the advisor team will develop ~~four~~ focus areas throughout the year that help increase student achievement and foster teacher development. The Advisor Team will monitor and evaluate the Observation Coach's teacher observations. The Advisor Team will collect, evaluate, and interpret teacher observations and communicate feedback to Observation Coaches and PLC Leaders in a timely manner. If possible, in the spring, the Advisor Team will facilitate the creation of Q Comp goals for the next school year, collect and file appropriate paperwork with the Minnesota Department of Education, and facilitate licensed staff's annual review of the Q Comp program.

The Advisor Team will facilitate the Mentoring Program. The Advisor will conduct mentor trainings with teachers serving as mentors, conduct introductory trainings for new staff and their mentors, oversee the completion of mentor program requirements throughout the school year, supervise the payment process of mentors and new staff for mentoring activities, and conduct evaluations of mentors.

PLC Leader: There will be one PLC Leader assigned to each PLC. The PLC Leader's primary responsibility is to conduct PLC activities as related to the Professional Development Component of the Q Comp Plan. Through these activities, PLC Leaders will improve instructional strategies within the PLC using best practices. PLC Leaders will monitor and adjust PLC studies based on needs identified through student data, teacher observation/evaluation results and research/field study, as needed.

PLC Leaders will follow agendas for each of the PLC meetings to support the Observation/Evaluation process and efficiently and effectively work towards their PLC, Building, and District goals. PLC Leaders will keep attendance records and document each PLC meeting's activities. Leaders will communicate with the Building Advisor if they need to differentiate a group's agenda in order to best meet teacher needs.

A secondary responsibility of PLC Leaders is to conduct one round of observations. For the second observation cycle, during non-student contact time (before school, after school, during common prep time, or at PLC meetings), PLC Leaders and Observation Coaches will ensure all paperwork is completed related to each observation and submit it to the Advisor Team promptly after the observation window is closed. If there will be a significant delay in submission of observation paperwork, the PLC Leader must contact the Building Advisor. This procedure will allow for each teacher to be observed by two different observers each year, while ensuring the observation paperwork is submitted for each PLC member.

The PLC Leader and the Observation Coach will work in partnership, leading the PLC toward improved teacher instruction and success at meeting the Q Comp Goals.

PLC Leaders, along with Observation Coaches, will also attend on-going, required trainings and regularly scheduled meetings in order to maintain consistency in PLC work and expectations across the district, understand and coach current instructional strategies, distribute and explain data and/or test results, and ensure rigorous, equitable, valid, and transparent observation/evaluations.

Observation Coach: There will be one Observation Coach for approximately every six teachers (assigned to each PLC as possible). When an Observation Coach is not available, the Core Committee will formulate an alternate structure. The Observation Coach's primary responsibility is to conduct and monitor the observation cycles for their PLC, including keeping track of all observation paperwork and ensuring it is completed and submitted appropriately and according to District timelines.

The Observation Coach target is six observations per cycle. Pending building observation scheduling, that may vary slightly given the unique demands of scheduling observations. Observation Coaches may observe both continuing contract teachers and probationary teachers. Observation Coaches will conduct pre-and post-observation meetings with teachers for each observation during non-student contact time (before school, after school, during common prep time, or at PLC meetings). Observation Coaches will ensure all paperwork is completed related to each observation and submit it to the Advisor Team within a week after the observation window is closed. A process of inter-rater reliability is supported in three ways. First, both the Observation Coach and the PLC Leader will observe each teacher during the year. This will facilitate observation dialogue and check for fidelity with the observation protocol. Furthermore, all Observation Coaches, PLC Leaders, and the Advisor Team will participate in observation training in late summer and two trainings during the school year to facilitate comparison rating exercises to strive towards inter-rater reliability.

Observation Coaches and PLC Leaders will also attend on-going, required trainings in order to maintain effectiveness in observing and evaluating teachers and work together to guide the PLC group toward improved teacher instruction and success at meeting the PLC, Building, and District Q Comp Goals.

Mentor: The mission of the Mentor Program is to provide information, support, and encouragement so teachers new to Rockford are successful. The mentor program will provide a systematic introduction and a purposeful, positive relationship within the district. Mentors are teachers who have proven records of being highly effective team players dedicated to making the district the best it can be. Mentors serve in the mentorship capacity with all new staff, both novice and more experienced, but new to Rockford. This formal mentoring program **has the opportunity to** last through the mentee's second year of employment in the district for probationary teachers; teachers that have a continuing contract after their initial year or teachers who have an assignment change in the Rockford District, may choose to participate in the year two program. New hire Mentors attend an initial mentor training, along with their year one mentee, prior to beginning school.

Mentors meet with their mentees formally once each month to complete mentor program requirements and informally as needed, beyond the monthly meetings. Mentors provide information on district and building processes, requirements related to state standards and curriculum, and best practice instructional strategies and/or interventions. If they are unable to provide information, they connect the new staff to another district resource. Mentors' conversations with their mentees are confidential and ¹¹⁷are never shared with district administration but

may be shared with the Advisor Team in an effort to better support the mentee. Mentors are responsible for ensuring that Mentor Program documentation is completed and submitted appropriately. Probationary teachers may be assigned an ongoing mentor following their first year as well to support their development. - Detailed information on the Mentorship Program is provided in Appendix 8.1.

1.2 In the table below, please identify the position title, qualifications, responsibilities and teacher ratios for each teacher leader position.

Q Comp Core Committee Member		
Qualifications	Responsibilities	Ratio
<p>Current MN license with a full-time contract Must be continuing contract in the Rockford School District</p> <p>Must have served as a PLC Leader or an Observation Coach (preferable), or in a key building or district leadership role (building leadership team or staff development) in order to become a committee member</p> <p>Experience and knowledge of Rockford’s Q Comp Plan, process, and procedures in accordance with MDE</p> <p>Understanding of student data and SMART goal setting processes</p> <p>Ability to remain impartial and objective</p> <p>Collaborator who will work with various teams and staff to design and improve professional development for increased student achievement</p> <p>Proficient in communication, organization, and leadership</p>	<p>In charge of monitoring, evaluating, and making changes to the Q Comp processes</p> <p>Will re-evaluate the Q Comp Program, modify the Q Comp Plan, and facilitate the writing of the Program Review for each school year</p> <p>Monitor and adjust the Q Comp Budget as needed</p> <p>-Meet once in fall after testing has occurred to discuss/recommend building goals, four times throughout the school year for 1/2 day release time and a full day at the end of the school year and as needed beyond that.</p>	<p>9 representatives (an advisor for each building, one representative from each building, a MTSS Specialist, the Advisor Team, Director of Teaching and Learning, and a principal representative)</p>

Qualifications	Responsibilities	Ratio
<p>Current MN license with a full-time contract (tier 4)</p> <p>Continuing contract teacher in District 883</p> <p>Experience and knowledge of Rockford's Q Comp Plan, process, and procedures in accordance with MDE</p> <p>Experience as a PLC leader, Observation coach or Core Committee member.</p> <p>Proficient in best practice, research-based instructional strategies, differentiation, and observation methods</p> <p>Ability to remain professional, impartial, and objective</p> <p>Collaborator who will work with various teams and staff to design and improve professional development</p> <p>Proficient in communication, organization, and leadership</p> <p>Knowledgeable in procedures and practices related to the district mentoring program</p>	<p>Provide assistance and answers to district staff questions regarding Q Comp</p> <p>Attend, plan, and/or facilitate Q Comp meetings and trainings</p> <p>Oversee researching and field testing of best practice instructional strategies</p> <p>Support PLC in data analysis</p> <p>Communicate with PLC Leaders to collect, evaluate, interpret, and act upon teacher observations and observation documentation</p> <p>Monitor PLC attendance and progress toward goals</p> <p>Together with the Director of Teaching and Learning, Advisor Team will collect, record, write, and file Q- Comp related paperwork in accordance with MDE requirements</p> <p>Collaborate with Q Comp Core Committee, PLC Leaders, and Observation Coaches to set goals</p> <p>Conduct mentor and new staff trainings prior to the school year</p> <p>Oversee the Mentor Program throughout the school year including answering questions, advocating for new staff, collecting Mentor Program assignments, and supporting new teachers and their mentors in the mentoring relationship</p> <p>Fulfill teaching requirements within District 883</p> <p>Advisor Team will report to the Director of Teaching and Learning</p> <p>Advisor-Elect would be invited to attend the last Core Committee team meeting prior to the start of their term.</p>	<p>Approximately 118</p> <p>3 per district</p>

PLC Leader (Professional Learning Community)		
Qualifications	Responsibilities	Ratio
<p>Current MN license (tier 4)</p> <p>Continuing contract in Rockford Area Schools or equivalent experience as approved by the Core Committee</p> <p>Must be a full- or part-time contracted employee of the district</p> <p>Must be an employee in good standing</p> <p>Trained or willing to be trained on District 883 Observation Rubric and Observation/Evaluation methods</p> <p>Understands or is willing to learn and use current, best practice instructional strategies, including differentiation, to promote student learning through coaching PLC's</p> <p>Understands or is willing to learn about SMART goals and the process of goal setting</p> <p>Teacher on continuing contract at Rockford Area Schools or equivalent experience as approved by the Core Committee</p>	<p>Participate in all district trainings related to observations and PLC leadership</p> <p>Develop agendas and facilitate meetings to improve instruction in order to meet PLC goals and increase student achievement</p> <p>Prepare for and document attendance and outcomes at PLC meetings. Participate in District PLC Leader meetings</p> <p>Participate in researching and field testing of best practice instructional strategies</p> <p>Responsible for scheduling and conducting one observation with each PLC team member including the Observation Coach using District #883 Observation Rubric</p> <p>Participate in the entire observation cycle with each continuing contract PLC member for each observation (pre-conference, observation, and post-conference)</p> <p>Report on progress of PLC to the Advisor Team and Core Committee</p> <p>Share testing - results, together with annual building goals, from the Core Committee and Director of Teaching and Learning.</p> <p>Complete and submit all observation documentation according to district Q Comp guidelines</p> <p>Maintain confidentiality with observation information related to specific teachers</p> <p>Facilitate goal setting within the PLC</p>	<p>20²: Approximately 118</p>

	Complete an annual survey, together with the PLC Group, to reflect on the year's PLC Work and to generate ideas for continuous improvement.	
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Observation Coach (Peer Evaluator)		
Qualifications	Responsibilities	Ratio

<p>Current MN-license (tier 4)</p> <p>Continuing contract in Rockford Area Schools or equivalent experience as approved by the Core Committee</p> <p>Ability to remain impartial and objective</p> <p>Trained or willing to be trained on District 883 Observation Rubric and Observation/Evaluation methods</p> <p>Understands or is willing to learn and use current, best practice instructional strategies, including differentiation, to promote student learning through coaching teachers</p> <p>Proficiency in communicating instructional strategies and skills to other teachers</p> <p>Excellent organizational, collaborative, communication, and leadership skills</p>	<p>Participate in all district trainings related to observations</p> <p>Responsible for assisting with scheduling and conducting two observations with each continuing contract PLC team member and one observation with probationary, year three member using District #883 Observation Rubric</p> <p>Participate in the entire observation cycle with each continuing contract teacher and year three probationary PLC member for each observation (pre-conference, observation, and post-conference)</p> <p>Complete and submit all observation documentation according to district Q Comp guidelines</p> <p>Maintain confidentiality with observation information</p> <p>Participate in District PLC Leader meetings</p> <p>Work in partnership with the PLC Leader to provide information and support for PLC members related to observation/evaluation cycles and improved instruction and student achievement</p>	<p>19: 20</p> <p>Approximately 118</p>
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<p>New Hire- Mentor</p>		
<p>Qualifications</p>	<p>Responsibilities</p>	<p>Ratio</p>

<p>Current MN-license</p> <p>Teach in a parallel content area or grade level of new staff (if possible)</p> <p>Ability to remain impartial and objective</p> <p>An understanding of building and District processes and the framework of Rockford Area Schools curriculum and MN Academic Standards</p> <p>Excellent organizational, collaborative, and communication skills</p>	<ul style="list-style-type: none"> ● Participate in all mentor program trainings in August (\$200 of the \$700 stipend is paid for attending August training day). ● Meet with mentee for one formal, hour-long meeting per month (8) to complete discussion requirements and ensure documentation is sent to the Advisor Team ● Oversee mentee’s observation requirement completion: <ul style="list-style-type: none"> o Mentor conducts 1 informal observation using District #883 Q Comp observation rubric and submits paperwork to the building advisor. o Mentee conducts 1 informal observation of mentor and submits observation paperwork to the advisor. ● Mentor oversees mentee’s third observation requirement completion (choice) and submits observation paperwork to advisor. o Choice observation <ul style="list-style-type: none"> ● Work with mentee in the goal process ● Report any concerns or advocacy issues to the Advisor Team promptly ● -Facilitate the opportunity for the mentee to observe at least one other teacher 	<p>1:each new staff</p>
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Mentor		
Qualifications	Responsibilities	Ratio

<p>Current MN license</p> <p>Has previously served as a mentor at Rockford Area Schools</p> <p>Ability to remain impartial and objective</p> <p>An understanding of building and District processes and the framework of Rockford Area Schools curriculum and MN Academic Standards</p> <p>Excellent organizational, collaborative and communication skills</p>	<ul style="list-style-type: none"> ● Attend a meeting with the Advisors in the fall to review program requirements -Meet with mentee for one formal, hour-long meeting per month (8) to complete discussion requirements and ensure documentation is sent to the Advisor Team ● Principal and advisor directed and determined based on need and interest. Mentor conducts 1 informal observation using District #883 Q Comp observation rubric and submits paperwork to the building advisor. o Mentee conducts 1 informal observation of mentor and submits observation paperwork to the advisor. ● Mentor oversees mentee’s third observation requirement completion (choice) and submits observation paperwork to advisor. ● Oversee mentee’s observation requirement completion ● Work with mentee in the goal process ● Report any concerns or advocacy issues to the Advisor Team promptly ● Conduct 1 informal observation of mentee using District #883 observation rubric and submit paperwork to the Building Advisor. ● Mentee observes mentor ● Facilitate the opportunity for the mentee to observe at least one other teacher 	<p>-1:1</p>
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<p>Second Building Mentor (for shared staff across multiple buildings)</p>		
<p>Qualifications</p>	<p>Responsibilities</p> <p>124</p>	<p>Ratio</p>

<p>Current MN license</p> <p>Has previously served as a mentor at Rockford Area Schools</p> <p>Ability to remain impartial and objective</p> <p>An understanding of building and District processes and the framework of Rockford Area Schools curriculum and MN Academic Standards</p> <p>Excellent organizational, collaborative and communication skills</p>	<ul style="list-style-type: none"> ● Meet with mentee as needed to support. ● Principal and advisor directed, principal decides how long a second building mentor is needed. ● Mentor pay based on long term sub/partial year mentor rate. ● Report any concerns or advocacy issues to the Advisor Team promptly 	<p>-1:1</p>
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1.3 In the table below, please identify the student and teacher/licensed staff-count. *Variable per year

1.4 Describe the hiring process for each teacher leader position in the following areas: *See table under 1.6.

1.5 Specify the amount of release time and/or salary augmentation each identified teacher leader will earn as compensation for completing the extra duties of the position.

Position Title	Hiring Process 1.5a - 1.5c	Salary Augmentation 1.6
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<p>Q Comp Core Committee Member</p>	<p>Open Core Committee positions will be posted in the spring following district hiring guidelines. Interested parties will submit a letter of interest within five days of posting. The current Advisor Team and an administrative representative will screen letters and applicants using the criteria for Q Comp Core Committee Members outlined in section 1.3. If there is more than one applicant, interviews will be scheduled within two weeks of the post closing. A representative from the current Q Comp Core Committee, the Advisor Team, and an administrative representative will conduct a group interview with prospective candidates. At the conclusion of the interview process, the interviewing trio will make a hiring recommendation to the superintendent who will make the final decision to be approved by the school board.</p> <p>Committee members will serve terms of three years (see Appendix: 6.1)</p>	<p>- \$250 (June)</p> <p>Committee Members will also meet quarterly with release time (an hour meeting in fall, four ½ days) and on an as-needed basis.</p>
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<p>Q Comp Advisor Team (One Advisor per building)</p>	<p>The building principal together with the building advisor may recruit qualified candidates and ask those candidates to apply. Existing advisor (or advisor team) presents to building staff about the advisor position. <u>Advisor Workflow</u> Advisor Workflow</p> <p>The Advisor Team position will be posted in February March following district hiring guidelines. Interested parties will submit a letter of interest within five days of posting. Goal to hire by year-end, full-day Q Comp meeting in the interest of transition/mentoring.</p> <p>The Director of Teaching and Learning, building advisor, and building principal will screen letters and applicants using the criteria for Advisor Team outlined in section 1.3 to ensure the candidate is eligible to serve in the role.</p> <p>The current building advisors will review the candidate’s standing as far as PLCs. An interview will be scheduled within two weeks of the post closing. A building advisor, the Education MN Rockford president or co-president, and an administrative representative will conduct an interview with prospective candidates. At the conclusion of the interview process, the interviewing trio will make a hiring recommendation to the superintendent who will make the final decision to be approved by the school board.</p> <p>The district specialist (or any A teacher whose position is in multiple buildings would could serve as advisor in either building. the building that she/he most closely aligns.</p> <p>If the current Core Committee representative is interested, he/she will apply even if his/her term is not yet over.</p> <p>Term: 3 years.</p> <p>Existing advisor may reapply if interested. If ongoing work warrants that stability or if there are no qualified candidates interested in assuming the role after being recruited, the building principal can recommend a consecutive term for an existing advisor</p>	<p>\$5,000 (split between December December 15/June 15 payments) Up to 40 hours during the summer paid at teacher daily rate of pay (paid in December September 15)</p> <p>One day release time for Q Comp Network Meetings and MDE trainings (if applicable)</p> <p>Six release days during the year for Core Committee preparation, meeting, Q Comp reporting, and PLC follow-up</p>
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	<p>If an existing advisor declines / no candidates emerge: back to recruiting. Ongoing evaluation: Leader/Coach do an Advisor evaluation along with the Core Committee.</p>	
<p>PLC Leader</p>	<p>This is a one year position. The PLC Leader will be hired annually from PLC members who meet the criteria for PLC Leaders outlined in section 1.3. The current PLC Leader will screen PLC group members based on the criteria in section 1.3 and identify which members have served as PLC Leader in prior years. At a designated PLC meeting in the spring, the PLC Leader will facilitate the process for selecting a new PLC Leader for the following year by announcing all qualified group members who have not yet served and asking for interested parties from that group. A vote will be conducted, and a new PLC Leader will be identified to recommend for the position. An individual cannot be a PLC leader for more than one term until all qualified members in the PLC have had an opportunity to serve in the role or pass on the opportunity. If no determination can be made within a PLC, the Core Committee will appoint a Leader. Any appeals should be made to the building advisor and building principal superintendent.</p>	<p>\$625.00 (June)</p> <p>Up to two hours of release time per observation</p> <p>This release time can be one sub-release day and a maximum of six hours paid time to complete the observation process. (The equivalent of 1 hour per observation).</p> <p>This release time can be: one sub release day and a maximum of two hours paid -OR- eight hours if observations are done during prep to complete the observation process.</p> <p>Payment vouchers will be collected by the advisor for observation hours and submitted to the district office. Submissions and payments will occur three times in the school year.</p>

<p>Observation Coach</p>	<p>This is a -one year position and rotational in nature and therefore does not require a standard interview hiring process. -The Building Advisor will ask teachers to submit interest for a position as Observation Coach within the building. If more teachers are interested than numbers of positions exist, a process will be used to determine the order in which teachers will take turns in the position. Building principals and HR will be included in this process.</p>	<p>\$500.00 (June)</p> <p>Up to two hours of release time per observation</p> <p>This release time can be one sub day and up to - six hours paid time to complete the observation process.(The equivalent of 1 hour per observation). If an observer chooses to do observations without getting a sub, that observer can be paid up to six hours for the observations and up to six hours to complete the observation process.</p> <p>This release time can be: one sub release day and a maximum of two hours paid -OR- eight hours if observations are done during prep to complete the observation process.</p> <p>Payment vouchers will be collected by the advisor for observation hours and submitted to the district office. Submissions and payments will occur three times in the school year.</p>
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<p>- New Hire Mentor</p>	<p>Because mentors need to be matched to the teacher and position being hired, the Advisor Team, the Director of Teaching and Learning, and building principal will open new Mentor positions to all teachers in positions matching the new staff’s needs.</p> <p>Principals will ask for mentor volunteers. Principals will contact teachers with matching skill sets and notify them of the mentor position availability. Principal will make the final decision for mentor placement. If there are no volunteers, the principal will ask for someone to serve in the mentorship role.</p>	<p>-\$700.00 (June) \$200 paid September 15 (voucher) for attending August mentor/mentee training \$500 paid June 15</p> <p>If the mentor has more than one mentee, this amount is paid per mentee</p>
<p>- Mentor</p>	<p>Because mentors need to be matched to the teacher and position being hired, the Advisor Team, the Director of Teaching and Learning, and building principal will open new Mentor positions to all teachers in positions matching the new staff’s needs</p> <p>Principals will ask for mentor volunteers. Principals will contact teachers with matching skill sets and notify them of the mentor position availability. Principal will make the final decision for mentor placement.</p>	<p>-\$500</p> <p>If the mentor has more than one mentee, this amount is paid per mentee</p>
<p>Long Term Sub Mentor</p> <p>Partial Year/ Long Term Sub/ Second Building (Shared Staff)</p>	<p>Because mentors need to be matched to the teacher and position being hired, the Advisor Team, the Director of Teaching and Learning, and building principal will open new Mentor positions to all teachers in positions matching the new staff’s needs</p> <p>Principals will ask for mentor volunteers. Principals will contact teachers with matching skill sets and notify them of the mentor position availability. Principal will make the final decision for mentor placement.</p>	<p>Mentorship Payment Worksheet</p>

1.6 Describe the evaluation process for each teacher leader position in the following areas:

a) Describe how the evaluation is based on the fulfillment of the position's responsibilities.

Q Comp Core Committee Members: The Q Comp Core Committee members will conduct annual committee self-evaluation audits. All committee members will evaluate the committee process by individually completing the Q Comp Core Committee Evaluation. Appendix 7.1. As a committee, they must function successfully, based on the scoring rubric, in order to adequately guide the Q Comp Program's direction. The results of the evaluations will be shared as part of the annual report with the Director of Teaching and Learning, the superintendent, and the Rockford-Education MN Executive Committee for any needed action. Also, individual members will be evaluated using the Q Comp Core Committee Member Evaluation Rubric Appendix 7.2. Membership roles require participation in the scheduled meetings and as needed. The Advisor Team will take attendance at each meeting and fill out the Q Comp Core Committee Member Evaluation Checklist in May. This evaluation process is based on fulfillment of the position's responsibilities because members must attend and participate in meetings in order for the committee to function as designed to support the Q Comp Program. The committee will consist of ~~one~~ ~~two~~ representative from each building ~~and one specialist and~~ **MTSS specialist (if applicable)** to ensure adequate representation from staff. The Advisor Team, Director of Teaching and Learning and a principal will also be on the Q Comp Core Committee.

Advisor Team: ~~The District Q Comp Core Committee~~ **Building leaders, building coaches, and the building Core Committee rep** will evaluate each Building Advisor in December and April using the Advisor Evaluation Rubric Appendix 7.3. It is based on fulfillment of the position's responsibilities because those responsibilities are included in the evaluation rubric.

PLC Leader:

The Advisor Team will distribute evaluations. In December, group members will complete the evaluation independently at a designated meeting. In ~~April~~ ~~May~~, the Observation Coach will facilitate the group evaluation of the PLC Leader. Both evaluations are completed using the PLC Leader Checklist Appendix 7.4. This checklist is based on fulfillment of the position's responsibilities.

Observation Coach:

The Advisor Team will evaluate each Observation Coach's documentation after each observation cycle. The Building Advisor will offer feedback for improvement individually in a conference and/or generally at the next training session. When possible/as needed Observation Coaches may participate in a joint observation with a Building Advisor. Observation Coaches will participate in inter-rater reliability exercises at one Q Comp Leader meeting during the school year. ~~The Advisor Team will distribute evaluations. In December and April, May teachers will complete the evaluation independently at a designated meeting.~~ Finally, the Advisor Team will ~~evaluate~~ ~~review~~ Observation Coach ~~evaluations from teachers~~ in December and ~~April~~ ~~May~~ using the Observation Coach Evaluation Checklist Appendix 7.5.

Mentor:

The Advisor Team will meet with mentees before the school year starts, ~~and will provide a feedback form in October and January, in October, and a check-in during January, and May~~ of the school year to ensure that each is feeling supported, and that s/he is getting time with his or her mentor in order to complete the Mentor Program requirements. ~~Mentees will evaluate their mentors twice, once in December and once in April. After each mentee meeting, the Advisor Team will fill out the Mentor Evaluation Checklist Appendix 7.6, documenting the performance of each Mentor. If it is determined through evaluations that~~ the Mentor is not following through on the requirements of the position, the Advisor Team and the Director of Teaching and Learning will conference with the Mentor to determine if that person can successfully continue in the position. Mentors must score five out of the six elements on the final evaluation checklist Appendix 7.6 in order to earn the position compensation. If a Mentor is replaced midyear because of poor performance, that person will not earn the compensation.

New Hire Mentor:

The Advisor Team will meet with mentees at the beginning of the school year and check in with them in January and March to ensure that each is feeling supported and is getting time with the assigned mentor in order to complete the year two Mentor Program requirements. After each mentee meeting, the Advisor Team will fill out the Mentor Evaluation Checklist Appendix 7.6, documenting the performance of each Mentor. If the Mentor is not following through on the requirements of the position, the Advisor Team and the Director of Teaching and Learning will conference with the Mentor to determine if that person can successfully continue in the position. Mentors must score five out of the six elements on the final evaluation checklist Appendix 7.6 in order to earn the position compensation. If a Mentor is replaced midyear because of poor performance, that person will not earn the compensation.

New Hire Mentors are expected to attend mentor/mentee training in August and will be paid with a voucher for their work during that day.

- b) Describe how the results of the evaluation will be used to determine salary augmentation.

Q Comp Core Committee:

The standard of performance is determined by using the Q Comp Core Committee

Member Evaluation Checklist.

Q Comp Advisor:

Evaluation Score	Action
Scores proficient in 8 out of 10 elements with no unsatisfactory ratings	Advisor Position is in good standing, no action needed.
Scores less than proficient in more than 2 elements and/or may have unsatisfactory rating(s) in December	Advisor will work through an improvement plan under the guidance of the building Principal and Director of Teaching and Learning until the problem is remediated.
In good standing in December but scores less than proficient in more than 2 elements and/or may have unsatisfactory rating(s) in April *No Improvement Plan	Advisor will work through an improvement plan under the guidance of the building Principal and Director of Teaching and Learning until the problem is remediated.
In good standing in January but scores less than proficient in more than 2 elements and/or may have unsatisfactory rating(s) in April *Improvement Plan Implemented (but no growth shown)	Advisor will work through an improvement plan under the guidance of the building Principal and Director of Teaching and Learning until the problem is remediated.

<p>Scores less than proficient in more than 2 elements and/or may have unsatisfactory rating(s) in December and scores less than proficient in more than 2 elements and/or may have unsatisfactory rating(s) in April</p> <p>*Improvement Plan Implemented</p>	<p>Committee and Advisor will make a recommendation as to the continuing appointment of the Advisor.</p>
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* If, at any time, the Q Comp Core Committee or the Director of Teaching and Learning observe that the Advisor is not performing adequately, they may choose to implement an improvement plan.

PLC Leader:

<p>Evaluation Score</p>	<p>Action</p>
<p>A. Scores proficient in 6 out of 7 elements with no unsatisfactory ratings in both December and April</p>	<p>Leader is in good standing, no action needed. Payment is \$625.00.</p>
<p>B. January: If there is more than one basic rating or any unsatisfactory, there will be an improvement plan created.</p> <p>May April evaluation meets the criteria represented in A.</p>	<p>Leader will work through an improvement plan under the guidance of the Advisor Team until the problem is remediated.</p> <p>Pay remains \$625 if they implement the plan successfully and growth is demonstrated.</p>
<p>C. December: Evaluation meets the criteria represented in A.</p> <p>April: scores less than proficient in more than 1 element and/or may have unsatisfactory rating(s) in April</p>	<p>Leader will receive half of the payment (\$312.50)</p>

<p>*No Improvement Plan due to time constraints</p>	
<p>D. December: There is more than one basic rating or one unsatisfactory. Improvement plan implemented.</p> <p>April: There is more than one basic rating or one unsatisfactory. No growth was shown based on the improvement plan.</p>	<p>Leader will receive no payment for the year (\$0)</p>

If, at any time, the Advisor Team or the Director of Teaching and Learning observe that a PLC Leader is not performing adequately, they may choose to implement an improvement plan.

Observation Coach: If the Observation Coach is not fulfilling job requirements and/or is not evaluating appropriately in observations, the Director of Teaching and Learning and the Advisor Team or Building Advisor will place the Coach on an improvement plan..-Additionally, the Advisor Team and PLC group members will evaluate Observation Coaches in December and April -using the Observation Coach Evaluation Checklist in order to determine position compensation.

Observation Coach:

<p>Evaluation Score</p>	<p>Action</p>
<p>A. Scores proficient in 6 out of 7 elements with no unsatisfactory ratings in both December and April</p>	<p>Coach is in good standing, no action needed. Payment is \$500.</p>
<p>B. January: If there is more than one basic rating or any unsatisfactory, there will be an improvement plan created.</p> <p>May April evaluation meets the criteria represented in A.</p>	<p>Coach will work through an improvement plan under the guidance of the Advisor Team until the problem is remediated.</p> <p>Pay remains \$500 if they implement the plan successfully and growth is demonstrated.</p> <p>134</p>

<p>C. December: Evaluation meets the criteria represented in A.</p> <p>April: scores less than proficient in more than 1 element and/or may have unsatisfactory rating(s) in April</p> <p>*No Improvement Plan due to time constraints</p>	<p>Coach will receive half of the payment (\$250.00)</p>
<p>D. December: There is more than one basic rating or one unsatisfactory. Improvement plan implemented.</p> <p>April: There is more than one basic rating or one unsatisfactory. No growth was shown based on the improvement plan.</p>	<p>Coach will receive no payment for the year (\$0)</p>

Mentors: Mentors will be evaluated in December and April using the Mentor Evaluation Checklist Appendix 7.6. Mentors must score 5 out of 6 on the final evaluation checklist in order to earn the position compensation for mentorship. If a mentor is replaced mid-year because of poor performance, s/he will not earn mentor compensation.

Each district or Charter school is required to select one district student achievement goal from their educational improvement plan (EIP) as the achievement focus for this Q Comp application. Additional goals may be selected with the understanding that each goal must link student achievement to teacher instruction, professional development and teacher evaluation.

Once the district student achievement goal is determined, each site (organizational unit) within the district is required to develop a schoolwide SMART goal based on the district goal. Once a schoolwide SMART goal is identified, each implementing site (organizational unit) within the district must complete sections 2.3–2.6 and identify the job-embedded professional development activities to be implemented to meet the schoolwide SMART goal.

2.1 Identify the district student achievement goal for Q Comp focus:

[RAS Building Goals](#)

[RAS Building Goals](#)

2.2 In the table below, identify each site (organizational unit) within the district: (This table will expand as needed.)

Site (organizational unit) Name
Rockford Elementary Arts Magnet School 02
Rockford Middle School Center for Environmental Studies 03
Rockford High School 01
Rockford High School Credit Recovery Program- NOT ACTIVE

Rockford Elementary Arts Magnet School

2.3 Identify the student achievement school wide SMART goal as the focus of job-embedded professional development for Rockford Elementary Arts Magnet School.

~~70% of students in grades K-4 at REAMS will meet or exceed the FAST aMath benchmarks. Currently, 70% of REAMS students met or exceeded the FAST aMath benchmarks. For reference, in spring 2021, 69% of REAMS students met or exceeded the FAST aMath benchmarks.~~

~~63% of students in grades K-4 at REAMS will meet or exceed the FAST aReading benchmarks. Currently, 63% of REAMS students met or exceeded the FAST aReading benchmarks. For reference, in spring 2021, 64% of REAMS students met or exceeded the FAST aReading benchmarks.~~

59% of students will show typical or aggressive growth from Fall 2022 to Spring 2023 on the aReading FAST test.
63% of students will show typical or aggressive growth from Fall 2022 to Spring 2023 on the aMath FAST test.

2.4 Provide the rationale and supporting data used to determine the student achievement school wide SMART goal as the focus of job-embedded professional development by completing the following:

a) **Rationale**
Using a growth goal allows for all students to be included in the building goal.

b) **Aligned Supporting Data:** (The chart must include the trend data for the same assessment, grade levels and valid measure as identified in the school wide SMART goal.)

- c) **Please explain how the school wide goal aligns with the district World’s Best Workforce student achievement goals and Minnesota’s goal of reduce the achievement gap by 50% by 2017 and to increase overall graduation rates to 90% by 2020 with no student group graduating less than 85%.**

For information, see the district WBWF plan.

Rockford Middle School Center for Environmental Studies

- 2.3 Identify the student achievement school wide SMART goal as the focus of job-embedded professional development for Rockford Middle School Center for Environmental Studies.

~~68% of students in grades 5-8 at RMS-GES will meet or exceed the FAST aMath benchmarks. Currently, 68% of RMS-GES students met or exceeded the FAST aMath benchmarks. For reference, in spring 2021, 64% of RMS-GES students met or exceeded the FAST aMath benchmarks.~~

~~69% of students in grades 5-8 at RMS-GES will meet or exceed the FAST aReading benchmarks. Currently, 69% of RMS-GES students met or exceeded the FAST aReading benchmarks. For reference, in spring 2021, 70% of RMS-GES students met or exceeded the FAST aReading benchmarks.~~

51% of students will show typical or aggressive growth from Fall 2022 to Spring 2023 on the aReading FAST test.

53% of students will show typical or aggressive growth from Fall 2022 to Spring 2023 on the aMath FAST test.

- 2.4 Provide the rationale and supporting data used to determine the student achievement school wide SMART goal as the focus of job-embedded professional development by completing the following:
- Rationale**
Using a growth goal allows for all students to be included in the building goal.
 - Aligned Supporting Data:** *(The chart must include the trend data for the same assessment, grade levels and valid measure as identified in the school wide SMART goal.)*
 - Please explain how the school wide goal aligns with the district World’s Best Workforce student achievement goals and Minnesota’s goal of reduce the achievement gap by 50% by 2017 and to increase overall graduation rates to 90% by 2020 with no student group graduating less than 85%.**

For information, see the district WBWF plan.

Rockford High School

- 2.3 Identify the student achievement school wide SMART goal as the focus of job-embedded professional development for Rockford High School.

Reading Goal

~~60% of students enrolled by October 1st in 9th and 10th grade for the full 21-22 school year who are assessed using STAR Reading will achieve at or above 35 SGP (scaled growth percentile) by spring. Growth will be based on fall to spring screening tests or winter to spring if fall test data is not available.~~

Math Goal

~~58% of students enrolled by October 1st in 9th and 10th grade for the full 21-22 school year who are assessed using STAR Math will achieve at or above 35 SGP (scaled growth percentile) by spring. Growth will be based on fall to spring screening tests or winter to spring if fall test data is not available.~~

SGP

~~<https://www.renaissance.com/resources/student-growth-percentile/>~~

50% of 9th and 10th grade students who participate in FAST aReading testing will show typical or aggressive growth from Fall 2022 to Spring 2023.

56% of 9th and 10th grade students who participate in FAST aMath testing will show typical or aggressive growth from Fall 2022 to Spring 2023.

- 2.4 Provide the rationale and supporting data used to determine the student achievement school wide SMART goal as the focus of job-embedded professional development by completing the following:

Rationale for this reading goal:

Using a growth goal allows for all students to be included in the building goal.

- Rationale

Both 9th and 10th-grade classes are included in both reading and math goals to include more students and more staff in our building-wide initiatives. The 35 SGP is chosen based on information provided by Renaissance that a 35 SGP score is typical for students who grew one full grade level within a school year. Percentages are chosen based on 20-21 fall-to-spring growth for the Class of 2024. This is the first growth goal being used at the high school in many years. The past year and a half were not normal.

- b) **Please explain how the school wide goal aligns with the district World's Best Workforce student achievement goals and Minnesota's goal of reduce the achievement gap by 50% by 2017 and to increase overall graduation rates to 90% by 2020 with no student group graduating less than 85%.**

For information, see the district WBWF plan.

Overall description of the site's job-embedded professional development plan:

- 2.5 Describe the site's job-embedded professional development plan to meet the schoolwide goal, including how the plan will be implemented under the leadership of the teacher leader positions to improve classroom instruction and increase student achievement.

Each site will be divided into grade level and/or department teams to create Professional Learning Communities (PLCs) of four to nine members depending on the size of the department or grade level. These teams will be led by PLC Leaders at PLC meetings ~~and additional meetings scheduled during staff development days~~. Teachers will need to attend and successfully participate in all - of these meetings in order to earn the 30 -% of the allocated performance pay for this component. In the event that a PLC member is absent from a meeting, s/he may make up the missed time by:

- 1) submitting evidence of application of concepts or skills related to the meeting topic to PLC Leader or Coach, or
- 2) another method as determined appropriate by the PLC Leader or Coach and approved by the Building Advisor.

In the event of a snow day/e learning day occurring on a PLC meeting day, the PLC meeting will be canceled. In the event of a two hour late start, the PLC meeting will be held two hours later than the regular scheduled time.

In the event of a planned leave of absence or medical leave, the PLC member will meet with the Advisor Team and Human Resources and complete a partial year payment plan Appendix 5.2. -RHS, RMS, and REAMS professional development will provide ongoing support and training in the following areas: Q Comp Plan processes, curriculum and instruction, assessment, and intervention and acceleration throughout the year in PLC team meetings. These meeting times will include professional development activities covering: instructional strategies, student work analysis, data analysis , peer coaching, self-reflection, mentoring, curriculum review, curriculum mapping, and support services collaboration (special education/ELL).

Specific description of the site's job-embedded professional development plan: *Variable Per Year

2.6 Describe the following elements in the job-embedded professional development action plan to reach the schoolwide SMART goal.

- a) **Provide a list of specific instructional strategies that will be implemented to meet the school wide SMART goal. *Variable Per Year**
- b) **Describe the teacher learning team or Professional Learning Community (PLC) composition (e.g., grade level teams, department teams) and identify the average number of teachers on each team.**

Due to staff changes, the list of PLC members will not be included in the plan. The Advisor Team and **appropriate school principal** will draft groups in

the spring and finalize those groups after summer staff changes. The Advisor Team will consult with the Core Committee, as needed, to be sure groups are set up effectively.. The list will be available to all PLC members and district administration during workshop week.

Rockford Elementary Arts Magnet School (REAMS) will be divided into Professional Learning Communities by grade level and departments. Specialists are placed into groups that best fit their collaborative needs. Groups may meet in alternate configurations to address the given focus areas. - This will allow licensed professionals the opportunity to learn new strategies from peers and create conditions for collaborative learning. This structure will also allow PLC groups to focus on results that lead each team to develop and pursue measurable improvement goals that align with school and district goals. The periodic schedule will be shared with the Advisor Team and for documentation purposes, attendance and meeting minutes will be shared with the PLC leader from the main group.

Learning Communities made up of grade level groups.

-This structure will also allow PLC groups to focus on results that lead each team to develop and pursue measurable improvement goals that align with school and district goals as well as focus on MTSS strategies and interventions with students.

Rockford High School (RHS) will be divided into Professional Learning Communities by teams. Teams are aligned based on paired content areas. . PLC groups will meet in their content area groups, and periodically (a minimum of 4 times per year) the groups will meet with teachers that work within the same grade level. . During this time, specialists will join the PLC group that best fits their collaborative needs. This structure will also allow PLC groups to focus on results that lead each team to develop and pursue measurable improvement goals that align with school and district goals. The periodic schedule will be shared with the Advisor Team and for documentation purposes, attendance and meeting minutes will be shared with the PLC leader from the main group.

Depending on the year and the focus on PLCs, we may also have a District Level PLC Team. Members of this PLC groups may choose to periodically meet with another PLC group (a minimum of 4 times per year) that meets their collaborative needs. This structure will also allow PLC groups to focus on results that lead each team to develop and pursue measurable improvement goals that align with school and district goals. The periodic schedule will be shared with the Advisor Team and for documentation purposes, attendance and meeting minutes will be shared with the PLC leader from the main group.

c) Identify WHO is responsible for WHAT activities, including time frames, to assist in reaching the stated school wide SMART goal.

PLC meetings will be based on the district Q Comp Agenda, which is built based on prior PLC work, district goals, and district staff development activities. The PLC Leader will ensure that agendas, attendance, and meeting notes are tracked according to protocol

PLC work will be focused on a continuous improvement, results-oriented model based on best practices for PLC groups outlined by Richard and Rebecca DuFour in *Learning by Doing* (2016). PLC groups will complete tasks in four focus areas that connect to curriculum & instruction, assessment, and intervention and acceleration -. Data will be used to guide and track the success of each work stream.

It is the duty of the PLC Leaders with assistance from Observation Coaches to familiarize themselves with the agendas for all meetings and monitor and adjust activities based on needs and growth within the PLC group . Meeting options will include modeling of instructional strategies, analysis of student work, demonstration teaching, use of data to inform instruction, planning and examining assessments, curriculum mapping, peer coaching, and self- reflection, mentoring, and collaborating with support services (special education/ELL). PLC Leaders and Coaches will receive support and direction from the Building Advisor at five annual PLC Leadership Meetings, as well as on-going guidance as needed.

During the course of the PLC year, each PLC group will engage in a continuous improvement process to build best practice instructional strategies. PLC groups may examine instructional strategies from various professional resources -throughout the year. -It is the Advisor Team's responsibility to oversee the District Q Comp PLC

Leadership meetings to ensure PLC tasks fit into the best practice model, and that PLC Leaders/Coaches are on track with their group's participation.

Describe the meeting frequency and length for all teacher teams. PLC meetings occur weekly -

- during the contract day; in most years there are a minimum of 30 scheduled PLC meetings. Teachers are expected to attend all meetings. If a meeting is missed, the related work must be made up in two weeks. - (See calendar Appendix 1.1 for specific meeting times. During staff development days, teachers will participate in trainings/work that may further PLC work streams, thus increasing the annual meeting time. -Part time teachers can attend all PLC meetings for full payment if their schedule allows and they choose to do so
- d) Provide a comprehensive schedule, including dates, for all job-embedded professional development plan activities. Please include the following:
- i. Teacher team meetings/PLC meetings.
 - ii. Instructional strategies/work stream check-ins
 - iii. Coaching cycles.
 - iv. Teacher evaluation timeline.
 - v. Occurrence of any other professional development activities.
- **See PLC Calendar.

An objective and comprehensive teacher evaluation/observation system includes all of the following:

- **Aligned with the district educational improvement plan and the staff development plan;**
- **Conducted at least three times per year using an objective performance evaluation rubric;**
- **Implemented by a locally selected and trained evaluation team; and**
- **Based on classroom observations of instructional practice.**

Overall description of the teacher evaluation/observation system:

3.1 Describe the overall teacher evaluation/observation process and how it is implemented under the guidance of the teacher leaders and supported by the job-embedded professional development plan.

Every continuing contract teacher in the District will be observed a total of three times during three separate observation cycles. The first and third observations will be done by the same observer (generally an Observation Coach), and the second observation will be done by a different observer (generally a Leader). However, sometimes that structure will be adjusted in consideration of content area, observation load, or PLC position (sometimes a Leader observes a Coach in the first and third round, for example). In their first two probationary years teachers will be observed three times by an administrator and one time by their mentor. In the third probationary year, teachers will be observed three by an administrator and one time by an available observer. **During the year a continuing contract teacher is observed by the building principal, the principal's observation may take the place of the observation done by the PLC Leader.** The Rockford observation model is designed to enhance teacher development by supporting and improving the pedagogical skills of teachers through self-reflection and coaching.

Detailed description of the teacher evaluation/observation rubric and system:

3.2 The “Observation -Tool for District #883” Appendix 3.3 will be the evaluation instrument used for each evaluation. The Observation Rubric will assess Six Rubric Elements: Instructional Materials and Resources, Lesson and Unit Structure, Teacher Interaction with Students, Instructional Directions, Questions, and Procedures, Knowledge of Content and Assessment, and Managing Student Behavior. Teachers who are part time in the district will still need to participate in all three of the observations in order to receive their portion of performance pay in this area.

3.4 Provide a description of the teacher evaluation/observation rubric and process for all staff in these areas:

- a) Describe how all teachers will be informed of and trained on the teacher evaluation/observation rubric and process.

All teachers will receive training on the evaluation/observation rubric and process in the fall, with follow-up instruction happening in PLC groups as the first observation cycle begins and will receive a review of the criteria prior to the second and third observations. The District #883 Observation Rubric is based on the Charlotte Danielson Framework for Teaching. It includes fewer components than Danielson’s Framework but focuses in on elements that Rockford School District wishes to examine and improve upon at this time.

- Lesson and Unit Structure
- Instructional Materials and Resources
- Knowledge of Content and Assessment
- Teacher/Student Interaction
- Directions, Questions, and Procedures
- Managing Student Behavior

Teachers will have time to examine, discuss, and ask questions about the Observation - Tool at the initial training, as well as at PLC meetings, all occurring prior to any observations being performed. Teachers will also be informed of the “Look fors” and Observation Elements in which observers/- have been instructed.

- b) Describe when the following components are conducted during the evaluation/observation cycle:
- i. Pre- and post-observation conferences.

Teachers will be required to conduct a pre observation conference with their Observation Coach or PLC Leader prior to each observation. The pre-observation conference must be completed by the morning of the scheduled date of the observation and include discussion on the completed pre-observation report Appendix 3.2. Teachers will also be required to conduct a post-observation conference with their Observation Coach or PLC Leader after each observation. The post-observation conference should ideally be completed within a week after the observation has been performed (preferably within one or two days) and must include the completed observation rubric Appendix 3.3 which includes a and the post

observation report Appendix 3.4. This conference will provide critical feedback and coaching to ensure that each teacher will improve in the observation element areas during the school year.

ii. Self-analysis and reflection.

At the conclusion of the post-observation meeting with Observation Coaches and PLC Leaders, observed teachers will fill out a post-observation report Appendix 3.4. This will aid the observed teacher in reflecting upon his or her strengths and weaknesses, transforming instruction, and improving student achievement.

In the spring, teachers will participate in a self-reflection process within the PLC, where they reflect on the improvements that were made throughout the year. Observation participation will encompass part of the impact of that growth; thus, adding this process gives teacher another opportunity to analyze their progress, reflect on their growth, and consider their future goals.

In May, teachers will complete a final form to report their results in each category of the Q Comp program. That form can be verified through records/tracking documents tied to PLCs.

3.5 Describe the process that will be used to instruct all evaluators/observers in their duties to ensure integrity and sustainability of the process. Please include the following elements of the process:

a) Prevention of score inflation or deflation.

- Comprehensive training on characteristics to look for in an observation and protocol is essential and will be provided annually. Observers will be able to clearly and concisely identify the -Observation Elements. Observations will focus on feedback and growth. Integrity with the observation system will occur with inter-rater reliability trainings. -Observers will be required to self-evaluate and communicate with other observers, their trainers, and the Advisor Team regarding challenges and successes experienced in this area.

The observation process will be sustainable because observations coaches will be on a one year commitment and be on a rotating basis.

b) Adherence to formal observation cycles.

Three observation cycles will occur during the school year: one in the fall, one in the winter, and one in the spring. Coaching will be ongoing and will occur during PLC Meetings.

c) Initial training and ongoing training to all evaluators/observers.

Annually, PLC Leaders, Observation Coaches, and Mentors will participate in observation training prior to the school year starting. Inter-rater reliability training and observation process reviews will happen at scheduled District PLC Leader and Observation Coach meetings, ensuring that Observation Coaches and PLC Leaders are providing a rigorous, equitable, valid, and transparent observation program for Rockford teachers.

d) Ensuring inter-rater reliability.

In order to ensure inter-rater reliability, each continuing contract member will be observed by two separate observers (typically the Observation Coach and the PLC Leader). Observation review discussions will take place between Observation Coaches and PLC Leaders prior to and after observation conducted during the winter Observation Cycle, which will lead to heightened reliability.

District-wide inter-rater reliability will be further addressed as needed by allowing the Building Advisor to participate in partner observations with Observation Coaches, PLC Leaders, and Mentors during the year as concerns/questions arise. - Finally, all observers will participate in - trainings throughout the school year, where they will watch and individually evaluate taped lessons, share their ratings with the group, and come to a group consensus on scoring. This process will encourage dialogue that will ensure observation validity and refine measurement and methodology of the observers.

3.6 Describe the evaluation/observation process designed for licensed staff not assigned to direct classroom instruction (e.g., nurses, school counselors, psychologists) and explain how all staff will be provided with initial and ongoing training in the differences.

Some staff will be evaluated using -different -Observation Elements. Professional staff including counselors, social workers, and nurses will be in a PLC together and will be responsible for evaluating one another using the evaluation rubric for each particular position. Special observation training will occur with the Observation Coaches and PLC Leaders who will be observing these positions, with individual attention being given to this group from the trainer.

On-going trainings will be differentiated for the needs of this group. Appendix 4.2 and 4.3. Media specialists may use the teacher observation rubric Appendix 3.3 or they may choose to use the Media Specialist Observation Rubric Appendix 4.4.

3.7 Describe any differences in the evaluation/observation process between probationary and continuing contract teachers (*if applicable*).

Probationary teachers will be observed three times per year by their building administrators. Principals indicate if probationary teachers met expectations on observations each spring.

3.8 In the table below, please identify each teacher evaluation/observation position title and identify their responsibilities.

NOTE: There must be at least two different individuals assigned to evaluate/observe each teacher each year.

Position Title	Number of teachers this person will observe	Number of times per year this teacher will observe each teacher	If applicable, other evaluation/observation responsibilities
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<p>Observation Coaches (19 total)</p>	<p>1:4-12</p>	<p>2x per year</p>	<ul style="list-style-type: none"> ● Participate in all observation/evaluation trainings ● Conduct observations for continuing contract PLC members as assigned, along with year three probationary teachers within the PLC Group ● Submit observations ● Submit documentation in a timely manner according to required timelines <p>Conduct observations honestly, professionally, and with confidentiality</p> <ul style="list-style-type: none"> ● Establish a work balance together with the PLC Leader for facilitating PLC work at meetings. Re-visit that work balance arrangement in conjunction with Leadership evaluations to ensure effective collaboration.
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PLC Leaders (-20 total)	1:4-12	1x per year	<ul style="list-style-type: none"> ● Participate in all observation/evaluation trainings ● Conduct observations for continuing contract PLC members as assigned along with year three probationary teachers within the PLC Group if necessary. ● Submit observation documentation in a timely manner according to required timelines ● Conduct observations honestly, professionally, and with confidentiality ● Establish a work balance together with the PLC Leader for facilitating PLC work at meetings. Re-visit that work balance arrangement in conjunction with Leadership evaluations to ensure effective collaboration.
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Q Comp Advisors			<ul style="list-style-type: none"> ● Participate in all observation/evaluation trainings ● Submit observation documentation in a timely manner according to required timelines ● Collaborate with PLC Leaders and Observation Coaches on planning coaching activities for PLC meetings ● Answer observation questions and plan training activities for PLC Leaders and Observation Coaches ● Conduct observations honestly, professionally, and with confidentiality ● Observe Leaders/Coaches or other teachers as needed, to ensure all members are observed by two different people
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3.9 Attach the following teacher evaluation/observation documents.

- Evaluation/observation - tool.
- Pre-observation conference forms.
- Post-observation conference forms.
- Self-analysis and reflection forms.
- Other forms, as applicable, to ensure the reviewer is able to completely understand the process.

**See Appendices 3.2, 3.3, 3.4, 3.5, 3.6

3.10 Describe the appeals process for teachers who have concerns with the reliability/accuracy of their formative evaluations.

If a staff member disagrees with the PLC Leader or Observation Coach scoring on his or her evaluation, s/he may file an appeal to the Q Comp Core Committee within one week of the post observation conference. The written appeal should include an assessment of what the observed teacher's concerns are with the reliability or accuracy of the evaluation. The Q Comp District Committee will review the appeal and determine whether the

observation should stand or a replacement observation should be granted. Appendix 3.5

A performance pay system rewards teachers for demonstrated student and teacher performance and aligns with the professional development plan and teacher evaluation/observation process described in the previous components.

The performance pay system must include the following:

- **Meeting schoolwide student achievement goals on standardized assessments.**
- **Demonstrating attainment of measure(s) of student achievement such as a grade level, team or classroom student achievement goal based on a measurable assessment that does not need to be standardized.**
- **Earning a set performance standard through the teacher evaluation/observation process.**

4.1 Describe how the performance pay system is based on student and teacher growth through the implementation of the professional development and teacher evaluation/observation processes. (This should include the total amount of performance pay for which each teacher is eligible if all student and teacher performance standards are met.)

Continuing contract and probationary teachers must meet all requirements in these four areas in order to receive performance pay (approximately \$2,250 pending budget):

1. Job-Embedded PLC Work
 - a. Required engagement in PLC work (as measured by -and work related to designated work streams)
 - b. Focus Area Reflections and related products as designated
2. Individual Goal
 - a. Initial approval
 - b. Progress check 1
 - c. Progress check 2
 - d. Year-end review
3. Observations
 - a. Pre-observation report, - observation tool, and post-observation report on file for each required observation
4. Building Goal

Teachers who are not full-time, were hired after the start of the school year, or have experienced an approved leave of absence will receive a prorated portion of that money. See Appendix 5.2 partial year Q comp payment

plan.

The performance pay system is based on student growth because each teacher receives 35%- 5% building goal + -30% - individual goal) of his or her performance pay for raising student achievement based on Q Comp building goals and individual goals in the area of reading and math using MCAs- test data, FAST test data, objective pre and posttests, special education IEPs, alternative assessments in unique content areas, and case study analyses as measures.

The performance pay system is based on teacher growth through the implementation of a teacher evaluation observation system where teachers are observed/evaluated three times per year. If an individual, full-time teacher -, completes three observations she/he will receive 35% of the allocated performance pay . Teachers who are not full-time are required to fully participate in the observation/evaluation process, and will receive the entire amount of performance pay for a successful rating on the final observation. It is preferable that teachers who were hired after the start of the school year or have taken an approved leave of absence, fully participate in the observation/evaluation process. (Only one observation per month may be completed.) However, if that is not possible, the qualification for observation performance pay will still be figured based on the - number of observations/evaluation the teacher participated in during the school year (whether that is one or two observations).

The performance pay system is also based on teacher growth through the implementation of Job-Embedded Professional Development via PLC meetings and professional development in the areas of Q Comp Plan processes, curriculum and instruction, assessment, and intervention and acceleration. Teachers will receive -30% of their performance pay for successfully participating in- all of the required PLC meetings.

To clarify, teachers who are not full-time, are hired after the beginning of the year, or take a leave of absence during the year will be required to participate in the Q Comp program and will receive performance pay as outlined in the tables below. Teachers that will be receiving partial payment due to leave of absence, resignation or retirement need to meet with the Advisor Team prior to the leave (unless it is a medical emergency) and complete the partial year payment plan documentation Appendix 5.2. The partial year payment plan documentation will also be completed with staff that are hired after the first month of the school year.

Q Comp Requirements for Reduced Time or Year

Appendix 5.2

Q Comp Partial Year Payment Plan				
Required Participation & Compensation				
Time/Year Reduction	Building Goal	Individual Goal	Observations	PLC Requirements
Part Time	Prorated based on FTE or duty time	Full Compensation	Full Compensation	Full Compensation if teacher schedule allows OR prorated according to the teacher's specific situation
Late Hire	Prorated based on start date	If possible, full participation (goal must take place over 2 quarters or 1 semester) OR prorated compensation based on start date	If possible (not more than one observation per month), full participation OR Prorated compensation based on number of observations completed	Prorated based on start date

Leave of Absence	Prorated based on non leave time	If possible, full participation (goal must take place over 2 quarters or 1 semester) OR prorated compensation based on non leave time	If possible (not more than one observation per month), full participation OR prorated compensation based on number of observations completed	Prorated based on leave time/number of PLC meetings attended
Resignation (mid-year)	Teachers who resign during the school year will not be compensated for Q Comp performance pay.			
Resignation (end of year)	Teachers who resign at the end of the school year are eligible for all performance pay areas.			

In the case that an individual in a QComp-funded position is unable to fulfill their duties due to absence/leave, the A-Team along with the Director of Teaching & Learning and the relevant building principal(s) will gather to determine an appropriate resolution.

Required Participation & Compensation				
Time/Year Reduction	Building Goal	Individual Goal	Observations	PLC Requirements
Part-Time	Prorated based on FTE or duty time	Prorated based on FTE or duty time	Full Compensation	Full Compensation if teacher schedule allows OR prorated according to the teacher's specific situation
Late Hire	Prorated based on start date	If possible, full participation (goal must take place over 2 quarters or 1 semester) OR prorated compensation based on non leave time based on start date	If possible (not more than one observation per month), full participation OR Prorated compensation based on number of observations completed	Prorated based on start date

Leave of Absence	Prorated based on non-leave time	If possible, full participation (goal must take place over 2 quarters or 1 semester) OR prorated compensation based on non-leave time	If possible (not more than one observation per month), full participation OR prorated compensation based on number of observations completed	If possible, full participation OR prorated based on fulfilling focus area objectives
Resignation (mid-year)	Teachers who resign during the school year will not be compensated for Q Comp performance pay.			
Resignation (end of year)	Teachers who resign at the end of the school year are eligible for all performance pay areas.			

*Long term subs have the option of attending PLC meetings in order to earn continuing education clock hours.

4.2 Identify the amount of performance pay each teacher is eligible to earn for meeting the schoolwide student achievement goal identified in Component 2.

- \$112.50 is earned by each teacher if the schoolwide student achievement goal is met.

This dollar amount represents - 5% of the total performance pay

Building goal \$ will now be paid with the rest- went through and crossed out anything referencing fall payment.

Teachers who resign

Teachers who resign during the school year will not be compensated for Q Comp performance pay.

Teachers who resign at the end of the school year are eligible for all performance pay areas.

Continuing contract teachers who are put on unrequested leaves of absence

Teachers who are placed on unrequested leaves of absence are eligible for all performance pay areas.

Teachers who are terminated/non-renewed

Teachers who are terminated during the school year will not be compensated for Q Comp performance pay.

- They are eligible for earned performance pay in other areas.

- Teachers who teach in more than one building can earn pay for the building goal if the goal is reached in any of the teacher's buildings. The pay is capped at one complete payout.

4.3 Describe the measure(s) of student achievement and provide any forms, directions or instructions related to this measurement of student performance.

In September, each individual teacher will write a classroom student achievement goal -The goal will be written as a SMART goal. This goal -may be determined by building/district initiatives and/or building/classroom assessments.

The measures of student achievement will target student growth. In the fall, teachers will collaborate to identify meaningful goals based on student need, department/grade level needs, and relevant data. The PLC Leadership will support group members in writing SMART goals that are rigorous, reasonable, and attainable based on grade levels and content areas. Once goals are accepted, PLC Leadership will submit them to the building spreadsheet. At that time, both the Advisor Team will evaluate goals to ensure that the rigor, reasonability, and attainability are appropriate. In addition, the Director of Teaching and Learning and the Advisor Team will review them to ensure equity across goals and measurement standards district wide. Principals will sign off on a copy of the goals so that they are aware of teacher goals.

The goal will be measured using an assessment point that may include but is not limited to the following assessments: MCAs, NWEA-MAP assessments, FAST assessments, Star Testing, Fountas and Pinnell Benchmark, objective pre-post- tests, special education IEP's, alternative assessments in unique content areas such as music, visual arts, and case study analysis for counselors, nurse and social worker.

The goal itself will be attained through the implementation of effective instructional and differentiation strategies and practices that will be the focus of the PLC discussions and tasks.

The goal has a minimum of two reporting periods during the year based on the building schedule. The mid-year progress report(s) allow the teacher to discuss classroom student achievement progress with the PLC Leadership and PLC peers. Teachers will then determine a plan that will address next steps and what, if any, additional assistance is needed in order to meet the goal. In May, the teacher will submit student growth data that shows whether the goal was met.

4.4 Identify the amount of performance pay each teacher is eligible to earn for meeting the measures of student achievement identified in section 4.3.

- \$675 is earned by each teacher if the individual classroom goal is met.

This dollar amount represents -30% of the total performance pay

Teachers who are not full-time, were hired after the start of the school year, or have experienced an approved leave of absence will receive full pay if possible or a prorated portion of that money based on their FTE or duty time.

4.5 Describe the standard of performance teachers are expected to attain through the teacher evaluation/observation process and identify when this standard must be attained. 152

Each continuing contract teacher will be evaluated using the - Teachers are
 - observed in six Rubric Elements - in order to receive the 35% allocated performance pay in this area.

4.6 Identify the amount of performance pay each teacher will earn through the teacher evaluation/observation process.

\$787.50 is earned by each teacher if the evaluation/observation goal is met.

This dollar amount represents 35 % of the total performance pay

Teachers who are not full-time are required to fully participate in the observation/evaluation process, and will receive the entire amount of performance pay for a successful rating on the final observation. It is preferable that teachers who were hired after the start of the school year or have taken an approved leave of absence fully participate in the observation/evaluation process. Only one observation per month may be completed. However, if that is not possible, the qualification for observation performance pay will still be figured based on the results of the final observation/evaluation the teacher participated in during the school year (whether that is one or two observations). In addition, compensation will be paid based on the number of observations completed

4.7 Describe any additional measures of teacher or student performance for which teachers can earn performance pay.

Teachers are also able to earn performance pay for successfully participating in the job embedded PLC Work, which will amount to -% 30% of the allocated performance pay. Teachers who are not full-time, were hired after the start of the school year, or have experienced an approved leave of absence will receive a prorated portion of that money based on their FTE or duty time. Teachers cannot attend PLC meetings during leave time.

In order to receive this portion of performance pay, teachers must:

Job-Embedded PLC Work

- a. Required engagement in PLC work (as measured by minutes and PLC Portfolio completion)
- b. DuFour Focus Areas
 - Complete assigned reflections with related products as designated
 - Participate in instructional strategy work throughout the year and provide anecdotal or quantitative evidence of student results within reflections/feedback surveys.
 - Engage in a continuous improvement process to build best practice instructional strategies.
 - Self-evaluate and reflect on instructional growth as related to observations and the instructional strategy implementation process as directed by PLC Leader.

4.8 Identify how much performance pay each teacher can earn for attaining the teacher or student performance standard identified in 4.7.

- \$675 is earned by each teacher if the Job-Embedded PLC Work is met.

153

This dollar amount represents - 30%of the total performance pay

If a PLC member isn't meeting their responsibilities in terms of deadlines and work requirement, a meeting with the Leader/Coach and the Building Advisor will be arranged. If it's habitual, then the issue will be forwarded to core committee and pay may be affected.

A reformed salary schedule, at a minimum, determines increases to a teacher's base salary on the attainment of specific student and teacher performance indicators rather than years of service and continued employment.

5.1 Describe how the alternative salary schedule relates to the job-embedded professional development system, the teacher evaluation/observation process and the performance pay system.

According to the new, alternative salary schedule, teachers are able to move to the next Career Ladder only if they receive a percentage of the performance pay available during that particular school year based on successfully meeting the standards of performance in two of the four performance pay areas. Earning any portion of performance pay for the Building Goal equates to successfully meeting the standards of performance.

The Performance Pay areas a teacher could qualify for are:

1. Job-Embedded PLC Work

- a. successfully participating in all PLC Work Components as supported by PLC documentation

(see standards for earning PLC participation performance pay in Sections 4.7 & 4.8).

2. Individual Goal

- a. meeting an individual goal based on an approved measure.

(see standards outlined in Sections 4.3 & 4.4)

3. Observations

scoring at the proficient level on the third observation/evaluation of the school year and receiving no unsatisfactory ratings

(see standards outlined for earning observation/evaluation performance pay in Sections 4.5 & 4.6)

4. Building Goal

raising student achievement in reading or math in their building by the designated percentage on MCA tests. (see standards outlined in Section 4.2)

Job-embedded professional development, teacher evaluation/observation and performance pay are all elements in the salary schedule Career Ladder advancement system. Job-embedded professional development helps teachers improve students' reading and math achievement and meet performance pay student achievement goals, which is one way to move forward on the salary schedule. Teacher Observation/Evaluation is another way to earn

performance pay; thus, being another way to be able to advance on the salary schedule.

5.2 School district, school site, and intermediate district applicants:

- a) Describe how the salary schedule has been reformed to determine a teacher's vertical movement on indicators of student and teacher performance.

In the past, teachers have moved from step to step based on attaining another year of service in the school system. According to the new, alternative salary schedule, teachers are able to move to the next step only if they receive a percentage of the performance pay available in a least of two of the four performance pay award areas available during that particular school year.

- b) Provide a copy of the salary schedule grid and an example of how teachers now move through this reformed schedule. Appendix5.3

Q Comp Application – Budget

The following budget accounts for all Q Comp funding in alignment with the plan as outlined in Components 1-5. In addition, the budget adheres to all Uniform Financial Accounting and Reporting System (UFARS) requirements and restrictions.

*See accompanying budget spreadsheet.

	<i>Go Observe! Opportunity</i>			\$25.00	\$ -	\$ -	\$ -	\$ -	
		0		\$0.00				\$ -	
								\$ 6,984.00	
6.4 Teacher Evaluation/Observation Expenditures									
								\$ -	
								\$ -	
6.5 Performance Pay Expenditures									
			Number of certified staff, including counselors, speech and language and nurse) Please confirm						
	Schoolwide student achievement building goals (5%)	110		\$ 112.50	\$ 12,375.00	\$ 946.69	\$1,082.81	\$ -	\$ 14,404.50
	Staff Individual Goals (30%)	110		\$ 675.00	\$ 74,250.00	\$ 5,680.13	\$6,496.88	\$ -	\$ 86,427.00
	Staff Peer Evaluation Observation (35%)	110		\$ 787.50	\$ 86,625.00	\$ 6,626.81	\$7,579.69	\$ -	\$ 100,831.50
	Job-embedded PD Work (30%)	110		\$ 675.00	\$ 74,250.00	\$ 5,680.13	\$6,496.88	\$ -	\$ 86,427.00
									\$ 288,090.00
				\$ 2,250.00					
6.6 Other									
	FAST Testing								\$ 10,000.00
	5% Allowable Administrative (110/170)								\$ 20,512.55
	401 AND 405 OBJECT Supply/Copies/Materials		Cognos replacement costs						
	Food and other items for staff recognition								\$ 200.00
									\$ 30,712.55
6.7 Grand Total Expenditures									
									\$ 410,243.56
6.8 Revenue									
	Rollover from 22-23								

	Students on 10/1								
	State Aid								
	Local Levy								
			\$ 410,251.00						

Notes

FICA: 7.65%, TRA: 8.75%

Frontline/TOC

Frontline/TOC

Frontline/TOC: each observation coach observes 2 rounds

*Vouchered, paid for 8 hr time

*Stipend-not payment for time

Expectations: observations take place using prep time. This line is here for sub coverage in the event a mentor or mentee cannot observe during prep and needs coverage for a class.

Each certified staff who does not already have the opportunity to peer observe teachers (excludes leaders, coaches, and mentors) may observe another teacher up to 2 times within the school year. Estimated: 60 staff x 2 allowed observations each paid \$25

112.5

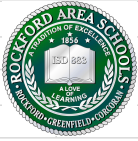
675

787.5

675

2250

|



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Acknowledgement of Contributions Resolution

Meeting Date: May 15, 2023

Prepared by: Business Office

Date Prepared: May 8, 2023

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

Whereas Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

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

<i>Donor</i>	<i>Amount</i>	<i>Fund</i>
Rockford Education Foundation	\$467.60	General Fund (RMS MIA Fieldtrip)
Rockford Education Foundation	\$922.18	General Fund (RHS Career Fair Supplies)
Rocket Boosters	\$450.00	Softball Activity Fund
Rocket Boosters	\$2,400.00	DECA Activity Fund
Marlene Socher	\$40.00	Track Activity Fund (In Memory of Jay Johnson, Class of 1978)
Chad & Jennifer Haas	\$4,394.57	Baseball Activity Fund
Anonymous Donations	\$409.00	RHS Band/Choir Trip
Hanover Athletic Association	\$6,518.00	Football Fund (for coaches headsets)
Anonymous Donation	RMS Supplies: Boxes of Puzzles	General Fund Donation
Anonymous Donation	RMS Supplies: Poly Pocket Folders	General Fund Donation
Reina Belen Medina Castro & family	REAMS Supplies: napkins for classroom snack, painters and packaging tape, gallon ziploc bags and laminating sheets	General Fund Donation
Mason Schmidt & family	RMS Supplies: Glue Sticks & Ultra fine Sharpies	General Fund Donation
Anonymous Donation	RMS Supplies: Pencils, Sticky notes, \$25 Amazon gift card	General Fund Donation
Close to Home Construction	8 boxes of Books	General Fund Donation
Tabitha Hermanek & Family	RMS Supplies: Educational Book	General Fund Donation
Oliver Cancino & Family	REAMS Supplies: Expo Dry Erase Markers & Plastic Page Protectors	General Fund Donation
Bronczyk Family	REAMS Supplies: Bingo Dotted, SketchaMoley Drawing Game, Dice, 24 clipboards, glue bottles, stickers, unifix cubes	General Fund Donation
Tina Maas & Kynlee Enloe	REAMS Supplies: Black Cardstock Paper	General Fund Donation
Keira Delaney & Family	REAMS Supplies: 24 Composition Notebooks	General Fund Donation
Shelby Kettenacker & Family	REAMS Supplies: Pigeon Book Box Set & Punny Stickers	General Fund Donation
Gill Family	REAMS Supplies: Packing & Painters tape and hanging file folder brackets	General Fund Donation

Michaud Family	REAMS Supplies: Rainbow Tiered Cart & Countdown Timer		General Fund Donation
Noble-McDougall Family	REAMS Supplies: Who Was (Lego) & Hate the Cat Book		General Fund Donation
Elijah Larson & Family	REAMS Supplies: Pencils & Marker		General Fund Donation
Aaron Bacon	REAMS Supplies: Pencil Sharpener, file hangers, velcro carpet tape		General Fund Donation
Alexandra (Sasha) Ellina & family	RMS Supplies: 12 pack classroom headphones		General Fund Donation
Matija Vesovic & Family	RMS Supplies: Clue Board game		General Fund Donation
Becky, Nat & Bode Schmidt	RMS Supplies: 48 Green Heavyweight Plastic Folders		General Fund Donation
Anonymous Donations	\$54.04		General Fund (donations to RMS from succulent make & take @ STEM showcase)



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: *Approval of 4.0 Transportation Contract*

Meeting Date: May 15, 2023

Prepared by: Mike McNulty

Date Prepared: May 8, 2023

Information Briefing Action Enclosure Item(s)

I recommend the approval of a new 6 year contract with 4.0 for the transportation services for the Rockford Area Schools. The contract will start on July 1, 2023 and be in place for FY24-FY29.

Please find attached the contract.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. #883
STUDENT TRANSPORTATION SERVICES AGREEMENT

THIS AGREEMENT is made and entered into as of the ____th day of May, 2023 by and between Rockford Area Schools, Independent School District No. 883, Wright County, Minnesota, hereinafter called "District" and 4 Point O School Services of Rockford, Inc. with principal office at Webster, Minnesota, hereinafter called "Contractor."

WITNESSETH

WHEREAS, District has selected Contractor to provide the student transportation services described herein; and

WHEREAS, Contractor desires to provide such student transportation services to District;

NOW, THEREFORE, in consideration of the covenants hereinafter contained, the parties agree as follows:

1. TERM

The services requested in these specifications shall commence within the 2023-2024 school year and continue through the 2028-2029 school year. The School District reserves the right to extend the contract for an additional period with the provision that rates are to be negotiated after the first six years. For purposes of this Agreement, the term "Contract Year" shall mean each one (1) year period commencing July 1 during the term of this Agreement.

The School District shall have the right to terminate the contract for cause, effective the beginning of the school year by giving ninety (90) days written notice.

2. SCHOOL DISTRICT AGENT

For purposes of communication with the School District regarding the transportation contemplated by the Contract, the Contractor shall communicate with Mike McNulty, Director of Finance & Operations, at (763) 477-9165.

3. SCOPE OF SERVICES REQUIRED

Service within the District:

Contractor shall, during the term of this Agreement, supply and maintain such a number of school buses and personnel as are required to fulfill the District's needs for "Basic Transportation" and "Supplemental Transportation" as defined below.

Service Outside of the District:

Contractor shall furnish equipment and personnel as required by the School District to provide daily transportation of students outside the District to such locations according to the students' needs.

Contractor shall, during the term of this Agreement, supply and maintain such number of school buses and personnel as are required to fulfill District's needs for pupil transportation services as described in the "**Rockford Area Schools Transportation Specification 2023**," see **Exhibit A**, which is incorporated by reference in this Agreement.

Contractor "Basic Transportation" and "Supplemental Transportation" as defined below.

Basic Transportation

"Basic Transportation" shall mean the safe and convenient transportation of any and all students who are designated by District to be transported between school and a point reasonably close to the students' homes. Basic transportation is considered daily to and from school transportation. This may include, but is not limited to, midday runs, inter school runs, special education runs.

Such transportation shall be provided for each and every day that school is convened and in accordance with bus routes and schedules submitted by Contractor to District and approved by District. During the term of this Agreement, the school year shall consist of 172 scheduled school days, for which the Contractor will be paid for. If the number of scheduled days is increased, the Contractor shall be paid for the number of days transported.

Contractor shall furnish equipment and personnel as required by the District for summer programs.

Supplemental Transportation

"Supplemental Transportation" shall mean the safe and convenient non-regular transportation of any and all students or other authorized persons as may be requested by District for field trips, charters, excursions, athletic activities or any other purpose designated by District and under the direct supervision of authorized District personnel.

4. COMPENSATION AND BILLING

In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates set forth in this section and **Exhibit B** attached hereto and made a part hereof, as may be adjusted from time to time as provided herein.

Basic Transportation

Regular, Midday, Kindergarten and Special Education Transportation

Not later than the fourth (4th) Thursday of each month commencing with September during the term of this Agreement, District shall pay the amount due to Contractor under this subsection in nine (9) monthly payments calculated in accordance with the rates set forth in Exhibit A attached hereto.

Supplemental Transportation

Not later than the fifteenth (15th) day after the end of each month during the term of this Agreement, Contractor will submit to the District a statement of its services rendered during the preceding month. After verification of the statement, the District shall pay the amount due to the Contractor on or before the twenty-fifth (25th) day after receiving the statement.

5. FUEL COST ADJUSTMENT

Contractor shall furnish all fuel to be used in its performance of this Agreement. A fuel escalator will be paid by the District for any fuel purchased that is over \$1.50 per gallon. The fuel escalator will be paid to the Contractor upon submission of copies of the actual fuel invoices from the Contractor's supplier. Payment will be made by the District to the Contractor within thirty (30) days of receipt of the invoice.

6. CONTRACTOR SERVICE CONDITIONS

- a. The Contractor will supply the necessary personnel to complete the routes for the beginning of the school year and to update and maintain the routes throughout the school year.
- b. The District will assign kindergarten students to an AM and PM section. If a half-day of Kindergarten is eliminated by the District, Midday routes will be adjusted. The Contractor will be responsible for the routing of the Kindergarten students. The Contractor will need to supply personnel for the Open Houses in all buildings prior to the start of the school year.
- c. The number of students transported shall not exceed the rated manufacturer's capacity. Scheduling of the students for arrival at the various school locations shall conform to regular school schedules, or to the schedule established by the Director of Business Services.
- d. Handicapped students shall be picked up immediately in front of, or as near as possible to his/her home. Type III vehicles shall load and unload in the student's driveway, if one is available.
- e. No unauthorized person shall be allowed in any vehicle while engaged in the transportation of students for the District. The District reserves the right to assign attendants to any vehicle in the best interest of any student as determined by the District.
- f. Drivers will be familiar with routes before they start them. Before the first day of school, drivers will make practice runs of the regular and midday route, if needed.
- g. Contractor will provide all in-service training for all bus drivers utilized in the performance of this contract including substitute drivers or additional drivers for routes which may be added during the year.
- h. All accidents and injuries involving vehicles carrying out the terms of this contract shall be reported to the school Superintendent's Office. Verbal report shall be immediate and a written report to follow within two (2) days.

I. The Contractor shall agree to furnish, at no charge, personnel and equipment to assist the District with the required student safety training.

District reserves the right to establish or otherwise modify the routes, stops, and schedules and to make changes therein from time to time. District shall notify Contractor whenever changes are necessary in routes, stops, and schedules and Contractor shall make a reasonable effort to adjust its operations to incorporate such changes within three (3) business days after notice is received by District.

7. INDEMNIFICATION

Contractor shall hold District, its governing board, officers and employees harmless and does hereby indemnify District, its governing board, officers and employees from and against every claim or demand which may be made by any person, firm or corporation, or other entity arising from or caused by any act of neglect, default or omission of Contractor in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of District, its agents or employees.

To the extent permitted by Law, district shall hold Contractor, its officers, employees, agents, successors and assigns harmless and does hereby indemnify Contractor, its officers, employees, agents, successors and assigns from and against every claim or demand which may be made by any act of neglect, default or omission of District, its governing board, officers, employees or agents, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of Contractor, its agents or employees.

8. INSURANCE

Contractor shall, at its expense, procure and keep in force during the entire term of this Agreement, public liability and property damage liability insurance protecting District, its board, officers, employees and agents, and Contractor, its drivers and other personnel.

Contractor must provide the above referenced insurance with the following minimum limits:

Minimum limits of insurance shall be:	Per Person	Per Accident
Bodily Injury Liability	\$500,000	\$2,000,000
Property Damage Liability		\$100,000

Medical Payments	Statutory Coverage	Statutory Coverage
Workers Compensation	Statutory Coverage	Statutory Coverage
Umbrella Liability	\$2,000,000	\$2,000,000

The Contractor agrees to indemnify and save the District harmless from any claims involving personal injury or property damage arising out of, or in the course of, providing transportation of assigned pupils. Contractor agrees to provide District a certificate of insurance evidencing such coverage and designating District as an additional insured.

Worker's Compensation insurance shall be maintained as required by Law, or Contractor shall undertake self-insurance in accordance with applicable State Law, as will protect the Contractor from claims which may arise from its operation under the contract. All insurance policies shall provide that no coverage shall be canceled except by thirty (30) days written notice to the District with evidence of Worker's Compensation coverage in the amount required by Law.

9. FORCE MAJEURE

In the event Contractor is unable to provide the transportation services herein specified because of any act of God, civil disturbance, fire, flood, riot, war, picketing, strike, lockout, labor dispute, loss of transportation facilities, oil or fuel shortage or embargo, governmental

action or any condition or cause beyond Contractor control, District shall excuse Contractor from performance under this Agreement.

10. INCLEMENT WEATHER / SCHOOL CLOSINGS

Contractor agrees to be part of the decision team in the event of inclement weather to determine if roads are impassable and if school shall be closed or canceled. The final decision will reside in the Superintendent's office.

11. MANAGEMENT PERSONNEL

Contractor shall employ management personnel who shall be responsible for the efficient operation of the transportation services furnished hereunder and who shall be Contractor's liaison to District. The Contractor shall inform the District of the name(s) and address(es) of such management personnel. The Contractor shall provide management personnel including the following:

- a. **Operations Manager** with managerial and oversight authority, encompassing daily route dispatch operations and maintenance of efficient route structure, responsibility and

accountability encompassing all areas of service to the District. This individual shall serve as the primary contact for the District on comprehensive service and operational issues.

- b. **Service Technician** with supervisory authority, responsibility and accountability to maintain the fleet at a high mechanical level that meets and exceeds the state guidelines.

12. DRIVER AND SUPPORT PERSONNEL: DRIVER QUALIFICATIONS

Contractor shall employ a sufficient number of qualified drivers and support personnel to assure the District of continuous and reliable service. Contractor shall provide qualified drivers, trained and licensed in accordance with the Laws of this State and the rules and regulations of the District. Accordingly, *Contractor agrees that each driver shall:*

- a. Possess a valid license issued by this State authorizing such person to operate a school bus;
- b. Be certified by a duly licensed medical practitioner as medically qualified and free of medical or physical conditions that, absent reasonable accommodation, would limit safe operation of a school bus. The physical examination shall be conducted prior to employment and periodically thereafter as required by State Law;
- c. Successfully complete a course of training, including instruction in school bus safety, student discipline, human relations, behind-the-wheel school bus driving instruction, defensive driving, first aid, use of fire extinguisher, traffic laws, and applicable District policies and regulations;
- d. Possess a satisfactory driving record and criminal history record, after review of such records prior to employment and periodically thereafter to the extent permitted or available by Law;
- e. Prior to employment and from time to time thereafter, to the extent permitted by Law, undergo such tests as controlled substances in the body and such tests may clinically reveal alcoholism or alcohol misuse. Negative findings for such tests shall be a condition of employment;
- f. Satisfy all applicable requirements of the U.S. Department of Transportation, Federal Highway Administration in rendering transportation services regulated by that agency;
- g. Meet any other criteria required by State Law or by District's policies, rules or regulations.

Contractor shall hold each driver responsible for:

- a. Supervising the loading and unloading of his or her bus at every pick-up and delivery point;
- b. Keeping informed of all rules and regulations affecting the operation of school buses and standards of conduct;
- c. Complying with all Federal, State and Local traffic laws while operating under this

Agreement;

- d. Carrying appropriate identification at all times while on duty;
- e. Carrying a timepiece while on duty so that the driver can maintain established schedule times.
- f. Communicating to bus company staff any issues or needs related to the route assignment and all passengers transported.

A driver orientation and instruction program will be provided before a driver is allowed to drive while students are on board. Training must include:

- a. Enough to safely operate the type of school bus the driver will be driving
- b. Emergency procedures
- c. Student Management procedures, including issues relating to students with disabilities
- d. Knowledge of relevant laws, rules of the road, and local school bus safety policies
- e. Knowledge of student loading and unloading procedures

An ongoing performance monitoring and assistance program shall include:

- a. Random drug testing
- b. Daily observance of employees to detect violations of drug policy
- c. Advance knowledge of routes, including substitutes
- d. Route accuracy including proper stops and updated paperwork
- e. Demonstrated driver-passenger professionalism
- f. Competency in physically driving the assigned vehicle and equipment

Contractor shall take reasonable steps to prevent its employees from exposing any student to impropriety of word or conduct. Contractor shall not knowingly permit its drivers to smoke on the bus, not to drink any intoxicating beverage or be under the influence of drugs or alcohol while operating any bus. Contractor shall regulate the use of prescription and non-prescription drugs that impair the safe operation of the bus.

Contractor shall be responsible for hiring and discharging personnel employed by Contractor to perform its obligations hereunder; provided, however, that District shall have the right to require Contractor to remove from service under this Agreement any employee who, in District's sole discretion, is deemed unsuitable for the performance of transportation services for District; and provided further that District shall make such request in writing and state the reasons therefore.

13. EQUIPMENT

All school buses supplied by Contractor pursuant to this Agreement shall meet or exceed

the standards established by the Laws and Regulations of this State and the United States. Contractor shall maintain the school buses used to provide student transportation services under this Agreement in accordance with Law and accepted industry maintenance standards. Maximum age of a bus serving the District will be 18 years (at the start of the school year). Buses up to 22 years (at the start of the school year) may be used subject to the following constraints:

- a. For any bus older than 18 years, before the Contractor places the bus in service, and before the start of each school year this Agreement is in effect, the Contractor must have the bus inspected by a qualified mechanic at its own expense and furnish the District with a certification that the bus passed the mechanical inspection. In addition, the Contractor must present the bus to the District upon request for a non-mechanical inspection to determine if the bus is clean, neat, and suitable in appearance and comfort.
- b. If the District does not approve of that bus for use in the District, the Contractor shall immediately remove it from service.
- c. If any bus older than 18 years exhibits a pattern of breakdowns or is out of service (more than two (2) times per year), it shall be removed from service in the District.

Contractor shall provide buses in sufficient numbers to efficiently transport all students for whom the District orders services, including spare buses to ensure continuous service without interruption. The Contractor shall provide an amount sufficient for performance under the terms of this contract, for emergencies and for co-curricular and field trips.

Buses shall be of sufficient capacity to permit every student transported to be seated in conformance with State Laws at all times. Buses must be clean, neat appearing, and display the appropriate exterior and interior markings as required.

Additional equipment which is unique to meet the needs of an individual student shall be identified by the School District. Harnesses and car seats shall be supplied by the District as needed.

14. RADIOS

Properly working two-way radios shall be in each bus used to provide services under this Agreement. The District shall be provided with the FCC assigned frequency number for all such equipment. The Contractor shall monitor the two-way radios continuously and at all times during the scheduled school days, and hours before and after school and during the school day.

15. FACILITIES

The Transportation facility located in Rockford will be leased from the school district as part of this contract. Contractor will house the fleet, staff and perform maintenance at these district facilities. Contractor shall lease the District facility for the term of this contract at the rate of \$25,000 per year.

Contractor must equip the facility with proper furniture, facsimile machine, maintenance

equipment, and basic comforts for staff and employees.

Contractor must provide adequate phone lines. Contractor must provide a 24-hour voice mail service.

Contractor must have access and e-mail capabilities.

16. STUDENT DISCIPLINE/ VANDALISM

The ultimate responsibility and authority to suspend or expel any student from transportation services hereunder shall rest with the District. Contractor's drivers are responsible only for such discipline as is required to safely and properly operate Contractor's buses. Each driver shall handle all disciplinary matters in strict accordance with District policies. In no case will a driver eject a student from a bus for misbehavior except in the event of an extreme emergency endangering the safety of the student, other students, the driver or bus assistant, and then only after radio notice to the Contractor's terminal and to the student's building principal. All discipline problems shall be reported in writing following completion of the route. Further procedures and regulations for the administration of discipline shall be established cooperatively between District and Contractor.

Vandalism damage to Contractor's equipment or facilities shall be the responsibility of Contractor. However, the District shall give the Contractor reasonable assistance in obtaining restitution for damaged equipment or facilities. Contractor may, upon occurrence by the District, refuse to provide a student with transportation services until vandalism damage caused by the student is paid in full.

17. STATUS OF CONTRACTOR

In the interpretation of this Agreement and the relations between Contractor and District, Contractor shall be construed as being an independent contractor hired to provide student transportation services only. Neither Contractor nor any of its employees shall be held or deemed in any way to be an agent, employee or official of the District. Contractor shall be responsible, and hold District harmless from any liability, for unemployment taxes or contributions, payroll taxes or other Federal or State employment taxes.

18. ASSIGNMENT

The services contemplated under this Agreement are deemed to be in the nature of personal services. The Contractor shall not assign this Agreement without prior consent of the District. The parties agree that assignment by Contractor of any sums due and owing Contractor under this Agreement shall not constitute an assignment of the Agreement.

19. TERMINATION

If either party shall willfully violate any of the covenants or duties imposed upon by it by this Agreement, such willful violation shall entitle the other party to terminate this Agreement. The party desiring to terminate for such cause shall give the offending party thirty (30) days written notice to remedy the violation. If at the end of such time the party notified has not removed the cause of complaint or remedied the purported violation, then this Agreement shall be deemed

terminated.

20. PLACE OF CONTRACT

This Agreement shall be deemed to be made in and shall be construed in accordance with the Laws of the State of Minnesota. All references in this contract to the "State" shall mean the State of Minnesota.

21. SURVIVAL

The mutual obligations described in Section 4, COMPENSATION AND BILLING; and Section 7, INDEMNIFICATION hereof shall survive the termination or expiration of this Agreement.

22. SEVERABILITY

In the event any provision specified herein is held or determined by a court of competent jurisdiction to be illegal, void or in contravention of any applicable Law, the remainder of the Agreement shall remain in full force and effect.

23. MODIFICATION

Contractor and District may modify the terms of this Agreement in whole or in part as circumstances may justify by mutual written agreement executed by the duly authorized representatives of the parties.

24. NOTICES TO PARTIES

All notices to be given by the parties to this Agreement shall be in writing and served by depositing the same in the U.S. Postal Service Mail, postage prepaid, registered or certified mail.

Notices to District shall be addressed to:

Rhonda Dean/Jeff Ridlehoover - Superintendent
Independent School District No. 883
6051 Ash Street
Rockford, Minnesota 55373

Notices to Contractor shall be addressed to:

Michael Hennek - President
4 Point 0 School Services of Rockford, Inc.
2550 50th Street West
Webster, Minnesota 55088

Either District or Contractor may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

25. ENTIRE AGREEMENT

This Agreement sets forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no representations, either oral or written, between District and Contractor other than those contained in this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the May _____, 2023

4 Point O School Services of Rockford, Inc.

Rockford Area Schools, ISD 0883

By _____

By _____

Michael Hennek - President

Clerk, School Board

EXHIBIT A

**ROCKFORD AREA SCHOOLS TRANSPORTATION
SPECIFICATION 2023**

Section I General Guidelines

1.1 Service Conditions

- 1.1.1 The number of students transported shall not exceed the rated manufacturer's capacity. Scheduling of the students for arrival at the various school locations shall conform to school schedules, or the schedule established by the School District.
- 1.1.2 Students with disabilities shall be picked up immediately in front or as near as possible to their homes. A student shall load or unload at home or school only from the right side of the vehicle, unless escorted across the street by an aide.
- 1.1.3 No unauthorized person shall be allowed in any vehicle while engaged in the transportation of students for the School District. The School District reserves the right to assign attendants to any vehicle in the best interest of any student.
- 1.1.4 The successful Contractor shall be highly selective in employment of its drivers. The Contractor will be required to utilize only those drivers holding a valid Class A or Class B license with a school bus endorsement who have been thoroughly checked for ability, character, integrity and fitness, and who are acceptable to the School

District. The District reserves the right to comment on the performance of any employee of the Contractor, and the Contractor shall take appropriate steps to improve services. The successful Contractor must agree to provide 8 hours annually of in-service time for all drivers utilized in the performance of the contract, including substitute drivers or additional drivers for routes that may be added during the year. At least half of this training shall be done throughout the school year at scheduled safety meetings.

The district reserves the right to call all drivers to special meetings of the school district.

Before the beginning of the school year and at such other times as required by the district, contractor shall furnish the school district with a current roster of all its drivers transporting district pupils.

No driver shall be assigned to a route in the District because of their removal from another district for non-compliance of rules, regulations, laws, or procedures without permission of the Director of Transportation.

1.1.5 Smoking policy: The School District Policy prohibits any person - employee, visitor, student, parent, etc., from smoking or using any tobacco on school grounds, in school owned buildings and in school owned or contracted vehicles at any time.

1.1.6 Contractor shall be responsible for handling complaint calls.

1.1.7 The drivers shall be responsible for enforcement of the School District "Student Bus Safety Code."

1.2 Use of Contractors Equipment

It is agreed by the Contractor and the District in the event the Contractor is unable to provide transportation services as specified in whole or in part because of acts of God, fire, riot, war, picketing, civil commotion, strikes, labor disputes, lack of fuel, or any other condition, the District may solely, at its' option excuse the Contractor from performance and terminate the contract, or shall have the right to assume the operation of such buses, with school employees or other persons as the District may deem appropriate. The District shall pay to the Contractor for such buses the same amount specified in the heretofore mentioned rate schedule, less all expenses and costs incurred by the District in providing the services contemplated by the contract.

1.3 Title IX Compliance Notice - Nondiscrimination Policy:

As required by Title IX of the Education Amendments of 1972, notification is being given to all contractors or entities providing benefits or services to Independent School District No. 883 employees of the non-discrimination policy adopted by Independent School District No. 883, prohibiting the school district from doing business with any contractor or vendor not complying with Title IX requirements.

All vendors must comply with OSHA regulations where applicable.

1.4 Scheduling:

The Contractor shall schedule the routes and the Contractor shall operate the buses according to the routes established as approved by the District. The Contractor shall furnish the District any information pertinent to the scheduling of the routes. The Contractor shall cooperate with the District in maintaining a good public relations program with the community.

1.5 Equipment Maintenance:

Contractor shall maintain a regular staff of qualified mechanics to ensure proper maintenance of all equipment used in the transportation of students in strict accordance with the State of Minnesota Standards for School Buses, and shall maintain said equipment in good mechanical order at all times. All buses shall be kept in a clean and sanitary condition and open to the District for inspection at all times.

1.6 Contractor Not an Agent:

In the interpretation of this agreement and the relations between the Contractor and the District, the same shall be construed as being an independent agreement with the Contractor for furnishing of transportation only, and the Contractor shall not be held or deemed in any way to be an agent, employee, or official of the District.

Section II Miscellaneous Provisions

2.1 Applicability of Laws:

2.1.1 Anything herein notwithstanding, successful Contractor shall comply with applicable provisions of the State of Minnesota Motor Vehicle Code, State Board of Education rules and regulations relating to student transportation, the construction, design, operation of equipment, safety accessories for equipment, vehicle code and other applicable laws, and rules and regulations prescribed by State and County relating to the transportation of students.

2.1.2 The attached proposal by the School District for the transportation contemplated by these specifications shall be reduced to a written contract, and the successful Contractor agrees to execute such contract for transportation, which will refer and include by reference these specifications. It is understood that no contract for transportation will be effective until executed by the successful Contractor and the School District.

2.1.3 The successful Contractor shall comply with the School District's adopted transportation regulations, which are part of its regulations, which are part of its administrative code, so far as is applicable to performance in the transportation of students, a copy of which will be made available to any person desiring to submit a proposal.

Section III Conclusion

Independent School District No. 883, in compliance with the duties and obligations placed upon it by the Education Laws of the State of Minnesota and the rules, regulations, and directions of the Department of Education of the State of Minnesota, has the responsibility to safeguard the comfort and safety of each student. In order to provide for the orderly operation of its academic program and education system, the district will require strict adherence to the specifications and of the contract to be awarded, including such specifications particularly but not limited to schedules, adequacy of equipment, maintenance of equipment, employment of qualified personnel, constant attendance of qualified supervisory personnel, enforcement of rules as to conduct of children while being transported, safety of operation under all conditions and strict and faithful compliance with all rules, regulations, directives and order of the School Board, Superintendent of Schools and any of his/her designated personnel, the officials and peace officers of any and all municipalities and of any and all other persons or bodies having jurisdiction or control of any subject matter or performance of the contract.

Section IV Transportation Services Required

4.1 Regular Transportation:

- 4.1.1 Type of transportation: school bus service for public, non-public and kindergarten.
- 4.1.2 Transportation for public and non-public schools.
- 4.1.3 From the assigned bus stops, and to various buildings as assigned.
- 4.1.4 To and From Field Trip and Activity Trips as required by the district.
- 4.1.5 The Contractor shall have adequate spare buses to take care of emergencies and field trips. The number of spare buses should be shown with the list of buses attached to the proposal.
- 4.1.6 The starting time of the routes will be determined by the School District and adjusted as necessary.
- 4.1.7 Bus routes and stops will be determined by the Contractor and approved by the School District. Bus drivers will be asked to cooperate in maintenance of bus stops. Safety, age of students and traffic conditions will be considered in routing and assignment of bus stops.
- 4.1.8 The School District reserves the right to change or alter routes. In the event such a change is necessary the School District shall give the Contractor reasonable notice of the change.
- 4.1.9 The School District reserves the right to reduce, or expand the number of Contractor buses, and to adjust the contract because of the change. In the event the District reduces a route, the contractor will retain 70% of the cost of that route and distribute

it over the remaining routes to cover all overhead and capital expenditures.

4.2 Special Services Transportation

4.2.1 Type of Transportation: School bus service and Type III vehicle use for Special Education and students with disabilities to locations in and out of the School District.

4.2.2 Transportation for public and non-public schools, and other locations as required.

4.2.3 From home of the special needs students to various locations.

4.2.4 The Contractor shall have adequate spare buses to take care of emergencies. The number of spare buses should be shown with the list of buses attached to the quotation.

4.2.5 The starting time of the routes will be determined by the School District.

The time a special needs student is on the bus shall not exceed one hour to school and one hour from school.

4.2.6 The School District reserves the right to reduce or expand the number of Contractor buses and to adjust the contract because of the change. The change in the contract will be discussed with the Contractor before changes are made.

4.2.7 Type of service provided:

Wheelchair - a lift bus is required to some students

Bus Aides - aides are required on some routes

Car Seats/Booster Seats - are required for some students

Half-Day Schools have some students attending A.M. or P.M. sessions only

Section V Other Contract Provisions

5.1 Assignments or Transfers:

5.1.1 The Contractor shall not assign or transfer any part of his obligations and responsibilities in this contract without the prior written approval of the School Board of Independent School District No. 883.

5.1.2 The District must approve all Subcontractors hired by the Contractor to provide services required by this contract. The use of subcontractors shall in no way reduce the obligations and responsibilities of the Contractor.

5.1.3 In the event that the District desires to hire a transportation consultant, the Contractor and the District must agree upon the consulting firm. The Contractor agrees to share a percentage of the cost of consulting.

5.2 Changes in Routing:

The School District reserves the right to change or alter the route of travel. In the event such a change becomes necessary, the School District shall give the Contractor reasonable notice of such change.

5.3 Fine and Penalties for Non-Compliance:

Fines are not a part of this contract. The School District expects a high level of service from the contractor. Contractor agrees that if performance becomes a problem, fines will be established in the next year of the contract.

**EXHIBIT B
RATES FOR STUDENT TRANSPORTATION SERVICES**

1. Regular “To and From” Routes: The per bus cost for all regular “to and from” routes, for the days of school operation A.M. and P.M. (big bus)

Regular Routes	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
	\$335.03/ Bus Per Day	\$350.78/ Bus Per Day	\$367.26/ Bus Per Day	\$384.52/ Bus Per Day	\$402.60/ Bus Per Day	\$421.52/ Bus Per Day

2. Special Ed. Services and Shuttle Service: The cost for bus and van service, and midday special needs shuttle van services.

Sp Ed. Routes	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
	\$333.07/ Bus Per Day	\$348.73/ Bus Per Day	\$365.12/ Bus Per Day	\$382.28/ Bus Per Day	\$400.24/ Bus Per Day	\$419.06/ Bus Per Day

3. Midday Routes: The per bus cost for all midday kindergarten routes for the days of school operation.

Midday Routes	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
	\$189.09/ Bus Per Day	\$197.98/ Bus Per Day	\$207.28/ Bus Per Day	\$217.02/ Bus Per Day	\$227.22/ Bus Per Day	\$237.90/ Bus Per Day

Additional Services

4. Summer School Transportation Services:

Summer School	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
	\$289.84/ Bus Per Day	\$303.46/ Bus Per Day	\$317.73/ Bus Per Day	\$332.66/ Bus Per Day	\$348.29/ Bus Per Day	\$364.66/ Bus Per Day

5. Bus Monitor: The cost for a Bus Monitor to ride and assist on a route.

Hourly Rate	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
	\$20.17/ Hour	\$21.11/ Hour	\$22.11/ Hour	\$23.14/ Hour	\$24.23/ Hour	\$25.37/ Hour

6. Extra Curricular and Athletic Trips; Activity and Field Trips: In District hourly trips – includes any travel within the boundaries of the Rockford Area School District.

Hourly Rate	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
	\$64.26/ Hour	\$67.29/ Hour	\$70.45/ Hour	\$73.76/ Hour	\$77.23/ Hour	\$80.86/ Hour

7. OUT OF DISTRICT (Hourly and Per Mile) Trips:

OUT OF DISTRICT	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029

	\$21.12/ Hour \$2.01/mile	\$22.11/ Hour \$2.10/mile	\$23.15/ Hour \$2.20/mile	\$24.24/ Hour \$2.31/mile	\$25.38/ Hour \$2.42/mile	\$26.57/ Hour \$2.53/mile
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Charges will commence at the pick-up point and end on the return to origin. Charges will be based on time with a two-hour minimum for out-of-district travel. Charges will be based on time with a one-hour minimum for travel within the Rockford District's boundaries.

8. LEASE OF FACILITY

LEASE PAYMENT	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
	\$25,000.00 / year	\$25,000.00 /year	\$25,000.00 / year	\$25,000.00 / year	\$25,000.00 / year	\$25,000.00 / year



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: *Prelim Budget Assumptions and Overview*

Meeting Date: May 15, 2023

Prepared by: Mike McNulty

Date Prepared: May 10, 2023

Information

Briefing

Action

Enclosure Item(s)

Overview of the FY24 preliminary budget and assumptions.

Please find attached documents.



2023 – 2024 Budget Assumptions

As of May 4, 2023



In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally minded citizens

Enrollment Projections

1,559 Students Served in RAS Schools

20 Students Served Out of District on Tuition

1,579 Total Students for Funding

11 less students than FY2023 Revised Budget

School	Grade Level	2022-2023 Students	2023-2024 Students
REAMS	Early Childhood	24	24
<i>Change from Previous Year</i>		3	0
REAMS	Kindergarten	122	110
REAMS	1st Grade	121	122
REAMS	2nd Grade	96	121
REAMS	3rd Grade	124	96
REAMS	4th Grade	100	124
Totals		563	573
<i>Change from Previous Year</i>		-5	10
RMS	5th Grade	125	100
RMS	6th Grade	125	125
RMS	7th Grade	108	125
RMS	8th Grade	140	108
Totals		498	458
<i>Change from Previous Year</i>		18	-40
RHS	9th Grade	122	140
RHS	10th Grade	115	122
RHS	11th Grade	127	115
RHS	12th Grade	111	127
Totals		475	504
<i>Change from Previous Year</i>		-5	29
Totals All Schools		1,560	1,559
<i>Change from Previous Year</i>		11	-1



Revenue Changes

- General Education Revenue Formula Increase: 4%
- **No provision for cost of new mandates has been projected**
- Compensatory Revenue Restored: \$379,184
- Federal Title Grants Revenue Reduced : (\$21,796) 10% less
- Federal ESSER Grants Revenue: (\$707,341)
- IB Grant Revenue Reduced: (\$344,601)

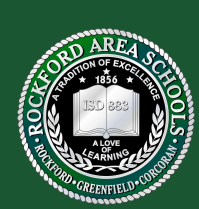
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Overall General Fund Revenue Change: +\$331,656

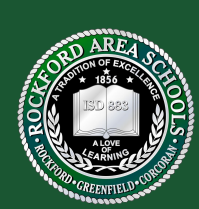


Program and Expense Changes

- Personnel and Program Changes
 - Tech Support Costs Moved from Operating Capital Funds
 - 1.0 FTE MTSS Coordinator position reduced
 - 1.0 FTE Human Resources Director position reduced
 - 3.0 FTE School Counselor positions reduced
 - 1.0 FTE Middle School Teaching Position reduced
 - 0.5 FTE High School Media Specialist Position reduced
 - Tech Assistant and Support Time reduced

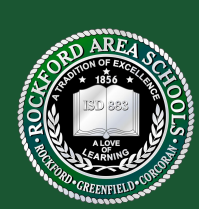


- Personnel Salaries/Wages and Benefit Assumptions
 - Salary/Wage Increase for All Staff
 - Related increase for Staff Benefits (FICA/Medicare, TRA, PERA, Work Comp, etc.)
 - Projected increase for Health Insurance

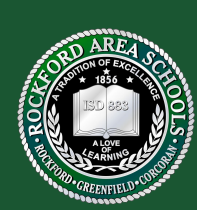


- Other Budget Areas Adjusted

- Achievement and Integration Grant Budgets Reduced to accommodate expenses from IB Grant
- IB Grant Budgets reduced based on funds available for final year of the Grant
- IB Grant Travel Costs moved to Reserve for Staff Development
- Contracted Services reduced for District Office

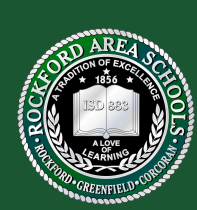


- Non-Salary/Benefit Increases
 - Utilities +7%
 - Property/Liability/Cyber Insurance +8%
 - Transportation Contracts Increase +4.5%
 - No Increases in Supply Budgets / Discretionary Spending



Projected Fund Balances – Reserved Funds

	Projected	2023-2024	2023-2024	2023-2024	Projected
	Fund Balance	Original Budget	Original Budget	Annual	Fund Balance
	06/30/23	Revenue	Expenditures	Change	06/30/24
General Fund (Fund 01)					
Restricted/Reserved Funds:					
Long Term Facilities Management (LTFM)	\$179,407	\$404,151	\$333,558	\$70,593	\$250,000
Staff Development	\$241,507	\$240,425	\$282,815	(\$42,390)	\$199,117
Operating Capital	\$250,993	\$210,351	\$211,344	(\$993)	\$250,000
Safe Schools	\$0	\$59,380	\$59,380	\$0	\$0
Learning and Development	\$0	\$357,702	\$357,702	\$0	\$0
Basic Skills	\$0	\$665,619	\$665,619	\$0	\$0
Achievement & Integration	(\$0)	\$217,295	\$217,295	\$0	(\$0)
Medical Assistance - 3rd Party Billing	\$18,000	\$18,000	\$18,000	\$0	\$18,000
Student Activity Fund	\$111,038	\$90,000	\$90,000	\$0	\$111,038
Total Restricted/Reserved Fund Balance	\$800,945	\$2,262,923	\$2,235,713	\$27,210	\$828,155



Projected Fund Balances – Unreserved Funds

	Projected	2023-2024	2023-2024	2023-2024	Projected
	Fund Balance	Original Budget	Original Budget	Annual	Fund Balance
	06/30/23	Revenue	Expenditures	Change	06/30/24
General Fund (Fund 01)					
Assigned-Future Capital Projects	\$402,451	\$50,000	\$0	\$50,000	\$452,451
Alternative Compensation/Q Comp	\$334,592	\$410,251	\$410,251	\$0	\$334,592
Covid Relief Funds	\$0	\$0	\$0	\$0	\$0
IB Program	\$0	\$75,000	\$75,000	\$0	\$0
Scholarships	\$11,241	\$0	\$1,200	(\$1,200)	\$10,041
Machine Shop	\$1,175	\$0	\$1,175	(\$1,175)	(\$0)
Unreserved/Unassigned Funds	\$3,103,572	\$19,907,326	\$19,738,263	\$169,063	\$3,272,635
Total Unreserved Fund Balance	\$3,853,031	\$20,442,577	\$20,225,889	\$216,688	\$4,069,719
		195			
Grand Total General Fund	\$4,653,976	\$22,705,500	\$22,461,602	\$243,898	\$4,897,873

	Projected Fund Balance 06/30/23	2023-2024 Original Revenue	2023-2024 Original Expenditures	2023-2024 Annual Change	Projected Fund Balance 06/30/24
Grand Total General Fund	\$4,653,976	\$22,705,500	\$22,461,602	\$243,898	\$4,897,873
	<i>\$4,653,976</i>	<i>\$22,705,500</i>	<i>\$22,461,602</i>		
Food Service (Fund 02)	\$398,272	\$955,806	\$903,246	\$52,560	\$450,832
Community Education (Fund 04)					
Reserved for Community Education	\$378,309	\$940,522	\$860,789	\$79,733	\$458,042
Reserved for Early Childhood/Family Educ.	\$56,703	\$102,927	\$115,753	(\$12,826)	\$43,877
Reserved for School Readiness	(\$18,774)	\$283,947	\$283,947	\$0	(\$18,774)
Reserved for Adult Basic Education	\$0	\$11,078	\$11,078	\$0	\$0
Total Community Education	\$416,238	\$1,338,474	\$1,271,567	\$66,907	\$483,145
Building Construction (Fund 06)	\$2,205,186	\$10,000	\$2,000,000	(\$1,990,000)	\$215,186
Debt Service (Fund 07)	\$349,698	\$5,095,983	\$4,903,319	\$192,664	\$542,362
OPEB (Fund 45)	\$1,050,737	\$6,000	\$71,350	(\$65,350)	\$985,387
Grand Total All Funds	\$9,074,106	\$30,111,763	\$31,611,084	(\$1,499,321)	\$7,574,785
	<i>\$9,074,106</i>	<i>\$30,111,763</i>	<i>\$31,611,084</i>		<i>\$7,574,785</i>
General Fund Unreserved Fund Balance as a Percent of Total General Fund Expenditures					18.12%



Thank You.



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

Subject: HR - 403b Briefing

Meeting Date: May 15, 2023

Prepared by: Cindy Gapinski

Date Prepared: May 12, 2023

Information Briefing Action Enclosure Item(s)

Follow-up to the September 2022 403b Board Presentation. Update on Financial Advisor status.



Retirement Plan Update (403b)

- Current providers - Valic, Voya & Empower
 - Met with Financial Advisors for Valic & Voya
 - Reviewed Fee Structure
 - On-site education presentations
 - Maintain current set-up
 - Empower update



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

Subject: Facilities Update

Meeting Date: May 15, 2023

Prepared by: Jim Leuer

Date Prepared: May 12, 2023

Information Briefing Action Enclosure Item(s)

- 5 Year plan
- Project update



Buildings and Grounds

End of school year report



In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally minded citizens



Summer Projects 2023

1. Secured entries
2. Storage operation at the HS
3. Asphalt work
4. Sidewalk work
5. Signage
6. Field work
7. RCC remodel - Flooring, painting, curtains, scoreboard movement
8. Capital Bonds Budget
9. Gymnastics water leak wall repair



Future projects coming / finish

1. Bidding the re-roofing project coming up in June/July 2023
2. Hot water heater replacement MS summer 2023
3. Finish painting Stripes from Bus loop project
4. Repair Baseball field light (It's been a hassle as the lighting company is short on help) Right now it looks like May 23rd. They finally hired a local company



Hennepin County Youth Sports Grants

1. Last year 2021-22 RAS was awarded 4,800.00 for a new UTV
2. This fall 22/23 we were awarded 23,000 which 10,000 was to help purchase a new UTV and 13,000 for wrestling mat, 12 scoreboards, and take down dummines
3. This spring they came out with in combination of the other Twins field grants, they added Art and Music grants this spring which I passed on to Brenda and Paul M.



RAAA Sports Meeting

Met with RAAA baseball at the MS in April - Had a very good cooperative meeting with the group on how we can accomplish things together at the MS fields

May I met with RAAA softball and had a good meeting with them also. Michelle Byers has headed up the new dugouts for fields 3 & 4 which look really nice.

Last fall RAAA baseball did a very nice job working on the Varsity Baseball field. Kris Larson (our employee) works well with all of RAAA



Future Facilities Needs

Repair needs in the next 5 years

- Rooftop Units
- Air Handler Units
- Sidewalks
- Drainage for parking lots
- Leaking windows
- Water softeners
- Hot water heaters
- Door replacements (inside & outside)
- Bus Garage Infrastructure (repairs/remodel/ or rebuild the garage in the future and utilize the older building for B&G)
- Others



Community Garden Beds / Native Garden

The School district received a grant from Wright Co. call the ship grant to fund the project.

Funding from the ship grant has helped purchase the supplies to build the community garden beds.

There will also be a native garden installed with tree plantings next to the greenhouse



Community Garden Beds / Native Garden





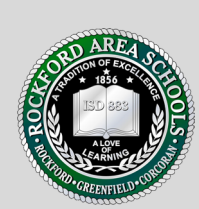
Community Garden Beds / Native Garden





Other Admin items

- Custodial Services Audit (CCAP)
- Brine Recap
- Winter snow expenses
- Utilities Expenses



Any Questions?

Input



Thank You.



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

Subject: Time and Place of Board Meetings for 2022-23 School Year

Meeting Date: May 15, 2023

Prepared by: Superintendent's Office

Date Prepared: May 10, 2023

Information Briefing Action Enclosure Item(s)

The Board is being presented 2 options for board meeting dates, on the third Monday of the month or the third Wednesday of the month. Board meetings will be held in the District Office Board Room starting at 6:30 pm unless otherwise stated. The official posting place for the school board meeting notice is in the hallway window of the district office.



SCHOOL BOARD MEETINGS SCHEDULE 2023-2024 SCHOOL YEAR

2023

July 17, 2023	Work Session - 5:30 p.m.
July 17, 2023	Regular Meeting - 6:30 p.m.
August 7, 2023	Regular Meeting - 6:30 p.m.
August 21, 2023	Work Session - 6:30 p.m.
September 18, 2023	Work Session - 5:30 p.m.
September 18, 2023	Regular Meeting - 6:30 p.m.
October 2, 2023	Work Session - 6:30 p.m.
October 16, 2023	Regular Meeting - 6:30 p.m.
November 20, 2023	Work Session - 5:30 p.m.
November 20, 2023	Regular Meeting - 6:30 p.m.
December 4, 2023	Work Session - 6:30 p.m.
December 18, 2023	Regular Meeting (Truth in Taxation Hearing) - 6:30 p.m.

2024

January 8, 2024	Organizational Meeting - 6:30 p.m.
January 22, 2024	Work Session - 5:30 p.m. (<i>moved due to MLK Jr. Day</i>)
January 22, 2024	Regular Meeting - 6:30 p.m.
February 5, 2024	Work Session - 6:30 p.m.
February 21, 2024	Regular Meeting - 6:30 p.m. (<i>moved due to President's Day</i>)
March 18, 2024	Work Session - 5:30 p.m.
March 18, 2024	Regular Meeting - 6:30 p.m.
April 1, 2024	Work Session - 6:30 p.m.
April 15, 2024	Regular Meeting - 6:30 p.m.
May 20, 2024	Work Session - 5:30 p.m.
May 20, 2024	Regular Meeting - 6:30 p.m.
June 17, 2024	Work Session - 5:00 p.m. - Superintendent Evaluation
June 17, 2024	Regular Meeting - 6:30 p.m.



SCHOOL BOARD MEETINGS SCHEDULE 2023-2024 SCHOOL YEAR

2023

July 19, 2023	Work Session - 5:30 p.m.
July 19, 2023	Regular Meeting - 6:30 p.m.
August 9, 2023	Regular Meeting - 6:30 p.m.
August 23, 2023	Work Session - 6:30 p.m.
September 20, 2023	Work Session - 5:30 p.m.
September 20, 2023	Regular Meeting - 6:30 p.m.
October 4, 2023	Work Session - 6:30 p.m.
October 18, 2023	Regular Meeting - 6:30 p.m.
November 15, 2023	Work Session - 5:30 p.m.
November 15, 2023	Regular Meeting - 6:30 p.m.
December 6, 2023	Work Session - 6:30 p.m.
December 20, 2023	Regular Meeting (Truth in Taxation Hearing) - 6:30 p.m.

2024

January 10, 2024	Organizational Meeting - 6:30 p.m.
January 24, 2024	Work Session - 5:30 p.m. (<i>moved due to MLK Jr. Day</i>)
January 24, 2024	Regular Meeting - 6:30 p.m.
February 7, 2024	Work Session - 6:30 p.m.
February 21, 2024	Regular Meeting - 6:30 p.m. (<i>moved due to President's Day</i>)
March 20, 2024	Work Session - 5:30 p.m.
March 20, 2024	Regular Meeting - 6:30 p.m.
April 3, 2024	Work Session - 6:30 p.m.
April 17, 2024	Regular Meeting - 6:30 p.m.
May 22, 2024	Work Session - 5:30 p.m.
May 22, 2024	Regular Meeting - 6:30 p.m.
June 19, 2024	Work Session - 5:00 p.m. - Superintendent Evaluation
June 19, 2024	Regular Meeting - 6:30 p.m.



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

Subject: District Parent-Students Handbook 2023-24

Meeting Date: May 15, 2023

Prepared by: Superintendent's Office

Date Prepared: May 11, 2023

Information Briefing Action Enclosure Item(s)

This is a list of changes, other than dates, staffing changes made and meal information after the April 1st read. Formatting and page numbers will be adjusted in the final version and placed on the district website once approved.

- **Addition** of "Students must wear the issued cap and gown unaltered and only regalia pre-approved by the district: gold honor cords, red, white and blue military cords, NHS stole, and/or IB Diploma Candidate recognition pin" under the Graduation Ceremony Section
- **Replace** "purchase" with "select a" under the Lunch section
- **Addition** of "3 or more per semester" under the Attendance Section



STUDENT-PARENT HANDBOOK

2023-2024 SCHOOL YEAR



OUR MISSION

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

2023-2024 District Student-Parent Handbook

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Disclaimer: The Rockford Area School district reserves the right to alter or vary the application of these rules and procedures. As new policies or regulations are developed by the school board or State or Federal statutes, additions or deletions will be made to this handbook. Any conflicts between language in this handbook and a school district policy will be resolved in favor of the policy.

INTRODUCTION

This handbook includes an overview of District #883 policies, regulations, and procedures about student rights and responsibilities. Those documents are updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since the previous version was printed in fall 2022. District policies can be found on our website at www.rockford.k12.mn.us. If you have questions or would like more information about a specific issue, please contact the building principal.

MISSION

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

VISION

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

CORE VALUES

Excellence: To be our best, expect our best; to be inspired daily to become the very best we can be

Students First: A safe, healthy environment to challenge, engage and inspire all students

Community: It's about all of us, all the time

Integrity: Align actions and words with values and beliefs while respecting differences

Stewardship: Care and responsibility with our resources including natural and social environments

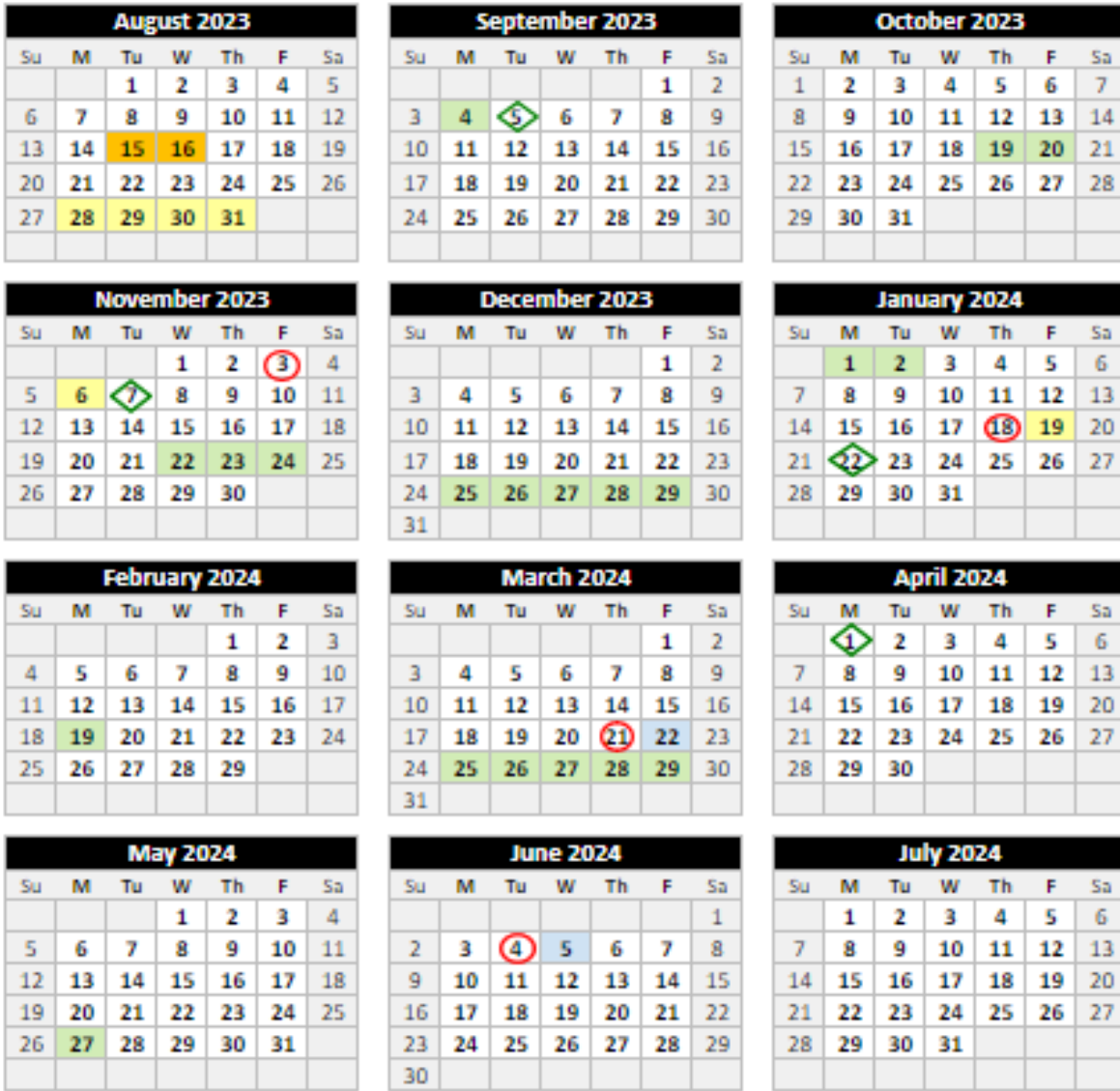
Student Experience: All students have access to engage in a rich arts and academics environment, and an abundance of extracurricular opportunities

STRATEGIC DIRECTIONS

1. Improving our educational programs and partnerships
2. Aligning and developing proactive training and response protocol for increased safety and security
3. Improving supports for students and their learning
4. Strengthening instructional practices, processes, curriculum and assessment
5. Improving parent, community and staff awareness and engagement

CALENDAR FOR 2023-2024 SCHOOL YEAR

Approved 2-23-2022



- School Closed
- Staff Development (no school for students)
- Half Day Staff Development (no school for students)
- Start of the quarter
- End of the quarter
- New teacher days

1st Qtr.	September 5 to November 3 =	42	New Staff Days	8/15, 8/16
2nd Qtr.	November 7 to January 18 =	43	Workshop Week	8/28, 8/29, 8/30, 8/31 4
3rd Qtr.	January 22 to March 21 =	43	SD Days/Work Days	11/06, 1/19, 3/22(.5) 6/05 (.5) 3
4th Qtr.	April 1 to June 4 =	46		174
	May 31 - Commencement	174 days		181
			2 PM days = 16 hrs	183

PART I – INFORMATION

Arrival and Dismissal Hours

School day hours at each building are:

- REAMS** 8:05am-3:00pm (doors open at 7:50am)
- ECSE AM Section: 8:05am-10:45am
- ECSE PM Section: 12:15pm-2:55pm
- RMS-CES** 7:50am-2:45pm (doors open at 7:30am)
- RHS** 8:00am-2:50pm (doors open at 7:20am)

School begins for each child as he/she enters the door and appropriate behavior is expected in all areas of the building at all times. For the welfare and safety of all students, it is requested that students do not arrive at school any earlier than necessary. If you choose to pick-up your child at the end of the school day, please be sure to sign-in at the front office and obtain a visitor's sticker. Unless participating in a school-sponsored activity or working with a teacher, students should not be in the building without supervision.

Calendar

Refer to District Policy 602

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the introduction section and on the school district's website at www.rockford.k12.mn.us.

Class Assignments

Refer to District Policy 515

Students will receive instruction in required courses/classroom assignments throughout the school year. Parents and guardians will assist their child in selecting elective courses at RMS-CES and RHS. This selection is a term-long commitment. Schedules are subject to change due to academic needs and availability.

Complaints

Refer to District 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 in writing to the complaining party regarding the school district's response to the complaint.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents

under the Family Educational Rights and Privacy Act (FERPA), transfer to the student. However, although the rights under FERPA have now transferred to the student, a school may disclose limited information from an "eligible student's" education records to the parents/guardians of the student, without the student's consent, if the student is a dependent for tax purposes. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records, and the right to file a complaint with the US Department of Education. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

In an effort to keep parents/guardians included in their student's educational progress, an Authorization form is available at the high school office. Parents/guardians are asked to review this Authorization with their child and obtain their consent on or after their 18th birthday. All signed Authorizations may be returned to the high school counseling office and records will be updated to reflect the 18-year old child's consent to allow his/her parents or guardians to have access to all educationally related matters.

All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

Employee Directory

Refer to District Policy 406

Most district employees' email addresses follow the format: last name first initial@rockford.k12.mn.us. More information is located on our website at www.rockford.k12.mn.us.

Employment Background Checks [*]

Refer to District Policy 404

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

volunteers, independent contractors, and student employees.

Equal Access to School Facilities

Refer to District Policy 801

It is the intention of the Rockford School Board to make available, whenever possible, the facilities of the school system by organizations and groups in the community. For more information, please call Community Education at 763-477-4563. Appropriate and sufficient personnel are required to be present when facilities are in use. Charges will be made to groups when services of personnel are required when they normally are not on duty. Rental fees will be charged according to School Board Policy.

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; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; 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.

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 to and from school for students living within two miles of school.

- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

Food in the Classrooms

Refer to District Policy 533

Food and beverages are to be consumed in the designated areas and are not permitted in the other areas without permission. No food or beverage of any kind is allowed in the auditorium, media center, or computer labs. If students bring food into the classrooms, please comply with our district wellness policy. Please be cognizant that many students have severe food allergies that may limit foods permitted in the classroom.

Birthday Treats

Please let the teacher know ahead of time if you would like to send treats to the class to celebrate your child's birthday. All treats must be store bought and commercially prepared. Healthy classroom treats can be ordered through our food service department.

Fundraising

Refer to District Policy 511

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Activities Director (if extracurricular activity), building Principal, Director of Finance and Operations and Superintendent. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day. The required paperwork to receive the required approval can be found at the school office.

Gifts to Employees

Refer to District Policy 421

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. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Gifts and Deliveries to Students

Gifts, balloons, flowers, etc. will not be delivered during the school day with the exception of school-sponsored activities. Any deliveries will be kept in the office and delivered at the end of the day.

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. **Students must wear the issued cap and gown unaltered and only regalia pre-approved by the district: gold honor cords, red, white and blue military cords, NHS stole, and/or IB Diploma Candidate recognition pin.** Graduation exercises are under the control and direction of the building principal(s).

Holiday Celebrations and Parties

Rockford Area Schools observes various holidays throughout the school year. Students who are unable to participate in holiday celebrations are excused from these events. Parents/guardians should contact the building principal in advance to excuse an absence. Please refer to the district calendar in the introduction of this handbook or on the website www.rockford.k12.mn.us

Infinite Campus

Parent Portal, located on the school's website, allows parents to connect to school anytime from any place that has Internet access. This program allows you to access your child's school records such as: attendance, academic progress reports, report cards, health records and lunch account. Student fees are assigned on your child's fee tab on your Parent Portal. Fees, including lunch payments, can be paid directly in your Campus account. To sign up, you need a photo ID, such as a driver's license, for assurance of confidentiality of your child's records. You can sign up at any building office.

Interviews of Students by Outside Agencies

Refer to District 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.

Library/Media Center

The library/media center hours will be available at each building's office and on the district website. Students are welcome in the Media Center when a supervisor is present and are expected to follow the same rules as classroom behavior.

Lockers

Pursuant to Minnesota statutes, school lockers are the property of the school district. Students are to keep lockers neat and orderly and are to use the locker they are assigned. All hall lockers have combination locks. The district's insurance does not cover the loss of personal items. If using locker room lockers, students are **strongly encouraged to put and use locks on them.** Locks for locker room lockers may be purchased at school for \$5.00 or students may bring their own lock. If supplying their own lock, the combination MUST be shared with the school. Information regarding locker searches can be found under the Searches section.

Lost and Found

Please feel free to check the Lost and Found when you are at school and remind your child to check if they are missing anything. Items left at school will be donated to charity periodically throughout the year.

Parents/guardians should give the following point's careful consideration to help eliminate lost items:

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

Lunch

Refer to District Policy 534R

A complete and nutritional breakfast/lunch program is available at our school. Menus are published on the Rockford Area Schools website at www.rockford.k12.mn.us. Students may ~~select a~~ **purchase** lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home. Student beverages must comply with our District's Wellness Policy (refer to District Policy 533).

Lunch is to be eaten in designated areas only, unless other arrangements are made. The right of the student to eat in the lunchroom or commons area is coupled with the responsibility of keeping the area presentable for others.

Students are expected to demonstrate respectful behavior and observe school policies and rules during lunch. All schools have a closed campus as well as a closed lunch period. Students are not allowed to leave the lunchroom/commons area during lunch. Prior approval is required for all lunch visitors. Please contact the main office in each building for more information regarding their process.

Lunch times vary by classroom, grade level or schedule. Lunch schedules may change at quarter and/or semester breaks for some students. Students will be notified of their assigned lunch time on the first day of class at each trimester/quarter.

2022-2023 LUNCH PRICES

Breakfast \$2.00
Elementary Lunch \$2.90
Middle/High Lunch \$3.15
Adult Lunch/2nd Lunch \$4.95
Milk \$.60

Lunch Balances

Students are encouraged to participate in the food service program on a daily basis. Sustained participation ensures a better program at lower costs.

Parents/guardians will be notified by email or letter when their students balance is at a positive \$10.00. Students will not be permitted to charge meals to their account if they have a \$-5.00 in their account. Sandwiches and milk will be provided until funds have been deposited to bring their account to a positive balance.

Parents/guardians can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: Harlan Adelman. Students can also bring deposits to their building office. You can view your child's lunch balance by logging on to your Parent Portal on Infinite Campus. Students who have insufficient funds to pay for a meal may receive an alternate meal. Details on negative account balances and unpaid meal charges can be found in **Appendix 7**.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available at each school office, the district office and on the district website. For more information regarding eligibility for free and reduced-price meals, contact 763-477-9165.

Messages to Students

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

Personal cell phone use during the instructional day is prohibited at the elementary school, but allowed during non-instructional times at the middle and high schools. Students will not accept telephone calls in their classroom. Students are to use the phone only with their teacher's

permission and only for very important messages. Making arrangements for after-school social affairs is not considered an acceptable reason to use the phone. Please make plans at home to take care of personal business (i.e., Cub Scouts, Brownies, and other after school activities).

Please see Cell Phones, MP3 Players and Other Electronic Devices section under Section III Rules and Discipline for further information.

Money

Please emphasize with your child(ren) the danger of leaving money or valuables in their desk or other places at school. The school assumes no responsibility for the loss of money or valuables.

Nondiscrimination [*]

Refer to District Policy 102, 401, 521, 522 and 528

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the building principal as the district's human rights officer to handle inquiries regarding nondiscrimination. Persons who wish to make a complaint regarding a disability discrimination matter may use the Student Disability Discrimination Grievance Report Form found on our website at www.rockford.k12.mn.us. The form should be given to ADA/Section 504 coordinator.

Section 504 of the Rehabilitation Act of 1973

The school district recognizes its obligation under Section 504 of the Rehabilitation Act of 1973. No discrimination against any person with a disability will knowingly be permitted in any of the programs and activity in the school system. If there are questions regarding Section 504, contact a building principal or the counselor.

Grievance Procedure for Complaints of Discrimination

The school district has developed a grievance procedure to comply with federal laws by providing due process standards that provide for the prompt and equitable resolution of complaints of sex discrimination under Title IX of the Education Amendments Act or for complaints of disability discrimination under Section 504 of the Rehabilitation Act. See **Appendix 6** for full procedure.

Vocational Opportunities Annual Notification

Rockford Area Schools offers a variety of vocational opportunities through the Business Education and Career and Technology Education 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.

Section 504 and Title IX Coordinators

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.

Title IX Coordinators

Robert Danneker, Director of Teaching and Learning
Office Address: 6051 Ash St.
Rockford, MN 55373
Office Number: 763-477-9165 x 4005

Section 504 Coordinator

Samantha Bloom, Guidance Counselor
Office Address: Rockford High School
7600 County Road 50, Rockford, MN 55373
Office Phone Number: 763-477-5846 ext. 3033

Molly Wirth, School Counselor

Office Address: Rockford Middle School—Center for Environmental Studies
6051 Ash Street, Rockford, MN 55373
Office Phone Number: 763-477-5831 ext. 2600

Allison Leistico, School Counselor

Office Address: Rockford Elementary Arts Magnet School
7650 County Road 50, Rockford, MN 55373
Office Phone Number: 763-477-5837 ext. 1006

Notice of Violent Behavior by Students []**

Refer to District 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.

Outdoor Recess

All children must go outside on outdoor recess days. The temperature and wind-chill factor are considered when the decision is made for outdoor recess. The elementary school uses the following weather guidelines for preparing students to go outdoors at recess:

1. Warmer than 0°F -- outside recess for all students.
2. Between 0°F and -10°F -- recess time may be shortened.
3. Colder than -10°F -- indoor recess.

Parent/Guardian and Teacher Communications

Automated Information System

Our automated alert system has the capability to provide important messages electronically via computer, telephone and/or text message. This system is used for emergency situations only (e.g. school closings, threats, etc.).

Parent Portal through Infinite Campus

Parent Portal gives parents/guardians and students easy online access to current grades, attendance, test scores, health information, lunch account balances, etc. Teachers are required to update grades weekly. At times, the update may go beyond one week because of the grading of a major project. If you have questions or are having difficulty logging in, contact the building office.

Progress Report/Report Cards

Report cards will be available online at the end of each grading period. Printed copies are available upon request.

Teacher Classroom Calendar

Visit our website at www.rockford.k12.mn.us and find your school's tab, then the academics tab to find the teacher's website to view your child's upcoming assignments and class activities. This link is designed to help you monitor your child's homework, quizzes, tests, and major assignments. Information is updated regularly.

Weekly Parent Bulletin

The weekly building bulletin is emailed on the last day of each school week. It features highlights from the current week and previews upcoming events.

Parent/Guardian and Teacher Conferences

Parent/guardian and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding

student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for 2023-24 school year, please check out the 2023-24 academic calendar in the Introduction part of this handbook, visit our website www.rockford.k12.mn.us, or contact the building office.

Parent/Guardian Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer. To volunteer in the school building or classroom, parents/guardians should contact the building office. Parents/guardians who visit the school must sign in at the building office before entering any other part of the building.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. Some of these photos may be published in local newspapers or in Rockford Area Schools' publications, emails or websites. Parents may request that their child's photographs and identifying names not be published. The request must be made in writing and sent to the district office attention to Christa Larson. (This does not apply to pictures of school events taken by the news media.)

Pledge of Allegiance [*]

Refer to District Policy 531

Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. 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.

Return Check Notification

If your check is returned, it may be represented electronically. You authorize service charges and processing fees, as permitted by state law, to be debited from the same account by paper draft or electronically, at our option. The use of a check for payment is your acknowledgement and acceptance of this policy and its terms. If you have any questions about this service, please contact the business office at 763-477-9165.

Schedule

Refer to District Policy 602

A schedule is needed to ensure the smooth operation of the school. The daily school schedule is often building specific and within the authority of the building principal to

determine. A general building schedule can be found at the beginning of the handbook.

School Activities

Refer to District Policy 510

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.

Rockford Area 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 the Activities Director.

School Closing Procedures

Refer to District Policy 806

School may be canceled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible.

School closings due to severe weather or other emergency reasons will be posted on the district website at www.rockford.k12.mn.us. A media message will be announced over TV stations, KARE 11 TV, WCCO 4, KSTP 5 and KMSP 9, placed on KRWC 1360 radio and our social media channels. Complementing the media messages is our family notification system through Infinite Campus.

The school district may conclude that students can be safely transported to and from school and keep school open, but an individual parent may disagree with our decision. Under such conditions, parents/guardians must exercise their judgment regarding the attendance of their child(ren). We will respect all reasonable decisions in these circumstances and excuse any absence.

NWSISD Closing Procedures

As a reminder for our NWSISD families, please go to NWSISD website for transportation information regarding school closings information, and other guidelines. To view the NWSISD website, please go to www.nws.k12.mn.us, click on the Transportation tab on the left side.

E-Learning Day

Instead of a school closure, we might decide to have an E-Learning Day. E-Learning allows schools to offer access to online instruction provided by the students due to inclement weather. While E-Learning days cannot replace students' face-to-face time with their teachers, they can provide better continuity when inclement weather inhibits a full day of in-person instruction.

Searches

Refer to District Policy 502 and 527R

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, including snowmobiles, 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, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Cell Phones and Other Electronic Communication Devices

If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic 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. A student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement.

Lockers and Personal Possessions Within a Locker [*]

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

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

Desks

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

Personal Possessions and Student's Person

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

Vehicles on Campus []**

Patrols and Inspections

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, including snowmobiles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

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.

Student Publications and Materials

Refer to District Policy 505 and 512

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

Distribution of Non-School-Sponsored Materials on School Premises [**]

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. Any student or employee wishing to distribute (as defined in this policy) non-school sponsored material must first submit for approval a copy of the material to the building principal who will review the request and render a decision. For detailed information, see the complete "Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees" policy 505 on the district's website at www.rockford.k12.mn.us.

School-Sponsored Student Publications

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

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;

- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

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

Student Records [*]

Refer to District 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 information on the rights of parents/guardians and eligible students regarding student records, please see **Appendix 3** in the back of this handbook.

"Authorized representative" means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at any school office or on the district website at www.rockford.k12.mn.us.

Family Educational Rights and Privacy Act (FERPA)

Refer to District Policy 515

Rockford Area Schools recognize 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. Rockford Area Schools recognize that only pertinent and factual information shall be in the permanent records of the district's students and that a parent or eligible student has a

right to inspect and review student's educational records.

transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Student Surveys [*]

Refer to District Policy 520

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see **Appendix 4** in the back of this handbook. A complete copy of the school district's "Student Surveys" policy may be obtained at any school office or on the district website at www.rockford.k12.mn.us.

Telephone Access

A courtesy phone is available for student use in the school office and Community Center when permission from the office staff is given. Students will not be called out of class to receive phone messages except in the event of an emergency. Students may be prohibited from using cell phones during instructional time; expect to wait for a text response from your child until cell phone use is permitted.

In the case of an emergency, please contact the school office instead of contacting your child directly.

Please see Cell Phones, MP3 Players and Other Electronic Devices section under Section III Rules and Discipline for further information.

Transportation of Public School Students

Refer to District Policy 707, 709R and 710

Riding the school bus is a privilege, not a right. The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

Extracurricular Transportation

Refer to District Policy 710

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

Video and Audio Recording

School Buses

Refer to District Policy 711

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increase the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

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

Photos/Recordings Taken on School Property

Any picture or video taken on school grounds with a school-owned or personal digital camera, cell phone, etc. is the property of the school.

Places Other Than Buses

Refer to District Policy 712

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

The Rockford Area Schools' curriculum fulfills the requirements of the Minnesota Content Area Standards.

Academic Integrity

Refer to District Policy 506

Standard

Rockford High School follows the International Baccalaureate (IB) policies that were approved by the Rockford Area School Board and authorized by the International Baccalaureate Organization (IBO). These policies can be viewed on the Rockford High School website.

All students are expected to demonstrate academic integrity which includes honesty, trust, fairness, respect and responsibility.

All work submitted for credit in any class is expected to be produced by and be the original work of the student submitting it. Students who allow their work to be copied will receive the same or equal penalties to those who do the copying.

Consequences may include:

- redoing the assignment
- completing a new assignment
- loss of credit for the assignment/s
- loss of credit for the course
- removal from the course
- suspension from school

Cheating and Plagiarism

Refer to District Policy 506

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

Acceleration and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For

more information, contact the school counselor or building principal.

Acceleration: Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of the school year.

Retention: Retention of a student may be considered when professional staff and parents feel that it is the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

Program Design: The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options.

The school district will adopt procedures for the academic acceleration of gifted and talented students. This procedure will include how the district will assess a student's readiness and motivation for acceleration; and match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for the student.

Alternative Educational Opportunities

Refer to District Policy 605

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, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the school counselor or building principal.

Early Entrance to Kindergarten

Refer to District Policy 550

Minnesota Statute 120A.20 requires kindergarten students to be at least five years of age on or before September 1. The School District recognizes that children develop physically, emotionally and intellectually at their unique rates, resulting in varying levels of school readiness. An order determination for early entrance into kindergarten has been established by the Board of Education of Independent School District #883, Rockford Minnesota. Please contact the building principal for more information regarding processes for Early Admission Kindergarten.

Early Graduation

Refer to District Policy 613R

Students may be considered for early graduation after completing the conditions provided in district policy.

Extended School Year Opportunities

Refer to District Policy 508

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 on extended school year opportunities for students with an IEP, contact the student's Case Manager.

Field Trips

Refer to District Policy 610R

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.

Field Trip Eligibility

Refer to District Policy 610R

Field Trips are an extension of the regular curriculum and is part of the educational experience. While on field trips, all children are expected to demonstrate the same expectations and behavior as in school.

Grades

Parents and guardians may access student records electronically via the Parent Portal through the district website at www.rockford.k12.mn.us. To ensure the confidentiality of student information, parent/guardian accounts must initially be set up at any of the building offices with a photo ID, such as a driver's license. This

account will provide access to information regarding a student's attendance, academic progress, report cards, health records, student fees, and lunch account and serves as an important communication tool between the school and home.

Every student has the right to be informed of his/her academic progress. Progress information will be available for students in grades 7-12 regularly. Report cards will be available after the conclusion of each marking period.

Report cards will be available electronically for parents/guardians to review. Parents are encouraged to routinely check their child's information in the Parent Portal.

Grades 7-12

Grades shall be in letters A, B, C, D, and F for grades 7-12 and will be recorded on report cards and permanent records accordingly. The letter grade is transposed to number equivalents as follows for computing grade point average:

<u>Grade</u>	<u>Grade Pt. Value</u>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.0 (no credit given)
I (incomplete)	No value

Incompletes

In order for an "incomplete" to be granted for a final semester grade, the student and teacher must meet to discuss the circumstances. All work must be completed within two weeks of the last day of the semester or the grade will be considered an F; unless there are extenuating circumstances at the discretion of the Principal.

Pass/Fail Grading

Pass/Fail grading is **NOT** an option for students in **REQUIRED classes**, unless a student's individualized education plan stipulates otherwise. Elective courses may be taken on a pass/fail basis, with the permission of the instructor, and the approval of the principal. **Any such request must be made to the instructor and approved by the building principal during the marking period.**

Weighted Grading

Additional weight is given for courses where the curriculum is significantly more challenging, such as College in the School (CIS) courses and International Baccalaureate (IB) courses. College courses taken by PSEO students, deemed by Rockford High School to be equivalent to its CIS courses, are eligible for weighted grading, per District Policy 620R. If a student takes a weighted class at Rockford High School, that student cannot receive weighted grading for the equivalent class taken at college.

Weighted Classes

Refer to District Policy 613R

Weighted classes will receive a two grade increment increase. On a 4.0 scale, weighted classes will be given a .66 boost. (Example: 3.0 grade in a weighted class on 4.0 scale becomes 3.66.)

Grades K-6

Standards Rubric

- 1 - Does Not Meet
- 2 - Partially Meets
- 3 - Meets
- 4 - Exceeds

NE - No evidence

__ - A blank entry indicates a standard has not been addressed during a given grading period.

Graduation Requirements [*]

Refer to District Policy 613R

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

Course Credits Required

In order to receive a diploma, students must successfully complete the following credits and comply with the following high school level course requirements as listed.

Required Areas of Study	Credits
English	8
Social Studies	7
Math (All students must complete Algebra II)	6
Science (All students must complete Chemistry or Physics)	6
Physical Education	1
Health	1
Fine Arts	2

Career & Technical	1
Electives	18
TOTAL	50

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

- Minnesota Academic Standards, English Language Arts K-12
- Minnesota Academic Standards, Mathematics K-12
- Minnesota Academic Standards, Science K-12
- Minnesota Academic Standards, Social Studies K-12
- Minnesota Academic Standards, Physical Ed. K-12
- Minnesota Academic Standards, Arts K-12

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the counselor or building principal.

Homework

Refer to District Policy 506 and 612.1

Homework assignments are determined by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians and family members to encourage their child(ren) to complete homework thoroughly and promptly. Students are responsible to request and complete the work that was missed during their absence(s) immediately upon return. A student (or parent) may also request homework prior to a student's return to school. Students and parents may also request homework in advance of an absence, or while absent.

Parent Right to Know [*]

If a parent/guardian 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.

Right to Review Curriculum and Tests

Refer to District Policy 606

Textbooks and instructional materials are a vital component of the school's curriculum and may be reviewed by parents upon request. District #883 has adopted a procedure whereby parents and/or staff may initiate a request for reconsideration of instructional materials. The final decision for the use of controversial material rests with the school board.

Post-Secondary Enrollment Options

Refer to District Policy 613R and 620

Tenth, eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by **March 1**. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the Rockford High School counselor by **May 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 Rockford High School counselor.

Repeating Courses

With the permission of the instructor and the administration, a student may elect to repeat a course at Rockford High School that he/she has passed, but that will not replace the previous grade that was earned.

Schedule Changes at Rockford High School

Schedule changes will be made the first three days of the semester per the following criteria:

- Did not receive a course required for graduation
- Registered and enrolled in a course for which you have not met the prerequisite
- Do not have a full schedule of seven classes per semester
- Received a course you did not request as an original or alternate during registration

- Students who request a “Guided Study Hall” after the start of the semester will be added at the midterm break. The dropped course and grade will be added to the student’s transcript.

Summer Programming

Refer to District Policy 623

For students who qualify, the school district may provide summer school learning opportunities. For more information, contact the Director of Teaching and Learning or the Special Education Coordinator.

Student Testing

In the spring, all students in grades 3-8, 10, and 11 take state tests to measure proficiency in the Minnesota Academic Standards. See the Teaching and Learning’s page on the district website, www.rockford.k12.mn.us, for more information.

Student Participation in Statewide Assessments

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. The Parent/Guardian Guide to Statewide Testing document provides some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. See Appendix 5.

Withdrawal Procedure

Please notify the school office and the teacher at least three days prior to withdrawing your child from school. You will be asked to indicate the last date of attendance and the name and address of the new school or school district. This information needs to be received by the school at least two days before the student’s last day of attendance. This will enable us to properly close our school records for your child. Also, our regulations require that we have your signature on a Release Form, obtained from the receiving school, giving us permission to forward your child’s records to the receiving school.

At the Rockford High School, the student needs to report to the counseling office the morning of his/her day of withdrawal. We are concerned about students who leave high school before completion. Should a student choose to withdraw from school, please:

- Contact a counselor to explore alternatives.
- Complete an Exit Interview.

- Obtain the Withdrawal Form from the counseling office.

- Return all books and pay all fees or fines.

PART III — RULES AND DISCIPLINE

Attendance [**]

Refer to District Policy 503R

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the “Student Attendance” policy on the district website at www.rockford.k12.mn.us.

Absence Notification

Parents/guardians are required to call the attendance line at 763-477-7525 or the building office staff by 2:45 pm each day a child is absent or tardy or it will be marked unexcused. Whenever an absence is pre-arranged (doctor, dentist, etc.) the student should bring a written permission slip from home in advance of the absence.

Excused Absence

Excused absences need to be verified upon the student’s return to school. Parents are requested to send a written excuse stating the reason for the absence; it must be dated and signed by the parent. Excused absences from school include, but are not limited to, student illness, medical or dental appointment, family emergency, religious observance or family vacation, and other absences which are pre-approved. While the school recognizes the value of family time and trips, we encourage parents to schedule trips that will coincide with scheduled school vacations.

Illness

Regular attendance at school is of utmost importance. However, we suggest that you do not send your child if he/she has a rash, fever, upset stomach, severe cold, undiagnosed red eyes, or sore throat. The school reserves the right to require medical verification in cases where student absences due to reported illness are excessive. From time to time, we receive notes from parents requesting that their child be excused from recess and/or physical education. Normally, children who are too ill to go outside for recess or participate in physical education are too ill to be at school. Any child who is to be excused from recess and/or physical education for an extended period of time must

have a doctor’s written excuse, which has been approved by our Health Service Office.

Make-up School Work

Make-up schoolwork may be obtained at the end of the school day after the third day of illness. Contact the school office the morning of the third day to make arrangements to have your child's make-up work prepared.

Tardies

Students arriving after the morning bell will be considered TARDY. Students must report to the school office to obtain a Student Pass to class. Tardies in which students have an excused pass from a teacher or administrator will not count against the student's attendance. There may be consequences for excessive tardiness (**3 or more per semester**).

Unexcused Absences or Tardiness

Absences or tardiness, which could have been avoided or prior approval was not made through the building principal's office, are considered unexcused. This absence includes when the student has been absent from school with the consent of the parents but the excuse presented by the parents is not acceptable to school authorities. Examples include oversleeping, shopping, babysitting, working from home and missing the bus.

Closed Campus

Rockford Area Schools maintain closed campuses. Students who leave the building without adult supervision or permission are in violation of school policy and are subject to school consequences. This includes student lunch time. Students who leave for any reason must sign out through the front office before they leave. **Notes to excuse an absence when a student leaves without signing out through the office will not be accepted and will be recorded as an unexcused absence.** Entrance to the school during the day is limited; all doors are locked for the protection of students and staff. During school hours, all visitors need to report to the school office.

Leaving During School Hours

All children need to be dismissed through the Main Office. Once the parent/guardian has completed the Student Sign Out Log, school office personnel will call the classroom requesting that the child report to the office for dismissal. Parents are strongly encouraged to send a note to their child's teacher indicating that they will be picking their child up early from school. No child will be allowed to leave his/her classroom early without authorization from the school office. We need your cooperation on this matter to assure the safety of your children.

Note to Parent: As a result of state and federal expectations, it is essential that our students be in attendance on all testing dates. Under Every Child Succeeds Act, school districts are required to test at least 95% of eligible children. As family plans are made, testing dates should be avoided. Should you have any concerns regarding testing times, please seek the advice of your child's teacher.

Vacation and Vacation Lesson Plans

The building principal and staff recognize the educational value of family trips, although we encourage parents to plan their trip to coincide with scheduled school vacations. Absences due to a family vacation should be arranged, in advance, with the building principal and make-up work should be arranged, with the teacher, before the child leaves school.

Withdrawal Procedure

Please notify the school office and the teacher at least three days prior to withdrawing your child from school. You will be asked to indicate the last date of attendance and the name and address of the new school or school district. This information needs to be received by the school at least two days before the student's last day of attendance. This will enable us to properly close our school records for your child. Also, our regulations require that we have your signature on a Release Form, obtained from the receiving school, giving us permission to forward your child's records to the receiving school.

Behavior

All students are required to cooperate in creating an atmosphere that will make learning possible. Any behavior that interferes with learning, regardless of the degree, is considered disruptive. Students should conduct themselves at all times in a manner that will reflect positively upon themselves and Rockford Area Schools.

Retaliation

Rockford Area Schools strives to protect students from retaliation for good faith actions in reporting behavior that is against the law or the district rules outlined in this handbook. Every reasonable effort will be made to stop retaliation immediately, to conduct a complete and thorough investigation of alleged acts of retaliation in a timely manner, and to provide prompt corrective action if retaliation is found to have occurred. Students found guilty of retaliation may face consequences up to and including expulsion.

Bullying Prohibition []**

Refer to District 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 expressly prohibited on school premises, on school district property, at school functions or activities, on school transportation and by misuse of technology. Any incidents need to be reported immediately to the building principal. For detailed information regarding the school district's "Bullying Prohibition" policy.

Buses – Conduct on School Buses and Consequences for Misbehavior []**

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

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

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

- Get to the bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.

- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

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

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

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

Bus Passes

Requests for students to ride a bus other than the designated bus, must be approved by an authorized school official. A bus pass must be presented to the bus driver before boarding. Under no circumstances will students be delivered to undesignated bus stops for social situations (i.e., birthday parties, sleepovers, Boy or Girl Scouts meetings, or other non-emergency events).

Transportation for day care changes must be completed using the Transportation Request Form three (3) school days prior to the date the change goes into effect. The forms are available at the Transportation Center or the school office.

Cell Phones and Other Electronic Communication Devices

Refer to District Policy 506 and 524R

Rockford Area Schools is committed to developing digital citizens who possess the skills to appropriately and responsibly use personal electronic devices. We encourage

students to leave electronic devices at home, but if brought to school, it is strongly encouraged they be turned off and kept in the student's locker during the school day. Students are prohibited from using cell phones, and other electronic communication devices during the instructional day, unless permission is given by the building principal or teacher. Appropriate use varies by developmental level; therefore, different expectations exist for elementary, middle, and high school level students. Electronic devices being used inappropriately during class will be confiscated. If an electronic device is confiscated, the parent will be contacted. Multiple violations will lead to disciplinary action.

At REAMS, cell phones are prohibited in classrooms.

At RMS-CES, students may appropriately use these devices before 7:50 a.m., during passing time, and after 2:45 p.m. in the school building. Electronic devices are allowed in the classroom during the school day with approval by a teacher for instructional purposes.

At RHS, personal electronic devices are allowed in the hallways and Commons before 8:00 a.m., during passing time, and after 2:50 p.m. in the school building. Occasional use of personal electronic devices is permitted during the school day with approval by a teacher.

All students are also 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, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device, this includes the search and seizure of district-issued Chromebooks and the files contained on the device and within the associated cloud storage accounts. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic 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 device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

The recording, filming or photography of students, staff members, or school activities on your personal electronic device without the written consent of administration is strictly prohibited. Anyone who engages in the practice of

sending, receiving, or possessing sexually explicit photos or messages (sexting) or inappropriate material will be subject to discipline up to and including expulsion. The school bears no responsibility if electronic devices are lost, stolen, or damaged anywhere on school property or off-campus at school-related events.

Discipline []**

Refer to District 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 on the district website at www.rockford.k12.mn.us.

District 883 Technology Devices

Student use technology devices may be available for students to loan from the school district. The mobile device loan program is designed to improve student achievement by expanding and enhancing technology access, collaboration capabilities, and creativity for students in their learning. Some of these devices include, but are not limited to chrome books, hotspots, laptops, and other program specific devices. The District 883 device loan agreement can be read in more detail (along with the care and usage) on the school website under technology.

Dress and Appearance

Refer to District 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 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 that is not in keeping with community standards.
- 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.
- Headgear, including hats or head coverings, is not to be worn in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

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

Refer to District Policy 418

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

District policy is not violated when a person brings a controlled substance 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.

Gambling

Participation in gambling activities for money or other collateral or incentives is prohibited on school grounds without a state-approved gambling license. Students who are found in violation of this expectation may be subject to disciplinary action up to or including suspension or expulsion.

Harassment and Violence Prohibition [*]

Refer to District Policy 413 and 525

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information on the school district's "Harassment and Violence Prohibition" policy, see the district website at www.rockford.k12.mn.us.

Hazing Prohibition [*]

Refer to District 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, see the district website at www.rockford.k12.mn.us.

Internet Acceptable Use

Refer to District Policy 524R

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

A copy of the school district's "Internet Acceptable Use" policy is available at www.rockford.k12.mn.us.

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.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form upon first attending classes at each school building or upon getting internet privileges reinstated.

Parking on School District Property

Refer to District Policy 527R

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit. For information, contact the building office;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by building office personnel;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations 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. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

Snowmobiles

As a convenience to students and families, students, age 14 years old or older who have completed a snowmobile safety course, are allowed to drive and park snowmobiles to Rockford Middle School or Rockford High School as a means of getting to and from school. A list of rules and designated parking places will be shared with drivers at the start of the winter season.

Visitors

Refer to District Policy 903

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices

Refer to District Policy 419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device (including vaping devices) in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or carries or uses an activated electronic delivery 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; Possession and Use of Tobacco, Tobacco-Related Devices and Electronic Delivery Devices" policy, see the district website at www.rockford.k12.mn.us. Contact any administrator if you have questions or wish to report violations.

Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district

property as a part of a traditional Indian spiritual or cultural ceremony.

Vandalism

Refer to District Policy 506

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

Weapons Prohibition

Refer to District 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; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students 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. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, go to the school district website at www.rockford.k12.mn.us.

There are situations where students may be asked to spend a period of time off campus due to behaviors inconsistent with district policy. In this case students are provided an alternate learning model wherein they can access curriculum and instruction via Google Classroom. This curriculum will be provided asynchronously (students learn at their own pace) or synchronously (live and online) depending upon the scheduled learning activities from individual classroom teachers.

PART IV — HEALTH AND SAFETY

Accidents

Refer to District Policy 806

All student injuries that occur at school or school-sponsored activities should be reported to the school nurse. 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 Director of Buildings and Grounds Office at the Rockford High School and is available on the district's website.

The school district has on file a complete and updated Management Plan for dealing with asbestos-containing building materials within the school district's buildings.

The Management Plan is available for viewing by interested parties during regular business hours at the District Office. Copies will be made available for reproduction at a nominal cost.

Rockford Elementary Arts Magnet School was designed without specifying or requiring the use of asbestos containing building materials. Rockford Middle School Center for Environmental Studies has asbestos inside fire doors. The asbestos containing materials at Rockford High School have been abated.

As required by federal law, the condition of asbestos in our schools is surveyed every six months and inspected every three years as part of an ongoing operations and maintenance program.

Plans for abatement projects as well as a listing of the previous year's projects, can be found on our website at www.rockford.k12.mn.us.

If you have any questions or concerns please contact Director of Building and Grounds at 763-477-9165, x4007.

Clean Indoor Act

The district's Clean Indoor Act contact person is Director of Buildings and Grounds, who can be reached by calling 763-477-9165 x4007.

Crisis Management

Refer to District Policy 806

The school district has developed a "Crisis Management" policy. The district has developed a district crisis management plan with school-specific areas. 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 lockdown drills, fire drills, and a tornado drill.

All school buildings have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and on file in the school district office. Facility diagrams and site plans have been provided to first responders, such as fire and law enforcement personnel.

Emergency Contact Information

Communications to parents/guardians will use contact information available. Please update your contact information through the Parent Portal to ensure that messages are sent to the correct locations in a timely manner.

In the event of an emergency, information will be communicated via one or more of the following methods, depending on the situation:

1. District-wide phone call placed to household phone number in the Parent Portal
2. Email to emergency contacts who have provided email addresses

3. Information posted on the school district website at www.rockford.k12.mn.us
4. Announcement on local TV and radio broadcasts.

Health Information

Refer to District Policy 420, 516, 518, 530 and 806

Communicable Diseases

Refer to District 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/guardian suspects that his/her child has a communicable or contagious disease, the parent/guardian 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.

DNR-DNI Orders

Refer to District Policy 518

The primary mission of the school district is education. DNR-DNI Orders (Do Not Resuscitate/Do Not Intubate) are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.

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) in Rockford Elementary Arts Magnet School next to the gym, at the Rockford Middle School in the gym and in the hallway by the District Office, at Rockford High School in the lunchroom near the gym, and by the third hallway entrance, in the hallway between the high school and community center, and at the community

center near the front desk. Tampering with any AED is prohibited and may result in discipline.

Health Service

The student health office is staffed throughout the day by a licensed practical nurse, registered nurse and/or secretarial staff. The health office staff works under the direction and supervision of a licensed school nurse.

At the beginning of each year and as changes occur; please alert the school nurse, and classroom teacher, if your child has a health problem that may affect his/her functioning. Also, promptly report to the nurse any communicable diseases, such as, strep throat, chickenpox, scabies, or head lice. Information will be kept confidential. If needed, the nurse is available for consultation with parents. If you need information about your child's health records contact the School Nurse at your child's school of attendance.

Students who become sick at school should report to the health office. In the event of an emergency, your student's safety is our first priority. We will immediately contact parent/guardian and 911, if necessary. Parent/Guardian contact information provided in the Parent Portal will be used. **Please keep emergency contact information/phone numbers updated in your Portal.**

Students who become sick at school should visit the Health Room located in the school office. If a child has a fever of 100° or higher, or other symptoms of illness, the parent will be notified. Health Office personnel only will contact the parent/guardian regarding health-related issues. The child should then be picked up from school. School health personnel are not permitted to administer treatment to your child unless previously arranged and then according to our medication policy. The health office personnel will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. A 24-hour fever-free period (below 100 degrees F) without the use of medication, is required prior to returning your child to school.

If you need information about your child's health records, contact the School Nurse at 763-477-5837 or via the school's website at www.rockford.k12.mn.us, to access contact information.

Immunizations

Refer to District Policy 530

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 or go to the district website at www.rockford.k12.mn.us for the district policy.

Medications at School During the School Day

Refer to District Policy 516

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

Medication Administration

The administration of prescription and over-the-counter medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed annually by a medical professional and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6. Prescription medications must come 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 self-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 individual health plan (IHP). The school district is to be notified immediately by the parent or student 18 years old or older in writing of any change in a student's prescription medication administration. The school Health Office does not stock or supply over-the-counter medication.

Medications must be picked up by a parent / guardian at the end of the school year. If medications are unclaimed or cannot be returned to the parent / guardian, school health staff are to keep the medications in their original container with label intact and store them in a secure, locked location. Periodically (for example once per year), health office staff are to contact the Wright County Sheriff's Office or Hennepin County Sheriff's office for pickup and disposal. If they are unable to pick up for disposal of medications, medications would be disposed of through Sharps Compliance, Inc. using their Take Away Medication Recovery System.

Epinephrine Auto-Injectors/Inhalers

Refer to District Policy 516

Minnesota law allows students to carry and use their inhalers/ EPIPENS if the licensed medication prescriber, parents and licensed school nurse agree the student has demonstrated appropriate knowledge and administration of the inhaler/ EPIPEN. A licensed medication prescriber's signed order for the Health Regulations and Procedures medication and parent signature must be on file in the school health office; this must include a statement to self-carry. Most elementary students need an adult to supervise their inhaler/ EPIPEN use to ensure adequate administration, frequency, technique, prescribed usage and safety. Parents are asked to provide an extra inhaler/EPIPEN to store in the health office in case the student's is left at home or lost. Students carrying these medications have the responsibility to use correctly and only for themselves. Students are asked to report to the health office if they use inhalers more than once during the school day. Students MUST report to the health office immediately if they use EPIPENS. Minnesota law allows, but does not require, school districts to maintain and administer EPI to a student or other individual who is determined to be having a severe allergic reaction, regardless of whether the student or other individual has a prescription for an auto-injector.

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

Over-the-Counter Medication

With over-the-counter medications (OTC), elementary and middle school students should follow the same policy as prescription medications. Please submit via fax or in person, the administering prescription medications form, which can be accessed at www.rockford.k12.mn.us, then click the respective school tab, then the health services tab” to access contact information and forms. OTC medication must be in its original bottle. No OTC medication will be administered to students unless the above provisions are followed.

The school health office does not stock or supply over-the-counter medications.

It is the responsibility of the parent/guardian to pick up prescription medication from the health office prior to the end of the school year. For the safety of all students these medications will not be sent home with the student. Please contact the health office staff if you need to make different arrangements otherwise the medication will be destroyed at the end of the year.

High school students will be allowed to carry non-prescription medications on their person, but the following rules apply:

1. The medication must be in the original container with label and dosage information intact, and must be administered in a manner consistent with the instructions on the label.
2. A “Medication Administration” form must be signed by a parent and submitted to the Health Services Office each year for the student to self-administer the non-prescription medication.
3. The student’s name must be handwritten on the container.

The student is not to share his/her medication with any other students. If any of the above rules are abused, the right will be canceled.

Screenings

Hearing, and vision screenings will be administered according to state guidelines or when requested by a parent or teacher. If a potential concern is discovered, a referral will be sent to the parent/guardian.

Student Accident Report Procedure

If an injury requires more than first aid, the school nurse is called to access the injury. If an injury requires more care than we can provide safely at school, the parents are called and the child is monitored at home or referred to a physician. If the accident requires immediate medical

attention that cannot be provided at school, 911 will be called. Reports of these injuries are written and turned into the building principal and filed in the student's health file.

COVID-19 Protocol

Students, staff, and visitors who exhibit symptoms consistent with COVID-19 must visit the school nurse immediately. District staff will follow protocols outlined from the Minnesota Department of Health and Minnesota Department of Education to mitigate exposure. These protocols may include contact tracing, quarantining, recommended testing, temperature checks, and more.

Pesticide Application Notice [*]

The school district may apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by **September 15** as to the school district’s plan to use these pesticides. In certain emergency-use situations (i.e. wasps), a pesticide may be used without notification. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the business manager at the Rockford Area Schools District Office, 763-477-9165.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is required to ensuring school safety.

Custody

In cases where parents are separated or divorced, and one parent has legal custody; the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order.

Visitors in District Buildings

Refer to District 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 school office upon

entering the building, with the exception of events open to the public.

School building doors are locked during the school day. At the elementary school, visitors may gain access to the building by going to REAMS door 1 and checking in at the main office. At the middle school building, RMS-CES visitors may gain access to the building by going to door 4 (located on the north side of the building) and ringing the buzzer.

District Office visitors may gain access by going to door 1 (located at the school's main entrance on Ash Street) and ringing the buzzer. Visitors at the Rockford High School may gain access to the building by going to RHS door 1 and ringing the buzzer. An office staff member will greet the

visitor and determine if the visitor should be permitted to enter the building.

All visitors will be required to sign in at the office and to wear a "visitor's 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.

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

APPENDIXES

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2. Rockford High School Academic Honors

Honors

Students in grade 12 that have maintained a 3.33 to 3.66 cumulative grade point average on a 4-point scale will receive Honors recognition.

High Honors

Students in grade 12 that received Honors recognition and also have earned an academic letter by maintaining a 3.67 or higher cumulative grade point average will receive High Honors recognition.

National Honor Society

Selection Process:

1. Students' academic records will be reviewed to determine scholastic eligibility. Students will be eligible beginning in 11th grade. Final GPA's from the previous school year will be used to establish the 3.5 requirement.
2. Students who are eligible scholastically will be notified by letter and invited to an informational meeting to review the remainder of the selection process.
3. Membership is not automatically conveyed simply because a student has achieved a specified level of academic performance. The selection process will focus on the remaining three criteria; leadership, character, and service.
4. Students will complete a Student Activity Information form. Each candidate is responsible to ensure that all necessary forms are returned by the given deadline. Late forms will not be considered in the selection process.
5. Faculty and staff will be given a list of all scholastically eligible students to rate accordingly regarding character and leadership qualities.
6. A committee consisting of five faculty members, chosen by the chapter advisor, will review the completed Student Activity Information Forms individually and complete a rating sheet on each candidate.
7. The chapter advisor will tally the rating scores for each candidate.
8. The chapter advisor will meet with the selection committee to review the scores of each candidate.

Students who receive a score of at least 50 (60 possible) will be invited to become a member of the National Honor Society. The committee will individually review the candidate files of those students who received a score of less than 50. A majority vote of the selection committee will determine the selection of these students. The chapter advisor has no vote.

9. Students will be notified by mail of the decision of the selection committee.
10. All documents used by the selection committee, including the Student Activity Information Form, faculty ratings, and other recommendation forms, are to assist the committee in making sound decisions regarding membership. Such documents are used only by the selection committee, the adviser, and the principal and are considered confidential.

Honor Roll

The Rockford High School Honor Roll will be published at the conclusion of each trimester approximately two weeks after the grading period ends. The Grade Point Average (GPA) will be calculated on current term grades. A grade of "D" or "I" will eliminate a student from eligibility for either the "A" or "B" honor roll.

"A" Honor Roll: Students in grades 9 through 12 who achieve a GPA of 3.67 or higher will be recognized on the "A" honor roll.

"B" Honor Roll: Students in grades 9 through 12 who achieve a GPA of 3.00 or higher, but less than 3.67 with no D's will be recognized on the "B" honor roll. Honor roll status is based on a 4-point scale.

3. Student Records [*]

Refer to District Policy 515

Independent School District No. 883 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;
 - e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to **20 U.S.C. § 7917**, part of the federal Every Child Succeeds Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
 - f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the FERPA is:

U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-8520

- g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and
 - h. That copies of the school district's policy regarding the protection and privacy of school records are located at each building office.
2. Independent School District No. 883 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
- a. It classifies records as public, private, or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. 883 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

- A. The information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.
- B. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.
- C. In order to make any or all of the directory information listed above "private" (i.e., subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:
 - (1) name of student and parent, as appropriate;

- (2) home address;
- (3) school presently attended by student;
- (4) parent's legal relationship to student, if applicable;
- (5) specific category or categories of directory information which is not to be made public without the parent's or eligible student's prior written consent.

5. Pursuant to applicable law, Independent School District No. 883 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers and post-secondary educational institutions without prior consent.

In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, *building principal*, by *September 15* each year. This written request must include the following information:

- (1) name of student and parent, as appropriate;
- (2) home address;
- (3) student's grade level;
- (4) school presently attended by student;
- (5) parent's legal relationship to student, if applicable;
- (6) specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions without prior consent;
- (7) specific category or categories of directory information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

Note: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

4. Student Surveys [*]

Refer to District Policy 520

CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **Independent School District 883** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental and psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical examinations and screenings.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the building principal. The building principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

5. Parent/Guardian Refusal for Student Participation in State Wide Assessments



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

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Consequences of Not Participating in Statewide Assessments

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

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



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

Additional Information

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

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

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

Student Information

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

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

- | | |
|---|--|
| <input type="checkbox"/> MCA/MTAS Reading | <input type="checkbox"/> MCA/MTAS Science |
| <input type="checkbox"/> MCA/MTAS Mathematics | <input type="checkbox"/> ACCESS/Alternate ACCESS |

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

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6. Grievance Procedure for Complaints of Discrimination

The following grievance procedure applies to claims of sex and disability discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy (*See district policies 102, 401, 402, 521, 522, 528*). The complaint must be filed within 30 calendar days of the alleged violation.
- B. The Human Rights Officer (*Building Principal*) is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.
- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take

appropriate action, and comply with any discovery or disclosure obligations.

INVESTIGATION

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- 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 other methods deemed pertinent by the investigator.
- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.
- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination. E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- E. The district shall comply with federal and state law pertaining to retention of records.

APPEAL

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY

The school district shall adopt and publish these procedures.

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 agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street- Suite 1475
Chicago, IL 60661
Tel: 312-730-1560 TDD: 312-730-1609

MN Department of Human Rights
190 E 5th Street
St. Paul, MN 55101
Tel: 800.657.3704, 651.296.5663
TDD 651.296.1283

For complaints of employment discrimination:

Equal Employment Opportunity Commission
330 S. 2nd Avenue, Suite 430
Minneapolis, MN 55401
800.669.4000, 612.335.4040
TDD 612.335.4045

7. Unpaid Meal Charges

Refer to District Policy 534R

I. PURPOSE

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 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.

II. PAYMENT OF MEALS

A. Students are issued a meal account when they enroll in the district. It is the parent(s)' or guardian's responsibility to make sure adequate funds are available in the meal account. Meal payments may be made online through the Infinite Campus Parent Portal for each individual student. Payments can be made in any school building office via cash or check.

B. If the school district receives school breakfast aid under Minnesota Statutes section 124D.1158 or lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance. All kindergarten students receive a breakfast without charge.

C. A student with an outstanding meal account balance will be allowed to receive a meal without providing payment. The cost of the meal will be added to the student's meal account balance.

D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance with the exception of a la carte items.

E. When a student has a negative five (-\$5) account balance, the student will not be allowed to charge a la carte items or a second additional entree .

F. Each student will have their own meal account number. A single common number for families with more than one student in the school system will not be used. Each student's account is managed separately

G. Families may apply for free or reduced price meal benefits at any time during the school year. Families need to apply annually for benefits. If the household size or income changes during the year, families can reapply. Applications are available online on the district website.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low starting at a positive ten (\$10.00) or less..

B. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than \$-10.00, not paid prior to end of the fiscal year, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to material, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;
2. students and families who transfer into the school district, at the time of enrollment; and
3. all school district personnel who are responsible for enforcing this policy.

B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

8. Activities: Attendance & Academic/School Regulations

Academic Eligibility

Students involved in activities are expected to maintain passing grades in **ALL** of their classes. There are participation penalties if students receive a failing grade.

Students failing a class/classes from the end of a marking period will have the opportunity to restore eligibility.

Further information can be obtained from the Activities handbook or the Activities Office.

Daily Class Attendance

Grade 7-12 students involved in athletics or activities must be in school or at a school-sponsored event all day to be eligible for competition. The exceptions to this rule are as follows:

- **7-12 students may have an excused absence from all or part of first and second period (approximately 10:30 a.m.). Parent or guardian must call the student in as ill/excused by 8:00 a.m. that morning.**
- 7-12 students may be excused for a medical appointment or other excused absence, in which case the absence will be allowed for any part, or all, of the school day. Upon returning to school, the student will furnish written notification from the medical office, verifying the visit.

The Activities Director will make the ultimate decision on a student's eligibility when there are extenuating circumstances to be considered.

Tardiness

Excessive tardiness on the part of activities participants may lead to disciplinary action taken by the school principal which may impact activity participation.

9. Fan Behavior Policy

Purpose

The schools of the Wright County Conference seek to provide a safe environment for athletes and fans at events and to that end expect fans to demonstrate good sportsmanship during athletic events. It is expected that all spectators will treat all athletic participants, coaches, and representatives of competing teams with respect at home and away interscholastic events.

Definitions

A. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.

B. Examples of good sportsmanship and respect for competing teams includes, but is not limited to:

1. Appreciating good play no matter the player.
2. Working cooperatively with contest officials and supervisors in keeping order.
3. Refraining from booing or making negative comments about officials or participants.
4. Showing respect for public property and staying off the contest floor or field.
5. Representing yourself and your school with proper conduct.

C. Examples of negative, inappropriate, or potentially unsafe fan behavior includes, but is not limited to the following:

1. Participating in disrespectful or derogatory yells, chants, songs, or gestures.
2. Booing, heckling, disrespectful criticism of officials.
3. Antagonizing or inciting fighting among fans or players.
4. Having on one's possession or using artificial noisemakers.
5. Acting in ways clearly contradictory to expectations for good sportsmanship.

General Statement of Policy

A. Administrators will be responsible for ensuring that an appropriate level of supervision is scheduled at all school contests. This might include coaches, supervisors, administrators and law enforcement officials.

B. Inappropriate or potentially unsafe fan behavior will not be tolerated.

C. Should fan(s) continue to act inappropriately or act egregiously, the following disciplinary action will be taken:

1. On the first offense, the supervisor or an administrator will informally sit with the fan, explain the impropriety of the behavior and warn of the consequences for future inappropriate behavior. This informal meeting can happen during or subsequent to the contest. Fans can be ejected on first offense for blatant or egregiously inappropriate behavior. Failure to leave school grounds when ejected will constitute trespass.
2. On second offense, the individual will be ejected from the contest, or suspended from the next contest, and warned that any future inappropriate behavior will result in a suspension for a set number of contests or for the remainder of the school year. Failure to leave school grounds when ejected will constitute trespass.
3. On third and subsequent offenses, the individual will be ejected from the contest. The individual will be either suspended from attending contests for a set number of contests or for the remainder of the school year at the discretion of the Activities Director. Failure to leave school grounds when ejected will constitute trespass.
4. For the purposes of this policy, behavior at home and away contests can count towards the first, second or third offenses in establishing the pattern and/or severity of negative or unsafe behavior.
5. For students, suspensions apply to all home or away events. For adults, suspensions apply to all home events, and fans will be informed that they are unwelcome at away contests.
6. Should an adult violate suspension, police will be notified and said individual will be charged with trespass. Should a student violate suspension, the police will be notified and the student charged with trespass as well as be subject to school sanctions determined by school officials.
7. Host school will inform the school officials of a visiting school of any behavior of a fan(s) that constituted a first, second or third offense.

D. The Activities Director or another school administrator may take reasonable and prudent actions not specified in this policy to deal with negative, inappropriate or potentially unsafe fan behavior.

10. Bullying Prohibition

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student; or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers,

networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy

shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to

appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with 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 Policy 515) in the student handbook.

VIII. NOTICE

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

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

IX. POLICY REVIEW

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

11. 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 students(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof 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.
- E. In Each School Building. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates **each building principal** as school district human rights officers to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹

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- 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.

12. 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.

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 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 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 conducts 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 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.



Handbook Acknowledgement Form 2022-2023

We have received a copy of the 2021-2022 Student Handbook for Rockford Area Schools - ISD 883.

Student Printed Name

Student Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

Date



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

Subject: REAMS Staff Handbook 2023-2024

Meeting Date: May 15, 2023

Prepared by: Brenda Nyhus

Date Prepared: May 11, 2023

Information Briefing Action Enclosure Item(s)

No major changes to REAMS Staff Handbook besides date changes since the April 1st read. Formatting and page numbers will be adjusted in the final version and placed on the district website once approved.



ROCKFORD ELEMENTARY ARTS MAGNET SCHOOL

STAFF HANDBOOK 2023-2024



OUR MISSION

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



Introduction

Welcome to the 2023-2024 school year!

Thank you for being a part of our Rockford Elementary Arts Magnet School family! I am looking forward to working with each of you as we make every effort to provide our students with extraordinary learning experiences.

We are beginning our twentieth year as an arts magnet school. As a magnet school, we will continue to integrate the arts into all subject areas, whenever appropriate. We will also continue to integrate our kindness project into each facet of our students' day. Together we can give our students the skills and opportunities to create a positive environment for learning and growing.

Our mission at Rockford Elementary Arts Magnet School is:

Rockford Elementary Arts Magnet School encourages student imagination, inquiry, and discovery by using an arts-infused academic curriculum that fosters critical thinking and creativity.

The information in this document is intended to supplement the Rockford Area Schools' District Handbook. The district handbook can be found on the district website at www.rockford.k12.mn.us and is intended to provide you with information pertinent to your employment with Rockford Area Schools. Please read it carefully. This supplement will provide you with REAMS specific information, procedures, guidelines for consequences, and general information.

At REAMS, we are a family. We care for our students, and each other. We also have many resources available to support you professionally. Please take advantage of them. When we work together, we are able to do great things for our students! I look forward to working with each of you to make 2023-2024 an outstanding school year!

Warmly,

Brenda Nyhus
Principal

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ROCKFORD AREA SCHOOL SCHOOLS CALENDAR FOR 2023-2024 SCHOOL YEAR

Approved 2-23-2022

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

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		







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

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

-  School Closed
-  Staff Development (no school for students)
-  Half Day Staff Development (no school for students)
-  Start of the quarter
-  End of the quarter
-  New teacher days

1st Qtr.	September 5 to November 3 =	42
2nd Qtr.	November 7 to January 18 =	43
3rd Qtr.	January 22 to March 21 =	43
4th Qtr.	April 1 to June 4 =	46
		174 days
		289

New Staff Days	8/15, 8/16	
Workshop Week	8/28, 8/29, 8/30, 8/31	4
SD Days/Work Days	11/06, 1/19, 3/22(5)	3
	6/05 (5)	
		174
		181
2 PM days = 16 hrs		183



INFORMATION

Arrival and Dismissal Hours

Classes begin at 8:05 a.m. and conclude at 2:55 p.m. The teacher duty day at REAMS is 7:20 a.m. until 3:20 p.m. Teachers should be prepared to begin professional duties at 7:20 a.m.

Staff who wish to access the building during non-school hours may do so, provided they have a fob and four digit security access code. All staff should use Door 1 when entering and exiting the building during non school hours to ensure the building remains secure. The panel to arm and disarm the security panel is located inside Door 1, near room 10. Staff will also need to sign the clipboard hanging below the security panel to indicate the times they were in the building.

The REAMS office is open from ~~7:00~~ a.m. until ~~4:00~~ p.m.

Parent Teacher Conferences

Parent and teacher conferences will be held four times during the school year. Scheduled conference dates for the 2023-2024 school year are: November 6 and 9, 2023 and March 14, 2024 and March 18, 2024. Additional conferences and/or reports will be used throughout the year as needed. For more information, contact the building principal.

PROCEDURES

Classroom/Equipment

Any maintenance or technology classroom/equipment needs should be entered into FMX; which is the district's routing system for maintenance and technology requests.–Additional electronic equipment is available for check-out through the Media Center. Classroom purchases must be approved by the building principal. Any new equipment and/or classroom materials (textbooks, etc.) should be brought to the Media Center to be given barcodes. Please encourage students to cover books and care for equipment.

Conference Rooms/Computer Labs

Computer labs (Media Lab and PIE Lab) need to be scheduled using FMX; the system which is the district's new facilities and technology scheduling system. Please contact REAMS principal's secretary for scheduling of REAMS Office Conference Room.

Cumulative Records

Refer to District Policy 515

Student cumulative records are kept in the office for all students. Any staff member who views the file must sign the student's file folder and the cumulative record sign-out sheet.

A staff member may view a student's cumulative record if they have legitimate education interest, which 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 education data.

Daily Attendance

Refer to District Policy 503R

Attendance (tardies and absences) must be recorded at the beginning of the day in Infinite Campus. Students who arrive late to school must check into the office first to be issued a pass to class.

Email

Email will be used to communicate important information. Staff are expected to check email regularly.

Field Trips

Refer to District Policy 610

Field trips and other school-sponsored trips are considered extensions of the school learning environment. All rules and regulations must be followed and enforced. Permission slips are utilized to notify parents prior to a field trip. Please complete a Transportation Request available in the office and on the school website to ensure that all school departments impacted by field trips, such as transportation, health office and food service are notified. This form should be completed within two weeks of the experience. All forms should be turned into the Office for approval.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records, and lunch account information through the Parent Portal. Student grades must be updated weekly to ensure that parents have timely access to information.

iTeam

In Tier I of the RtI framework, all students receive high-quality, arts-infused core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core curriculum, teachers may refer the student to the iTeam; who will determine if Tier II instruction, such as supplemental instruction, strategies, and/or programs would be appropriate. The iTeam referral form can be found on the district website and should be turned in to the school counselor.

Mailboxes

Staff mailboxes should be checked daily.

Media Services

The Media Center is open from 7:30 a.m. to 3:00 p.m. Students are welcome in the Media Center during the school day and before 7:50 a.m. or after 2:45 p.m. when a supervisor is present.

Outdoor Activities

Outdoor activities are encouraged when appropriate and weather permitting at REAMS. To ensure the safety of students and staff, please follow these expectations when taking students outside: 1. Let the office staff know when you are taking your class outside during a time that is not regularly scheduled. 2. Never prop open or unlock exterior doors.

Parent Communications

Communication between parents and teachers is vital. Teachers are strongly encouraged to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child's grade is below passing.

Teacher websites through Fusion are another extremely valuable communication tool. Each class page must, at the minimum, include:

1. Contact information
2. A brief course description
3. Timely information (ideally, this information will include upcoming assignments, due dates, and other pertinent information)
4. Website tools in use (tools not in use should be hidden)

Teachers are encouraged to use their websites to communicate information about upcoming assignments and events; share resources; and provide other pertinent course information.

Additional opportunities to communicate about what's happening in the classroom include, but are not limited to, weekly bulletins, monthly newsletters, the Rocket Report, emails, and phone calls.

Professional Duty

Refer to District Policy 406

All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers.

Retention

Refer to District Policy 513

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school counselor or building principal.

Student Announcements

Daily Announcements are the means with which we can communicate valuable information with students in a timely manner. Teachers should share "Student Announcements" each day with students.

Student Progress

Teachers should discuss possible interventions for students who are not making adequate progress and to make appropriate interventions. These interventions may include a student meeting, parent conference, iTeam referrals, or academic support. Parents must be contacted before a failing grade is assigned for a grade.

Student Release from School

Refer to District Policy 503

Students who need to leave the building during school hours must be checked out by a parent or guardian in the school office.

Student Testing

Assessments used to evaluate student achievement and progress include:

NWEA/MAP Math and Reading (grades 3-4)

MCA Reading and Math (grades 3-4)

FAST Assessment Math and Reading (grades K-2)

ACCESS for ELL

A report of all state assessment tests is provided to parents at fall conferences to provide information about their child's abilities and progress. The assessment results are reviewed by staff to develop plans to improve students' learning, review curricular alignment to state standards, and identify areas of academic need.

Student Use of Personal Technology

Students are expected to use technology appropriately and in accordance with the district's internet use agreement. Teachers have the responsibility to communicate expectations for technology use in their classrooms. If a teacher needs additional support in enforcing their expectations, the Stop and Think Room is a resource available.

Supervision

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways or at the bus drop-off areas during their scheduled time.

GUIDELINES for STUDENT CONSEQUENCES

Refer to District Policy 506

When a student violates district policy, disciplinary action will be taken. Consequences for breaking the discipline policy will be determined by the principal or principal designee and will be in accord with district policies. Consequences for violating the discipline policy include, but are not limited to, the following: student conference with teacher, principal, counselor or other school district personnel, and verbal warning; parent contact; parent conference; removal from class; lunch detention; in-school suspension; suspension from extracurricular activities; detention or restriction of privileges; loss of school privileges; in-school monitoring or revised class schedule; referral to in-school support services; referral to community resources or outside agency services; financial restitution; referral to police, other law enforcement agencies, or other appropriate authorities; a request for a petition to be filed in district court for juvenile delinquency adjudication; out-of-school suspension under the Pupil Fair Dismissal Act; preparation of an admission or readmission plan; expulsion under the Pupil Fair Dismissal Act; exclusion under the Pupil Fair Dismissal Act; and/or other disciplinary action as deemed appropriate by the school district.

Federal, State or Local Law

The violation of any state or local law or the violation of any federal law is unacceptable behavior.

Removal from Class

Teachers are responsible to attempt to modify disruptive student behavior through means such as conferring with the student, using positive reinforcement, implementing consequences, and/or contacting parents/guardians. When such measures are not effective, a teacher may ask the student to go to the “Stop and Think Room” for minor behaviors. Students who are sent to the “Stop and Think Room” will work with an adult to identify the behavior that resulted in removal from class, take responsibility, and identify appropriate future behaviors. The goal is to correct the behavior and return the student to class so that he/she does not miss class time. An email will be sent home communicating that the student visited the Stop and Think room to correct a behavior, but will not include specifics about the incident. If a student refuses to participate in the “Stop and Think” process, the student will be referred to an administrator.

An administrator will be notified immediately if a student exhibits a major behavior, such as possession of drugs or weapons, and the administrator will remove the student from the classroom.

Lunch Detention

A lunch detention may only be assigned by an administrator.

In-School Suspension

ISS may be assigned by an administrator for partial or full day(s). A student in ISS is expected to complete academic responsibilities, whenever possible.

Out-of-School Suspension

The existence of in-school suspension does not eliminate the possibility of out-of-school suspension as a disciplinary measure. Repeated or severe violations of school policy; drug dealing or trafficking; conduct which poses a threat to the safety of pupils, personnel, or school property; or non-compliance may all be reasons for suspension from regular school attendance.

Grounds and procedure for suspension will be determined by the principal and will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56 (<http://education.state.mn.us/mde/static/000099.pdf>). A provision of readmission for all suspended students is a conference with the parent/guardian and the principal.

It is the position of the school district that a fair and equitable discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student.–It is Rockford School District policy to discourage the use of any force or corporal punishment; however, reasonable force may be used upon or toward the student without the student's consent in the exercise of lawful authority to restrain a student.

<i>Policy 413</i>	<i>Sexual, Racial And Religious Harassment And Violence</i>
<i>Policy 418</i>	<i>Drug-Free Workplace/Drug-Free School</i>
<i>Policy 419</i>	<i>Tobacco-Free School</i>
<i>Policy 501</i>	<i>School Weapons</i>
<i>Policy 502</i>	<i>Search of Student Lockers, Desks, Personal Possessions and Student's Person</i>
<i>Policy 503</i>	<i>Student Attendance</i>
<i>Policy 504</i>	<i>Student Dress And Appearance</i>
<i>Policy 507</i>	<i>Corporal Punishment</i>
<i>Policy 514</i>	<i>Bullying Prohibition</i>
<i>Policy 524</i>	<i>Internet Acceptable Use</i>
<i>Policy 526</i>	<i>Hazing</i>
<i>Policy 709R</i>	<i>Student Transportation Safety</i>

GENERAL INFORMATION

Crisis Management

Refer to District Policy 806

Five (5) fire, one (1) tornado, and five (5) lock-down drills will be held at intervals throughout the year. It is important to regard these drills seriously and follow procedures as necessary in the case of an actual emergency. The exit routes are posted in every room and staff are expected to be familiar with them.

Observance of the following rules will help to ensure safety in the event of an emergency:

Fire

Staff Responsibilities:

- Bring red clipboard with current class rosters
- Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)
- Keep students together in safe area
- Return to the building when an all-clear signal is given by the building principal/designee
- Observe individual evacuation plans for student w/special needs

Lock-down

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

- The building principal/designee will issue lock-down procedures by announcing a warning over the PA system
- All students, staff, and visitors will be directed to classrooms
- Lock classroom doors
- Stay away from windows and doorways
- Remain in classroom until an all-clear signal is given by building principal/designee

The Blue Team

The Blue team at each respective school is a group of staff members certified in First Aid and CPR that respond to medical emergencies. These staff members have specific roles to allow for a safer and more efficient response. Meetings and drills will be organized and implemented throughout the school year as needed.

Distribution of Materials for Outside Groups

Principal or designee must approve all materials from outside groups prior to distributing within the school. This includes information posted in public spaces.

End-of-Year Procedures

Staff is expected to follow all end-of-year procedures as outlined by the principal.

Food Service

Taher, Inc. handles the food service in our district. If a staff member would like a lunch account set up, please contact Mary Spike (spikem@rockford.k12.mn.us).

Adult Lunch: \$4.95

Milk: \$.60

Illness and Injury

Student Injury - When a student injury occurs, the teacher who witnesses the accident is responsible to prepare and sign the **Student Accident Report** (found online under Staff) detailing the incident. This report can be completed by the teacher and the health care attendant (or school nurse). This report is filed in the student's health file. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness – Illnesses during the day should be reported to the office.

Staff Injury - All staff members are covered under Minnesota Worker's Compensation Act. Work injuries

must be reported to the principal within 24 hours of the injury.

Leaving School Premises

Staff must notify the office when it is necessary to leave the school building during school hours.

Absences

All absences must be entered into Kelly Services (see RAS Staff Handbook for details) in a timely fashion. Detailed lesson plans should be available to substitutes, including all necessary instructional materials or information for how to find those materials. Any necessary instructional materials and/or information should be communicated to a colleague - not the office - to print and copy for the substitute. A folder must be prepared and readily available in the classroom for substitutes that includes, but is not limited to:

- Emergency procedures and building map
- Daily schedule, including information about prep and lunch
- Seating charts
- Supervision responsibilities, if applicable
- Stop and Think - referral forms and explanation
- Relevant student information (medical needs, IEP accommodations, etc...)
- Names and contact information for staff members who can help if questions arise

Lost and Found

A lost and found is located in the lunchroom and in each grade level hallway for clothing and non-valuable items. Valuable items should be brought to the office (jewelry, calculators, iPods, cell phones). Items not claimed at the end of the year will be given to a local charity.

Money

The method of collecting money from students for class projects or field trips is to use Infinite Campus, our online payment system. If a need arises to collect money from students, work with the REAMS office. Teachers should not collect or store money in their classrooms.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers or in Rockford Area Schools' publications. Parents may request that their child's photographs and name not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Purchasing/Receiving

When placing and/or receiving orders, please follow the district procedures. Procedures are located on the district website.

Recycling

Refer to District Policy 805

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

Security

All staff are expected to wear their ID at all times. If a staff member encounters an adult who is not wearing a visitor's badge, the staff member should politely direct the visitor to the elementary school office.

- **Video Surveillance:** REAMS is equipped with video cameras in an effort to maintain the health, welfare and safety of students, staff and visitors as well as the protection of school property.

- **Visitors:** All visitors and volunteers must report to the office and receive approval and a visitor's badge. Students bringing visitors to school requires prior approval by administration. Administration reserves the right to deny or approve any visitors.

Student Publications

Refer to District Policy 505, 512, 904

Posters, signs, and circulations must be approved by administration 24 hours prior to the desired distribution time. For non-school persons, approval needs to be obtained five (5) days in advance.

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520

Surveys must be pre-approved by the superintendent.

PART VI - APPENDIX

Policy Cross Reference Table

Topic Policy Number(s) Accidents 806 Alternative Educational Opportunities 605 Attendance 503R Bullying Prohibited 514 Cell Phone and Pagers 506 Class Assignments 515 Complaints 103 Course Credits Required 604 Crisis Management 806 Discipline 506 Drug-Free School and Workplace 417, 418 Emergency Contact Information 515 Employee Directory 406 Employment Background Checks 404 Equal Access to School Facilities 801 Extended School Year 508 Field Trips 610 Fundraising 511 Gifts to Employees 421 Graduation Requirements 613R Harassment and Violence Prohibited 413 Hazing Prohibited 526 Health Information 420, 516, 518, 530, 806 Homework 506, 612.1 Internet Acceptable Use 524 Interviews of Students by Outside Agencies 519 Nondiscrimination 102, 401, 521, 522, 528 Notification of Violent Students 529 Parking on School District Property 527R Pledge of Allegiance 531 Post-Secondary Enrollment Options 620R Schedule 602 School Activities 510 School Closing Procedures 806 School Calendar 602 Searches 502, 527R Student Dress and Appearance 504 School Promotion and Retention 513 Student Publications and Materials 505, 512 Student Records 515 Student Surveys 520 Summer School 623 Tobacco-Free Schools 419 Transportation of Public-School Students 707, 709, 710 Vandalism 506 Video and Audio Recording 711, 712 Visitors in School District Buildings 903 Weapons Prohibited 501



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

Subject: RMS-CES Staff Handbook 2023-2024

Meeting Date: May 15, 2023

Prepared by: Paul Warzecha

Date Prepared: May 11, 2023

Information Briefing Action Enclosure Item(s)

There are no significant changes made since the April 1st read. Formatting and page numbers will be adjusted in the final version and placed on the district website once approved.



ROCKFORD MIDDLE SCHOOL CENTER FOR ENVIRONMENTAL STUDIES

STAFF HANDBOOK 2023-2024



OUR MISSION

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

Welcome to the 2023-2024 school year!

Thank you for being a part of our Rockford Middle School – Center for Environmental Studies team! I look forward to working with each of you as we strive to provide our students with extraordinary learning experiences!

RMS-CES is beginning our thirteenth year as a Science, Technology, Engineering and Mathematics magnet school. As a magnet school, we integrate STEM principles into all subject areas whenever appropriate. Our specific focus is our environment and all it encompasses. Not only is our environment constantly with us, it's a never ending source of real-world teachable moments. We also adhere to research-support best practices for adolescent learners, including making cross-curricular connections, providing hands-on learning experiences, connecting learning to the world, and perhaps most importantly, creating relationships and connections that make our students feel a part of their school.

Our mission at Rockford Middle School – Center for Environmental Studies reads as follows:

In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire and educate globally minded Citizens. We work diligently to help students understand intent, interaction and impact as it relates to STEM principles, Environmental issues and Social Emotional Learning

This information is a supplement to the Rockford Area Schools' District Handbook. The district handbook can be found on the district website at www.rockford.k12.mn.us and is intended to provide you with information pertinent to your employment with Rockford Area Schools. Please read it carefully. This supplement will provide you with RMS-CES specific information, procedures, guidelines for consequences and general information.

At RMS-CES, we are a team. When we work together, we are able to do great things for our students! One of our greatest resources is each other. I look forward to working with each of you to create excellent opportunities for our students!

Sincerely,



Mr. Paul Warzecha
Principal, Rockford Middle School - Center for Environment Studies

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- Cumulative Records
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INTRODUCTION

This handbook includes an overview of District #883 policies, regulations, and procedures about student rights and responsibilities. Those documents are updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since the previous version was printed in fall 2022. District policies can be found on our website at www.rockford.k12.mn.us. If you have questions or would like more information about a specific issue, please contact the building principal.

MISSION

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

VISION

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

CORE VALUES

Excellence: To be our best, expect our best; to be inspired daily to become the very best we can be

Students First: A safe, healthy environment to challenge, engage and inspire all students

Community: It's about all of us, all the time

Integrity: Align actions and words with values and beliefs while respecting differences

Stewardship: Care and responsibility with our resources including natural and social environments

Student Experience: All students have access to engage in a rich arts and academics environment, and an abundance of extracurricular opportunities

STRATEGIC DIRECTIONS

1. Improving our educational programs and partnerships
2. Aligning and developing proactive training and response protocol for increased safety and security
3. Improving supports for students and their learning
4. Strengthening instructional practices, processes, curriculum and assessment
5. Improving parent, community and staff awareness and engagement.

2023-2024 DAILY STUDENT SCHEDULE

Teacher hours: 7:20 a.m. to 3:20 p.m.

Student building hours: 7:30 a.m. to 2:45 p.m.

GRADE 5		
PERIOD	START	END
Period 1	7:50	8:45
Period 2	8:49	9:44
Period 3	9:48	10:43
Lunch	10:44	11:14
Boost	11:18	11:48
Period 4	11:52	12:47
Period 5	12:51	1:46
Period 6	1:50	2:45

GRADE 6		
PERIOD	START	END
Period 1	7:50	8:45
Period 2	8:49	9:44
Period 3	9:48	10:43
Period 4	10:47	11:42
Boost	11:46	12:16
Lunch	12:17	12:47
Period 5	12:51	1:46
Period 6	1:50	2:45

GRADE 7		
PERIOD	START	END
Period 1	7:50	8:45
Period 2	8:49	9:44
Period 3	9:48	10:43
Period 4	10:47	11:42
Lunch	11:43	12:13
Boost	12:17	12:47
Period 5	12:51	1:46
Period 6	1:50	2:45

GRADE 8		
PERIOD	START	END
Period 1	7:50	8:45
Period 2	8:49	9:44
Period 3	9:48	10:43
Boost	10:47	11:17
Lunch	11:18	11:48
Period 4	11:52	12:47
Period 5	12:51	1:46
Period 6	1:50	2:45

Employee Directory

To leave a message for a staff member, please dial (763) 477-5831. When prompted, dial the 4-digit extension number (2 + room number). Begin recording your message after the tone. Please note the custodial (x2040) and food service staff (x2050) have one general voicemail for each department.

SCHOOL BOARD	
Eric Gordee	Chair
Amy Edwards	Vice Chair
Jessica Johnson	Clerk
Jamie Hillstrom	Director
Beth Praska	Director
Jenny Kneeland	Treasurer
Jeff Ridlehoover	Superintendent

Office	EXT	EMAIL
Paul Warzecha – Principal	2002	warzechap@rockford.k12.mn.us
Wirth, Molly – Counselor (Grades 5 & 7)	2600	wirthm@rockford.k12.mn.us
Support Staff		
Palmer, Monica-Principal's Secretary	2000	palmerm@rockford.k12.mn.us
Robertson, Stacey – Student Services Secretary	2004	robertsons@rockford.k12.mn.us

Staff		
AgriScience Ramstad, Joseph	ramstadj@rockford.k12.mn.us	10
Art Gunderson, Sarah	gundersons@rockford.k12.mn.us	307
EL Bird, Krista Bartels, Emily	birdk@rockford.k12.mn.us bartelse@rockford.k12.mn.us	125
EXCEL Biorn, Holly	biornh@rockford.k12.mn.us	123
Language Arts/Reading Hendrickson, Jan - 8 th Gr Udalla, Janee - 7 th Gr Korzendorfer, Cassandra - 6 th Gr Mateyka, Kristine - 5 th Gr	hendricksonj@rockford.k12.mn.us udallaj@rockford.k12.mn.us korzendorferc@rockford.k12.mn.us mateyak@rockford.k12.mn.us	119 116 112 109
Math Noonan, Daniel – 8 th Gr Sharp, Rachel – 7 th Gr Petroski, Steve – 6 th Gr Nolby, Kristen – 5 th Gr	noonand@rockford.k12.mn.us sharpr@rockford.k12.mn.us petroskis@rockford.k12.mn.us nolbyk@rockford.k12.mn.us	120 114 113 103
Music Augsburger, Miriam - Choir Bauer, Britta - Band	augsburgerm@rockford.k12.mn.us bauerb@rockford.k12.mn.us	310 311
Nystrom (School-based Therapy)		

Munson, Cameron	cameronmunson@nystromcounseling.com	108
Physical Education/Health Hester, Jason- PE Roelofs, Joe – Health, PE	hesterj@rockford.k12.mn.us roelofs@rockford.k12.mn.us	Gym 107, GYM
Science Abbi Budde– 8 th Gr Sarsland, Corina – 7 th Gr Werth, Elisabeth – 6 th Gr Oliverius, Hannah – 5 th Gr	primusa@rockford.k12.mn.us sarslandc@rockford.k12.mn.us werthe@rockford.k12.mn.us oliveriush@rockford.k12.mn.us	122 124 106 101
Social Studies Weston, Riley – 8 th Gr Kaufman, Abbey – 7 th Gr Wilts, Bonnie - 6 th Gr Miller, Kelly-5th Gr	westinr@rockford.k12.mn.us kaufmana@rockford.k12.mn.us wiltsb@rockford.k12.mn.us millerk@rockford.k12.mn.us	118 115 111 102
Speech Bartels, Emily	bartelse@rockford.k12.mn.us	125C
Special Education Bartels, Emily Belanger, Amy – DCD/LD Bowen, Kirstin – LD Schnettler, Lanaya T&D Sanner, Tracy – EBD/ASD	bartelse@rockford.k12.mn.us belangera@rockford.k12.mn.us bowenk@rockford.k12.mn.us fredericksenl@rockford.k12.mn.us sannert@rockford.k12.mn.us	125B 305 125 121 304
STEM Literacy Madson, Jamie Russell, Beth	madsonj@rockford.k12.mn.us russellb@rockford.k12.mn.us	303 301
Writing Beattie, Amber	beattia@rockford.k12.mn.us	110
SUPPORT STAFF		
Custodial Kasheimer, Pat Bourdon, Robert	kasheimerp@rockford.k12.mn.us bourdonrw@rockford.k12.mn.us	
Media Center Binsfeld, Kaari - Paraprofessional	binsfeldk@rockford.k12.mn.us	
Health Services Morgan, Becca - District Nurse Braun, Natalie - Building Nurse	morganb@rockford.k12.mn.us langfordn@rockford.k12.mn.us	RHS Health Office RMS-CES Health Office
Stop and Think/Safety Specialist Nyerkeh, Mulbah	nyerkeh@rockford.k12.mn.us	109

Link to the online district parent/academic calendar: 2023-2024 [School Year Calendar](#)
INFORMATION

Arrival and Dismissal Hours

Classes begin at 7:50 a.m and conclude at 2:45 p.m. The teacher duty day at RMS-CES is 7:20 a.m. until 3:20 p.m. Teachers should be prepared to begin professional duties at 7:20 a.m.

Staff who wish to access the building during non-school hours may do so provided they have a fob and four-digit security access code. If you enter the building during non-school hours or are the first in the building please use Door 1 when entering and exiting the building during non-school hours to ensure that the building remains secure. The panel to arm and disarm the security panel is located inside Door 1, near room 10. Staff will also need to sign the clipboard hanging below the security panel to indicate the times they were in the building.

If you are not the first person in the building please feel free to enter either in Door 1, 4, or 13 making sure that the door closes tightly behind you. Please never open a locked door in order to let any student or parent into the building. Direct any visitor to the office.

The RAS District Office is open from 8:00 a.m. until 4:00 p.m.

Parent Teacher Conferences

Parent and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for the school year, please check out the academic calendar in Part 1 of the handbook or contact the building office.

PROCEDURES

Classroom/Equipment

Any maintenance or technology classroom/equipment needs should be entered into FMX; this is the district's routing system for maintenance and technology requests. Additional electronic equipment is available for check-out through the Media Center. Classroom purchases must be approved by the building principal. Any new equipment and/or classroom materials (textbooks, etc.) should be brought to the Media Center to be given barcodes. Please encourage students to cover books and care for school equipment.

Conference Rooms

Conference rooms need to be reserved or scheduled using the FMX system which is the district's facilities and technology scheduling system.

Cumulative Records

Refer to District Policy 515

Student cumulative records are kept in the office for all students. Any staff member who views the file must sign the student's file folder and the cumulative record sign-out sheet.

A staff member may view a student's cumulative record if they have legitimate educational interest, which includes queries 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.

Daily Attendance

Refer to District Policy 503R

Attendance (tardies and absences) must be recorded at the beginning of each hour in Infinite Campus. Students who arrive late to school must check into the office first to be issued a pass to class. Please be diligent in tracking attendance so that we can best support students.

Email

Email will be used to communicate important information. Staff are expected to check email at the beginning and end of each day, at minimum and respond in a timely manner. If you need support or guidance in how to best respond to an email please contact the building principal.

Field Experiences

Refer to District Policy 610

Field experiences and other school-sponsored trips are considered extensions of the school learning environment. All rules and regulations must be followed and enforced. Permission slips are utilized to notify parents prior to a field experience. Please complete a Transportation Request available in the office and on the school website to ensure that all school departments impacted by field experiences; such as transportation, health office and food service are notified. This form should be completed within two weeks of the experience. All forms should be turned into the Office for approval.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records and lunch account information through the Parent Portal. Student grades must be updated **weekly** to ensure that parents have timely access to information. Any sudden change in student performance, especially if it results in a failing grade mandates an attempted contact to parents/guardians.

iTeam

In Tier I of the Rtl framework, all students receive high-quality, scientifically-based core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core curriculum, teachers may refer the student to the iTeam; the iTeam will determine if Tier II instruction (e.g. supplemental instruction, strategies and/or programs) would be appropriate. The iTeam referral form can be found on the district website and should be turned in to the school counselor.

Learning Targets

At RMS-CES, we are committed to providing students with clear daily learning targets, assessing students regularly to determine whether or not they are meeting the targets and providing students with meaningful feedback to help them achieve the learning targets. Learning targets should be posted daily in all classrooms as “I can” statements using student-friendly language. RMS-CES also posts Learning Targets and/or other classroom information each day on our webpage for parent/student access.

Mailboxes

Staff mailboxes should be checked daily.

Media Services

The Media Center is open from 7:30 a.m. to 3:00 p.m. Students are welcome in the Media Center during the school day and before 7:50 a.m. or after 2:45 p.m. when a supervisor is present.

Outdoor Learning

Outdoor learning is a vital part of our curricula at RMS-CES. To insure the safety of students and staff, please follow these expectations when taking students outside:

1. Check-out a walkie-talkie from the office to bring with you and note where your class will be outside
2. **Exit and enter through doors 1 (near District Office), 4 (near RMS-CES Office), 13 (near room 122) or 17 (near room 107); all of which have fob entries. Please do not ring the District Office to be admitted.**
3. **Never prop open or unlock exterior doors**

*[Please consult the RMS-CES Outside Learning Procedures](#)

Parent Communications

Communication between families and teachers is vital. Teachers are required to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child’s grade decreases dramatically or is below passing.

Teacher websites and profiles are another extremely valuable communication tool. Each class page must, at the minimum, include:

1. Contact information
2. A brief course description
3. Timely information (ideally, this information will include upcoming assignments, due dates and other pertinent information)
4. Website tools in use (tools not in use should be hidden)

Teachers are encouraged to use their websites to communicate information about upcoming assignments and events, share resources and provide other pertinent course information.

Additional opportunities to communicate about what is happening in the classroom include, but are not limited to: weekly parent bulletins, the Rocket Report, emails, and phone calls.

Professional Duty

Refer to District Policy 406

All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers. Jeans should be reserved for Fridays, field trips, messy classroom work or special occasions when Rockford spiritwear is encouraged.

Retention

Refer to District Policy 513

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school counselor or building principal.

Staff Announcements

Staff Announcements are the means with which we can communicate valuable information with staff in a timely manner. These should be viewed each morning for important updates/announcements.

Student Progress

Teachers should discuss possible interventions for students who are not making adequate progress and to make appropriate interventions. These interventions may include a student meeting, family conference, iTeam referrals or academic support.

Student Release from School

Refer to District Policy 503

Students who need to leave the building during school hours must be checked-out by a parent or guardian by calling the office and/or ringing the camera at Door 4 to release the student. Notes sent by parents should be submitted directly to the office.

Student Testing

Assessments used to evaluate student achievement and progress include:

- FAST Reading and Math Testing (grades 5-8)
- MCA Reading and Math (grades 5-8)
- MCA Science (grades 5 & 8)
- ACCESS for ELL (grades 5-8)

A report of all state assessment tests is provided to parents at fall conferences to provide information about their child's abilities and progress. The assessment results are reviewed by staff to develop plans to improve students' learning, review curricular alignment to state standards, and identify areas of academic need.

Student Use of Personal Technology

Students are allowed to bring cell phones and personal electronic devices into the building for use before and after school, during passing periods, and during lunch / recess. Students are not allowed, unless pre-approved by the teacher, to use or have their electronic device accessible during class. If a student violates the teacher's policy, the device can be confiscated and returned to the student at the end of the day. If a student has multiple violations, the device will be given to building administration and they will contact the parent/guardian for retrieval.

Use of audio on student personal technology if not accompanied with personal earbuds / headphones is prohibited.

The use of electronic devices to create, distribute, or post recordings, either audio or video, of any school activities, classroom, student, or school employee without prior approval of a building administrator or the use of electronic devices in locker rooms, classrooms, or other areas requiring a secure and/or distraction-free setting are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with district policy. This expectation applies to all school buildings, school grounds, and school property, 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. This expectation 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.

Student Withdrawals

Students who withdraw must complete a check-out form prior to leaving the school. The check-out form will be provided to the student in the office. Teachers must record the student's current grade and initial to indicate that all class materials have been returned in acceptable condition.

Student Work Requests in Advance of Planned Absences

Please understand that RMS-CES staff will be unable to fulfill student work requests in advance of planned absences. However, RMS-CES staff maintain Google Classrooms for each of their courses along with consistently monitoring emails. If students will be absent due to planned absences, please monitor the appropriate Google Classrooms during the absences, communicate with teachers via email as necessary, and contact each teacher directly and in-person upon return from absence regarding assignments missed and appropriate due dates.

Supervision

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways between classes.

GUIDELINES for STUDENT CONSEQUENCES

Refer to District Policy 506

When a student violates district policy, disciplinary action will be taken. Consequences for breaking the discipline policy will be determined by the principal or principal designee and will be in accordance with district policies. Consequences for violating the discipline policy include, but are not limited to, the following: student conference with teacher, principal, counselor and/or other school district personnel and verbal warning. Other consequences are: parent contact, parent conference, removal from class, lunch detention, in-school suspension, suspension from extracurricular activities, detention or restriction of privileges, loss of school privileges, in-school monitoring or revised class schedule, referral to in-school support services, referral to community resources or outside agency services, financial restitution, referral to police, other law enforcement agencies, or other appropriate authorities, a request for a petition to be filed in district court for juvenile delinquency adjudication, out-of-school suspension under the Pupil Fair Dismissal Act, preparation of an admission or readmission plan, expulsion under the Pupil Fair Dismissal Act, exclusion under the Pupil Fair Dismissal Act, and/or other disciplinary action as deemed appropriate by the school district.

Federal, State or Local Law

The violation of any state or local law or the violation of any federal law is unacceptable behavior.

Removal from Class

A) All students are entitled to learn and develop in a setting that promotes respect of self, others, and property. Students are expected to conduct themselves in a manner that maintains an appropriate academic climate in which learning can take place. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. Overall decorum affects student attitudes and influences student behavior. 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 building administration. If the classroom learning environment is actively being disrupted by negative student behavior and it is necessary for the classroom teacher to relinquish control of the situation and the student to be dismissed from the classroom, the following procedure should be followed:

- 1) Classroom Teacher: Dial x2105 for the Stop & Think room; if available, S&T personnel will answer; please provide the location of the incident, the name of the student, and the intervention requested; the student should remain in your care until a) S&T personnel arrives to escort the student **or** b) S&T personnel requests the student be sent to the S&T room
- 2) Classroom Teacher: Complete a behavior referral in Campus as soon as possible
- 3) Classroom Teacher: Communicate behavior to parent/guardian via phone call as soon as possible (unless the incident was so severe that building administration was directly involved; confirm with administration who will make the phone call home); if your phone call is not

answered, please leave a voicemail and follow-up with a brief email noting that you have left a voicemail regarding student behavior and requesting a return call

- 4) S&T Personnel: Complete the Restorative Practice protocol with a focus on reflection, repairing harm, and restoring relationships; the student will be allowed to return to the classroom as soon as it is deemed appropriate
 - 5) S&T Personnel: Record resolution in Campus
 - 6) S&T Personnel: Seek administrator assistance as needed
- B) Restorative Practices emphasizes reflection and the repair of harm. Resolution of the incident may involve the classroom teacher and/or other students in order to restore the harm. Incident resolution may or may not involve an apology.
- C) **Please Note:** There may be student behaviors that require Campus documentation, parent communication, and/or administrative assistance but do not require the student to be removed from the classroom. If the student's behavior is self-sabotaging but is otherwise not disruptive to the classroom as a whole, it is best practice for the student to remain in the classroom.

Lunch Detention

A lunch detention must be approved by an administrator or Principal's designee.

In-School Suspension

In-School Suspension (ISS) may be assigned by an administrator for partial or full day(s). A student in ISS is expected to complete academic responsibilities.

Out-of-School Suspension

The existence of in-school suspension does not eliminate the possibility of out-of-school suspension as a disciplinary measure. Repeated or severe violations of school policy; drug dealing or trafficking, conduct which poses a threat to the safety of pupil, personnel or school property, or non-compliance may all be reasons for suspension from regular school attendance.

Grounds and procedure for suspension will be determined by the principal and will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56 (<http://education.state.mn.us/mde/static/000099.pdf>). A provision of readmission for all suspended students is a conference with the parent/guardian and the principal.

It is the position of the school district that a fair and equitable discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student. It is Rockford School District's policy to discourage the use of any force or corporal punishment; however, reasonable force may be used upon or toward the student without the student's consent in the

exercise of lawful authority to restrain a student.

<i>Policy 413</i>	<i>Sexual, Racial And Religious Harassment And Violence</i>
<i>Policy 418</i>	<i>Drug-Free Workplace/Drug-Free School</i>
<i>Policy 419</i>	<i>Tobacco-Free School</i>
<i>Policy 501</i>	<i>School Weapons</i>
<i>Policy 502</i>	<i>Search of Student Lockers, Desks, Personal Possessions and Student's Person</i>
<i>Policy 503</i>	<i>Student Attendance</i>
<i>Policy 504</i>	<i>Student Dress And Appearance</i>
<i>Policy 507</i>	<i>Corporal Punishment</i>
<i>Policy 514</i>	<i>Bullying Prohibition</i>
<i>Policy 524</i>	<i>Internet Acceptable Use</i>
<i>Policy 526</i>	<i>Hazing</i>
<i>Policy 709R</i>	<i>Student Transportation Safety</i>

Refer to the additional district policies listed above.

GENERAL INFORMATION

Absences

All absences must be entered into Kelly Services (see RAS Staff Handbook for details) in a timely fashion. It is the responsibility of each staff member to ensure that they have allocated time to take off before submitting an absence. Detailed lesson plans should be available to substitutes, including all necessary instructional materials or information for how to find those materials. Any necessary instructional materials and/or information should be communicated to a colleague - not the office - to print and copy for the substitute. A folder, as well as the Sub-Folders (on Google) must be prepared and readily available in the classroom and on Google Classroom for substitutes that includes, but is not limited to:

- Emergency procedures and building map
- Daily schedule, including information about prep and lunch
- Seating charts
- Supervision responsibilities, if applicable
- Stop and Think - referral forms and explanation
- Relevant student information (medical needs, IEP accommodations, etc...)
- Names and contact information for staff members who can help if questions arise

Crisis Management

Refer to District Policy 806

Five (5) fire, one (1) tornado, and five (5) lock-down drills will be held at intervals throughout the year. It is important to regard these drills seriously and follow procedures as necessary in the case of an actual emergency. The exit routes are posted in every room and staff are expected to be familiar with them.

Observance of the following rules will help to ensure safety in the event of an emergency:

Blue Team

The Blue team at each respective school is a group of staff members certified in First Aid and CPR that respond to medical emergencies. These staff members have specific roles to allow for a safer and more efficient response. Meetings and drills will be organized and implemented throughout the school year as needed.

Fire

Staff Responsibilities:

- Bring red clipboard with current class rosters
- Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)
- Keep students together in safe area
- Return to the building when an all-clear signal is given by the building principal/designee
- Observe individual evacuation plans for student w/special needs

Lock-down

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

- Any staff member may issue lock-down procedures by announcing a warning over the PA system, but staff should lock-down whenever they feel at risk.
- Each staff member will receive directions on how to make a PA announcement from any phone in the building.
- All students, staff and visitors will be directed to classrooms
- Lock and barricade classroom doors if evacuation is not an option
- Stay away from windows and doorways
- Remain in classroom until an all-clear signal is given by building principal/designee
- In the event of an evacuation please ensure students get to a safe place. If possible, have students go to Riverside Park.

Distribution of Materials for Inside Groups

Principal or designee must approve all materials from inside groups prior to distributing within the school. This includes information posted in public spaces. Each group must have a defined time range, intended purpose and projected number of materials to be distributed in order to be considered.

Distribution of Materials for Outside Groups

Superintendent or designee must approve all materials from outside groups prior to distributing within the school. This includes information posted in public spaces.

End-of-Year Procedures

Staff is expected to follow all end-of-year procedures as outlined by the district administration.

Food Service

Taher Foods operates the school hot lunch program.

Adult Breakfast: \$1.60

Adult Lunch: \$3.75

Milk: \$.60

Payment for meals is prepaid using Infinite Campus. Each employee has a lunch account number.

Illness and Injury

All school staff should know how to stop bleeding, restore breathing and how to care for shock and minor injuries. If the injury requires more than first aid, the school nurse is called to access the injury. If it requires more care than we can provide safely at school, the parents are called and the child is monitored at home or

referred to the doctor.

When an injury occurs, the teacher who witnesses the accident is responsible to prepare and sign the **Student Accident Report** ([CLICK HERE](#)) to attest to its accuracy. This report can be completed by a team of witnesses and the health care attendant (or school nurse). This report is filed in the student's health file. The lack of signatures on an accident report form does not alter the level of staff responsibility for the safety and welfare of a student while under the jurisdiction of the schools. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness – Illnesses during the day should be reported to the office.

Staff Injury - All staff members are covered under Minnesota Workers' Compensation Act. Work injuries must be reported to the principal within 24 hours of the injury.

Leaving School Premises

Staff must notify the office when it is necessary to leave the school building during school hours. A sign out sheet will be in the office for full time teachers who leave during the school day.

Lost and Found

A lost and found is located outside the Media Center for clothing and non-valuable items. Valuable items should be brought to the office (jewelry, calculators, iPods, cell phones). Items not claimed will be donated at regular intervals.

Money

The method of collecting money from students for class projects or field experiences is to use Infinite Campus, our online payment system.

If a need arises to collect money from students, one of two methods may be used:

- Work with the middle school office to set up a fee through Infinite Campus, which enables parents to pay online
- Work with Stacey Robertson in the middle school office to collect money

Teachers should not collect or store money in their classrooms for any reason.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers or in Rockford Area Schools' publications. Parents may request that their child's photographs and name not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Purchasing/Receiving

When placing and/or receiving orders, please follow the district procedures. Procedures are located on the district website.

Recycling

Refer to District Policy 805

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

Security

All staff are expected to wear their ID at all times. If a staff member encounters an adult who is not wearing a visitor's badge, the staff member should politely direct the visitor to the middle school office. If the unauthorized visitor refuses to comply with the request please contact the office immediately, and if you feel safe doing so please maintain the visual or try to limit access to students.

- **Lunchroom:** Students are not allowed to leave the building for lunch without being accompanied by the building principal or principal designee. Visitors during lunch must be pre-approved by the principal or principal designee. It is prohibited for students to have lunch delivered to an exterior door.
- **Student Passes:** If a student finds it necessary to leave their assigned classroom, the student must have a pass signed by a staff member.
- **Video Surveillance:** RMS-CES is equipped with video cameras in an effort to maintain the health, welfare and safety of students, staff and visitors as well as the protection of school property.
- **Visitors:** All visitors and volunteers must report to the office and receive approval and a visitor's badge. Students bringing visitors to school require prior approval by administration. Administration reserves the right to deny or approve any visitors.

Student Publications

Refer to District Policy 505, 512, 904

Posters, signs and circulations must be approved by administration 24 hours prior to the desired distribution time. For non-school persons, approval needs to be obtained five (5) days in advance.

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a non-emergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520

Surveys must be pre-approved by the superintendent.

Staff Development

Complete the following process for any staff development:

1. Complete Staff Development Form found on the Rockford website (Staff=> Staff Resources => Staff Development Form)
2. At a minimum of 2 weeks prior to the event, the form must be routed to the appropriate person listed below:
 - a. Q-Comp requests: Q-comp coordinator
 - b. Special Education: Special Education Coordinator
 - c. All other requests: Building Principal
3. Form will be Approved or Not Approved
4. Forms (Approved and Not Approved) will then be routed to the Director of Teaching and Learning
 - a. If Not Approved, person will be provided with an explanation
 - b. If approved, schedule a substitute through Kelly Services
- i. The Director of Teaching and Learning will approve a substitute through Kelly Services 5. All completed forms will be housed in the District Office and tracked by the Director of Teaching and Learning.

PART VI - APPENDIX

Policy Cross Reference Table

<u>Topic</u>	<u>Policy Number(s)</u>
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Cell Phone Personal Electronics	506
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Course Credits Required	604
Crisis Management	806
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Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	610
Fundraising	511
Gifts to Employees	421
Graduation Requirements	613R
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	420, 516, 518, 530, 806
Homework	506, 612.1
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Interviews of Students by Outside Agencies	519
Nondiscrimination	102, 401, 521, 522, 528
Notification of Violent Students	529
Parking on School District Property	527R
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620R
Schedule	602
School Activities	510
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Video and Audio Recording	711, 712
Visitors in School District Buildings	903
Weapons Prohibited	501



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

Subject: RHS Staff Handbook 2023-2024

Meeting Date: May 15, 2023

Prepared by: Paul Menard

Date Prepared: May 11, 2023

Information Briefing Action Enclosure Item(s)

No Major changes to RHS Staff handbook besides date changes since the April 1st read. Formatting and page numbers will be adjusted in the final version and placed on the district website once approved.



ROCKFORD HIGH SCHOOL

STAFF HANDBOOK 2023-2024



OUR MISSION

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

2023-2024 District Staff Handbook

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INTRODUCTION

Welcome to the 2023-2024 school year!

Thank you for being a part of our Rockford High School community. I look forward to collaborating with you to help students set goals, achieve them, and learn to advocate for and believe in themselves.

Guided by our mission below, we continually aim to build a productive and supportive culture:

The mission of Rockford High School is to foster the development of a caring environment by prioritizing personal relationships and creating a collaborative culture that prepares all students to become inquisitive lifelong learners who act as compassionate global citizens.

The purpose of this handbook is to provide staff with a quick reference to many of the fundamental building rules, administrative guidelines, and district policies. This information is intended to supplement the Rockford Area Schools' District Handbook. The district handbook can be found on the Rocket Hub and is intended to provide you with information pertinent to your employment with Rockford Area Schools. Please read it carefully. This supplement will provide you with RHS specific information, procedures, guidelines for consequences, and general information.

At RHS, we are a team. We have many resources available to support you professionally. Please take advantage of them. I hope this handbook serves as a valuable and helpful resource for you. I look forward to working with you during the 2023-2024 school year as we attempt to make this a great year for the students and staff of Rockford High School.

Sincerely,
Paul Menard
Principal

MISSION

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

VISION

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

CORE VALUES

Excellence: To be our best, expect our best; to be inspired daily to become the very best we can be

Students First: A safe, healthy environment to challenge, engage and inspire all students

Community: It's about all of us, all the time

Integrity: Align actions and words with values and beliefs while respecting differences

Stewardship: Care and responsibility with our resources including natural and social environments

Student Experience: All students have access to engage in a rich arts and academics environment, and an abundance of extracurricular opportunities

STRATEGIC DIRECTIONS

1. Improving our educational programs and partnerships
2. Aligning and developing proactive training and response protocol for increased safety and security
3. Improving supports for students and their learning
4. Strengthening instructional practices, processes, curriculum and assessment
5. Improving parent, community and staff awareness and engagement

Daily Class Schedule

Daily Class Schedule Odd Day

	Start	End
1 st Block	8:00am	9:30 am
3 rd Block	9:35am	11:05am
5 th Block	11:10am	1:15pm
"A" Lunch		
Lunch	11:10am	11:40am
"B" Lunch		
Lunch	12:00pm	12:30pm
"C" Lunch		
Lunch	12:45pm	1:15pm
7 th Block	1:20pm	2:50pm

Daily Class Schedule Even Day

	Start	End
2 nd Block	8:00am	9:30 am
4 th Block	9:35am	11:05am
6 th Block	11:10am	1:15pm
"A" Lunch		
Lunch	11:10am	11:40am
"B" Lunch		
Lunch	12:00pm	12:30pm
"C" Lunch		

Lunch	12:45pm	1:15pm
8 th Block A	1:20pm	2:02pm
8 th Block B	2:08pm	2:50pm

Daily Class Schedule 7 Period Day

	Start	End
1 st Block	8:00am	8:50 am
2 nd Block	8:53am	9:43 am
3 rd Block	9:46am	10:36am
5 th Block	10:39am	11:29am
6 th Block	11:32am	1:04pm
"A" Lunch		
Lunch	11:32am	12:02pm
"B" Lunch		
Lunch	12:02pm	12:33pm
"C" Lunch		
Lunch	12:33pm	1:04pm
7 th Block	1:07pm	1:57pm
8 th Block	2:00pm	2:50pm

Map of RHS



6 (Rev 8/7/17)

School Year Calendar

[2023-2024 School Year Calendar](#)

Employee Directory

To leave a message for a staff member from an outside line, please call (763) 477-5846. When prompted, dial the 4-digit extension number and begin recording your message after the tone. From within the building, dial the 4-digit extension number and leave a message on voicemail.

SCHOOL BOARD	
Eric Gordee	Chair
Amy Edwards	Vice Chair
Jenny Kneeland	Treasurer
Jamie Hillstrom	Director
Beth Praska	Director
Jessica Johnson	Clerk
Dr. Jeff Ridlehoover	Superintendent

Office	EXT	Email
Menard, Paul– Principal	3002	menardp@rockford.k12.mn.us
Bloom, Samantha– Counselor	3033	blooms@rockford.k12.mn.us
Danneker, Rob– Director of Teaching & Learning	4005	dannekerr@rockford.k12.mn.us
Pratt, Dan – Activities Director	3011	prattd@rockford.k12.mn.us
CLERICAL STAFF		
Chalupsky, Jeanie– Principal’s Secretary	3001	chalupskyj@rockford.k12.mn.us
Larson, Stacey – Activities Coordinator	3010 333	larsonst@rockford.k12.mn.us

Swanson, Angel – Student Services Secretary	3000	swansona@rockford.k12.mn.us
---	------	--

STAFF		
Agriculture Ramstad, Joe	randstadj@rockford.k12.mn.us	3603
Art (Media/Visual) Cindy Miller	millerc@rockford.k12.mn.us	3104
AVID/ADSIS Carlson, Kerry Larson, Meghan Trandahl, Polly	carlsonk@rockford.k12.mn.us larsonm@rockford.k12.mn.us Trandahlp@rockford.k12.mn.us	3209 3701 3209
Business Huber, Joe	huberj@rockford.k12.mn.us	3109
EL Carlson, Kerry Nelson, Leah	carlsonk@rockford.k12.mn.us nelsonl@rockford.k12.mn.us	3209 3200
Language Arts Leuhr, Nicki Mattson, Kathryn Merila, Julie Von Kaenel, Bobby	leuhrsn@rockford.k12.mn.us mattsonk@rockford.k12.mn.us merilaj@rockford.k12.mn.us vonkaenelr@rockford.k12.mn.us	3401 3400 3402 3205
Math Bratsch, Derek Ulen, Cheryl Vasseei, Alex	bratschd@rockford.k12.mn.us ulenc@rockford.k12.mn.us vasseeia@rockford.k12.mn.us	3405 3404 3303

Music Ferdig, Jerald – Band Larson, Meghan	ferdigj@rockford.k12.mn.us larsonm@rockford.k12.mn.us	3703 3701
Licensed Therapist (school-based mental therapy)		3023
Physical Education/Health Maher, Alayna Hester, Jason	Mahera@rockford.k12.mn.us hesterj@rockford.k12.mn.us	3206

Science Fogarty, Courtney Merila, Steve Cosgrove, Stephanie	fogartyc@rockford.k12.mn.us merilas@rockford.k12.mn.us cosgroves@rockford.k12.mn.us	3309 3305 3307
Social Studies Houghton, Dan Pennings, Ben Tauber, Mike Young, Caroline	houghtond@rockford.k12.mn.us penningsb@rockford.k12.mn.us tauberm@rockford.k12.mn.us youngc@rockford.k12.mn.us	3102 3108 3100 3101
Special Education Holm, Madison Sauer, Stephanie Stariha, Paul TBD	holmm@rockford.k12.mn.us sauers@rockford.k12.mn.us starihap@rockford.k12.mn.us	3302 3107 3207 3203
World Languages Nelson, Leah Zastoupil, Calli	Nelsonl@rockford.k12.mn.us Zastoupilc@rockford.k12.mn.us	3200 3403
SUPPORT STAFF		
Custodial Brooks, Howie Gunnerson, James Jorgensen, John Larson, DeWayne Larson, Kris Solomonson, Chad	brooksh@rockford.k12.mn.us gunnersonj@rockford.k12.mn.us jorgensenj@rockford.k12.mn.us larsond@rockford.k12.mn.us larsonk@rockford.k12.mn.us solomonsonc@rockford.k12.mn.us	3040 3040 3040 3040 3040 3040
Health Services Morgan, Becca - District Nurse	morganb@rockford.k12.mn.us	3015
Paraprofessional Support Curtis, Tanya Hill, Samantha Kelly, Katherine Lusk, Faith	curtist@rockford.k12.mn.us hills@rockford.k12.mn.us kellyk@rockford.k12.mn.us Luskf@rockford.k12.mn.us	3301 3301 3301 3301

Absences

If a sick or emergency leave is requested in advance, you may submit the leave request in Frontline and Teachers on Call before the leave. If not, please complete the form when you return to school. The completed form should be given to your building principal for approval. If you do not receive notification from Kelly Services that a sub has been lined up, please contact the RHS office.

Who to Call

Teachers and paraprofessionals need to record all absences with Teachers on Call/Frontline by calling (800) 942-3767 or logging on the internet at www.login.frontlineeducation.com. Absences must be called in no later than 6:30 a.m.

Reasons to call Teachers on Call/Frontline directly at (800) 949-3767:

- Prearranged absence - Teachers on Call/Frontline must enter and assign the sub that you have scheduled for your absence.
- If you are having problems with the system and need help.
- If you are a traveling teacher.
- If you have forgotten your ID and PIN.
- If it is after 6:30 a.m. and you are in need of a substitute, call their office directly at (763) 561-1678.
(All absences should be called in as early as possible to allow time for us to find a substitute.)

Type of Absences:

- Personal (Must be pre approved by principal)
- Sick Leave
- Staff Development (Must be pre approved by principal)
- Unpaid—Dock Day (Must be pre approved by principal)

Substitute Pay

All substitutes are to be paid from district funds. The individual teacher cannot hire and pay his/her substitute.

Substitute Plans

For a substitute to go into a room and do good work, they must have information on the classroom routine, teaching materials, and projects underway.

The Secretaries will keep an updated folder in the office for your substitute. Please include:

- Seating chart
- Daily schedule
- All schedules, such as music lessons or children to special classes (speech, resource, etc.) should be listed and available.
- TA name/s and expectations
- Plans to be used when a daily lesson plan is unavailable.
- Location of items in your room that a sub may need to use (videos, passes, etc.)

Any other useful information about how you operate your classroom or suggestions for smooth conduct of

the class should also be included. This folder must be updated each semester as classes or situations change. **Daily lesson plans for during your absence may be emailed to the office staff and a teaching colleague. They may also be left on your desk. At minimum, students should be assigned an activity or independent learning task on Google Classroom.**

Announcements and Bulletins

Daily announcements for the day will be sent via email to all staff. Announcements should be read aloud to students during Rocket Block. A Weekly Parent Bulletin is sent out via email keeping parents updated on News of the Week, Upcoming Events, and Points of Pride. Newsletters are sent out throughout the year, via email to parents, with more in-depth Rockford High School highlights.

Staff wishing to have announcements posted in the daily announcements, in the Weekly Parent Bulletin, or Newsletters should submit them by email to the office secretarial staff.

Calendar

Refer to District Policy 602

The school calendar is adopted annually by the school board. A copy of the school calendar can be found at the beginning of the handbook on page vi and on the school district's website at www.rockford.k12.mn.us.

Complaints

Refer to District 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 in writing to the complaining party regarding the school district's response to the complaint.

Copying / Printing

Each staff member will have a fob to access building copiers and printers. Teachers should not give their fob/keys to students. Please contact the front office to see if there is an office teaching assistant available to assist.

Crisis Management

Rockford High School will hold five (5) fire, one (1) tornado drill, and five (5) lock-down drills throughout the year. It is important that you regard these drills seriously and know the procedure to follow in case of an actual emergency. You should know the exit routes to use from each of your classrooms. Directions for exits are posted in each room. Staff should familiarize themselves with the procedures found in the red Emergency Procedures three-ring binder located in each classroom. Contact the office staff if this binder is missing from the room.

Blue Team

The Blue team at each respective school is a group of staff members certified in First Aid and CPR that respond to medical emergencies. These staff members have specific roles to allow for a safer and more efficient

response. Meetings and drills will be organized and implemented throughout the school year as needed.

Fire

Staff Responsibilities:

- Bring red clipboard with current class rosters
 - Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)
 - Keep students together in safe area
 - Return to the building when an all-clear signal is given by the building principal/designee ·
- Observe individual evacuation plans for student w/special needs

A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate)

Rockford High School follows A.L.I.C.E. emergency response protocol in the event of all emergencies. The acronym stands for: Alert, Lockdown, Inform, Counter, and Evacuate. Staff receive refresher training during August workshops annually. During the first safety drills of the year, staff remind students of these strategies and how the class might dynamically respond to various incidents and emergencies.

Distribution of Materials for Outside Groups

Refer to Policy 505 & 904

Principal or designee must approve all materials from outside groups prior to distributing within the school.

Detention

Detention is a consequence for violations of school rules. The assigning of after-school T/TH detention of students is an administrative function. It may follow a teacher's discipline referral. Students may also be assigned in-school detention during WIN time on Tuesdays and Thursdays between 2:50-3:20 pm. The following guidelines should govern after-school T/TH detention supervised by assigned staff:

1. Students must report to detention by 2:50 p.m. and may not leave before their time is completed.
2. Each student must bring work to do or material to read during the entire detention period. Students may not sleep or put their head down on the desks.
3. During detention there will be no talking or non-verbal communicating.
4. No eating or drinking is permitted during detention.
5. If a student is asked to leave detention before their time is completed due to not following detention room rules, their time served does not count and they will serve double the original time assigned.
6. Work or extracurricular activities are not excuses for missing detention.

**** It is the expectation that if teachers assign detention, that detention will be served with that teacher.**

Food Service

Staff may opt to purchase meals through our Food Service program.

2023-24 LUNCH PRICES

Adult Lunch rates will be released in the fall of each school year.

Staff will be notified when their balance is at a negative balance. Staff can make deposits to their lunch accounts using Infinite Campus or mailing a check to the high school kitchen, attention: Harlan Adelman.

Forms

Staff forms (e.g. Payroll/Payment Voucher, Fundraising Application Form, etc.) are located on the Rockford Area Schools Rocket Hub.

Fundraising

Refer to District Policy 511

All fundraising activities must be pre-approved by the administration. Students are expected to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

Hours of Service

The basic teacher's day shall be eight hours. In addition to the basic day, teachers may be requested to reasonably participate in school activities beyond the basic teacher's day as may be required by the school its designated representative.

Normal duty hours are from **7:20 AM to 3:20 PM**. Any deviation from this is to be cleared with the principal. The need to meet personal commitments and appointments during these hours should be avoided.

Teachers are to be in their classroom by 7:50 AM each day and are to remain in their classroom for ten minutes beyond the end of the class day to meet the needs of any student who remains after school unless they are assigned a supervision duty for that particular day.

The front office is open between 7:00 AM - 3:30 PM.

Illness / Injury

The district nurse is available within the district daily. The school nurse or nurse's aide will be available in the Rockford High School nurse's office each day.

Student Illness

If a student becomes ill during class time, send the student to the health office with a pass and the health aide will evaluate the situation and if necessary, contact the parent for child pick up. An ill student needs to be sent home through the health office, **not by the student calling home asking to be picked up.**

Student Injury

All school staff should know how to stop bleeding, restore breathing and how to care for shock and minor injuries. If the injury requires more than first aid, the school nurse is called to access the injury. If it requires more care than we can provide safely at school, the parents are called and the child is monitored at home or referred to the doctor.

When an injury occurs, the teacher who witnesses the accident is responsible to prepare and sign the **Student Accident Report** ([CLICK HERE](#)) to attest to its accuracy. This report can be completed by a team of witnesses and the health care attendant (or school nurse). This report is filed in the student's health file. The lack of signatures on an accident report form does not alter the level of staff responsibility for the safety and welfare of a student while under the jurisdiction of the schools. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness

If you become ill during the day, contact the office, and they will assist you in procuring a substitute.

Staff Injury

All staff members are covered under Minnesota Workers Compensation Act. If you are injured at work, please report this to your immediate supervisor immediately. Immediate supervisors will complete an online first report of injury form by asking you several questions. The online form is then submitted by the district office to the insurance carrier. In the event your immediate supervisor is not available, injuries should be reported to the business manager in the district office.

Internet Acceptable Use

Refer to District Policy 524

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.

iTeam

In Tier 1 of the MTSS framework, all students receive high-quality, scientifically-based core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core curriculum, teachers may refer the student to the iTeam; who will determine if Tier II instruction, such as supplemental instruction, strategies, and/or programs would be appropriate. During the school year, iTeam meetings will occur before school by grade level.

Keys and Security

Staff members are issued keys to areas of this building in which they instruct or supervise. **Keys shall not be given to students.** Please keep careful track of your keys. Losing a set of keys can create a tremendous inconvenience and loss to all staff members and students. Rooms not in use should be locked and lights turned off during unassigned periods and lunch hour. All rooms should be locked when you leave at the end of the day. If you are using the copier and/or the staff workroom after the front office staff has left for the day, all

doors must be locked when you are finished.

Leaving School Premises

You must report to the office if for any reason you are leaving the school building during school hours. Students and staff must sign in and out in the main office to best track absences in the event of an emergency.

Mailboxes

Your mailbox should be checked daily so materials do not accumulate. When placing confidential materials in a fellow staff members mailbox, place them upside down; students disperse the daily mail. There is a mailbox for personal mail on the front office counter. Inter-office/building mail is picked up/delivered once per day.

Maintenance Repair/Set-Up Requests

All requests for maintenance or set-up help should be submitted through FMX system - Maintenance Request.

Multimedia Procedures

Multimedia materials and equipment are handled through the media center. Equipment requests should be made before the equipment is needed. You are responsible for the equipment in your room. It is important that you keep the equipment safe from theft. Equipment that can be easily carried away should not be left in the open.

Music Lessons

Students shall be allowed to leave class to attend music lessons with the band or choral director no more than six times during a nine-week marking period.

1. For music students in grades nine through 12 no more than three of the six lessons shall take place during any one class during that same nine-week marking period unless arrangements are made between the music and non-music teacher.
2. Being excused for a lesson is always at the discretion of the non-music teacher. Students will not leave for a lesson more than once a week and the lesson time should not exceed 20 minutes.
3. All pull-out lessons will be provided by contracted school music staff only.
4. Individual lessons provided by Community Education music teachers will be scheduled only during their scheduled band and choir class time.

No student will be required to take these lessons or receive a grading advantage for taking them.

No student seeking these lessons will be discriminated against because of ability level. (All band students have the opportunity for free school-provided private and/or small group lessons depending on available teacher time. Vocal students, grades nine-12 only, have school-provided group lesson time priority.)

Individual school-provided vocal attention is available on a limited basis. Instructors not on the school staff will be arranged through Rockford Community Education.

Parent and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for the school year, please refer to the district calendar or contact the building office.

Payroll

Access your pay stub on the 15th and the last day of each month by using the Electronic Pay Stub. You can look up information relating to:

- a particular pay date
- your leave accounts
- your calendar year to date totals as of the day you log on, or
- your W4 information as of the day you log on.

Go to the district website: District Home, District Office, Staff, Staff Resources, SMART systems. If you have questions, contact Patty Vacek.

Pesticide Notice

A Minnesota state law went into effect in 2000 that requires schools to inform school employees if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at the school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. The Rockford High School has a high quality camera for STAFF use within classrooms/activities. Staff is encouraged to check the camera out from the office and use it often.

Some of these photos may be published in local newspapers or in Rockford Area Schools' publications/emails/websites. Parents may request that their child's photographs and identifying names not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Pledge of Allegiance

Refer to District Policy 531

At Rockford High School the Pledge of Allegiance is recited at least once each week, led by a student/students/staff member over the intercom.

Purchasing and Receiving

How to place an order and obtain approval for payment:

- **Step 1** Staff member completes an online order request through the SMARTeR System and transfers it electronically to the account clerk.
 - **Step 2** Staff member alerts Principal's/Activities Secretary that an order has been placed in SMARTeR System. Principal's/Activities Secretary applies appropriate account code and routes the requisition to appropriate administrator for approval and to be encumbered to budget. After the requisition is approved, the District Office Account Clerk (Sara Pepin) transfers it to the purchase order status, and it is either mailed, faxed, or e-mailed to the vendor.
 - **Step 3** Account clerk emails requisitioner status of order being sent. (no photo copies of purchase orders will be made).
 - **Step 4** Order is shipped to appropriate building and delivered to requisitioner's area by custodial staff.
 - **Step 5** Requisitioner/Receiver of goods checks order for accuracy, signs packing slip for approval and sends via interoffice mail to district office account clerk on the same day or as soon as possible after the items are received.
 - **Step 6** Account clerk matches packing slip to invoice and issues payment through Smart Finance.
- All items are done in a timely manner so as to not receive finance charges or late fees. Public schools are required to pay all invoices within 35 days of receipt by state statute.

Summer Orders: Summer orders will request that delivery not be accepted until August 1st unless noted that it is needed earlier. Items delivered August 1st through the beginning of the school year will be kept in a central area, checked in by district office/custodial staff and then delivered to appropriate classrooms.

Recycling

Refer to District Policy 805

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

Safety Regulations

It is an absolute necessity that all staff members and employees are familiar with all safety regulations in the school, particularly those regulations concerning the use of power equipment and athletic/physical education equipment. It is the responsibility of each teacher to make sure that all students and persons under their charge fully understand all of the safety regulations within their departments. Although this policy will pertain particularly to those teachers who are directly involved with courses and activities which use equipment which may be termed hazardous, many other faculty members are assisting or directing activities where potentially dangerous equipment is involved.

School Closing Procedures

Refer to District Policy 806

School may be canceled when the superintendent believes the safety of students and employees is

threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. Notifications will be placed on the district website, www.rockford.k12.mn.us, and through the Infinite Campus Parent Portal.

School closing announcements will be broadcast over KARE (11) TV and also placed on their website at www.KARE11.com (click on School Alert). Announcements may also be made to radio station KRWC (1360) - Buffalo, WCCO (4) TV, KSTP (5) TV and KMSP (9) TV. In the event that school is closed, the district will hold an e-learning day. Teachers will have activities, notes and assignments posted on Google Classroom by 10:00am for the day.

Generally, school will be in session if it is felt that the buses can make their routes in relative safety. Even if school is in session, parents are asked to assess their situation and determine whether or not it is safe for their children to attend school on a particular day. If parents determine not to send their child to school due to deteriorating weather conditions, the absence will be excused.

Student Activity Accounting

All staff that collect fees are responsible for completing deposit slips and complying with district finance regulations. All cash should be kept locked and submitted to the District Office in a locked money bag (via the Student Services or Activities Secretary).

All staff advisors to student organizations are required to comply with established purchase order procedures. All necessary forms and information are available in the office. No items may be purchased without a purchase order. No bills will be paid unless a correct purchase order has been secured in advance. All members of the coaching staff will obtain necessary permission for purchases from the Activities Director.

Student Publications

Refer to District Policy 505, 512, 904

Posters, signs, and circulations must be approved by administration. For students and employees, approval is needed 24 hours in advance of desired distribution time. For non-school persons, approval needs to be obtained five (5) days in advance.

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations. A complete copy of the school district's "Student Surveys" policy may be obtained on the district website at www.rockford.k12.mn.us.

Suspension

The suspension of students is an administrative function. It can follow a teacher's discipline referral.

Technical Support

All requests for technology assistance or set-up help should be submitted through FMX by going to www.rockford.k12.mn.us and clicking the Staff menu and FMX System.

Telephones

Employees are not to make any personal long distance calls that will be charged to the school on school phones.

Textbooks

Be sure that all textbooks are stamped and numbered, if not utilizing the Media Center's barcode system. Record the number of the book given to each student on a proper form or paste in your lesson plan book. Check this number against the number in the book they/them returns at the end of the trimester/year. Textbooks are to be issued and collected by the teacher using them. It is advisable that they be checked periodically to see that students are taking proper care of them. Fines are collected at the end of the trimester for all lost or misused books. If you need help in determining appropriate fines, please consult the principal. A complete inventory of all textbooks will be requested of each teacher at the close of the school year.

Visitors

Refer to District Policy 903

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee-working environment.

PART II - TEACHER RESPONSIBILITIES

Classroom Management

Good classroom management describes a school setting where a classroom is run on a successful educational plan.

Good classroom management leads to learning respect for self, others, school subject matter, and education itself. Good classroom management is essential to the learning process. Teachers are expected to command their classroom. A classroom environment conducive to teaching and learning should prevail. The welfare of each individual student is the responsibility of the teacher.

It is expected that every teacher will clearly communicate, in writing, their classroom learning and behavior expectations. Consistent application of those expectations is critical to successful classroom management.

Discipline should be primarily handled in the classroom. However, situations do arise where sending the student to the office to process with an administrator is necessary due to either safety or educational concerns. When sending a student to the office, please call a school secretary to notify them of the student that will arrive as well as the reason for the office visit. Fill out a Behavioral Referral in Infinite Campus. Be aware of how you respond to a student in these situations. Do not engage the student in ways that may escalate the situation. Maintain a professional approach; do not engage in a power struggle with the student. Additionally, there's no quicker way to create an unmanageable situation than to grab or strike a student. The result of such action is the loss of student respect and conflict with parents. However, it is permissible to physically restrain a student to prevent harm to the student or others.

Sending a student out of the room draws attention to a possibility that the student is in need of help from people in special services. The special services department includes the counselor, LD teachers, IH teacher, EBD teachers, DH teachers, the principal, psychologist, social worker, nurse, and any agency that can help bring about a solution to the problems presented by the student's behavior.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records, and lunch account information through the Parent Portal. Student grades must be updated weekly to ensure that parents have timely access to information.

Mid-Term and Final Grades

Grades should be submitted by the deadline given by the school counselor. This allows report cards to be printed and ready for conferences, or mailed in a timely manner.

Incomplete Grades

Incomplete grades must be made up within two (2) weeks following the end of the marking period. If the incomplete grade is not made up within the two (2) week time period, then the grade will turn to a failure or the grade earned by the student without the make-up work turned in. Please contact the office if extenuating circumstances apply.

Weighted Grading

The rationale for weighting: additional weight is given for courses that are designed to develop a high degree of productivity including substantial homework and written testing requirements. Classes weighted include a variety of Advanced Placement (AP), International Baccalaureate (IB), and College In the Schools (CIS) classes.

Weighted classes will receive a two grade increment increase. On a 4.0 scale, weighted classes will be given a .66 boost. (Example: 3.0 grade in a weighted class on 4.0 scale becomes 3.66.)

College courses taken by PSEO students, deemed by Rockford High School to be equivalent to its eligible courses, are eligible for weighted grading.

If a student takes a weighted class at Rockford High School, that student cannot receive weighted grading for the equivalent class taken at college.

Lesson Planning

The responsibility for organization and execution of an instructional plan is that of the individual teacher. This vital component of the teacher's job is challenging and complex.

Parent Communication

Communication between parents and teacher is vital. Teachers are strongly encouraged to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child's grade is below passing.

Teacher websites are another extremely valuable communication tool. Teachers now have a google classroom. Each class page must, at the minimum, include:

1. Contact information
2. A brief course description
3. Timely information (ideally, this information will include upcoming assignments, due dates, and other pertinent information)
4. Website tools in use (tools not in use should be hidden)

Teachers are encouraged to use their websites to communicate information about upcoming assignments and events; share resources; and provide other pertinent course information.

Additional opportunities to communicate about what is happening in the classroom include, but are not limited to, weekly bulletins, monthly newsletters, the Rocket Report, emails, and phone calls.

Passes

Teachers are responsible for the students assigned to their classes during the time classes meet. Issue passes with some caution and maintain a pass sign-out list on your desk. No student is to be out of the classroom without a pass.

Professionalism

All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers.

Room Appearance

Make your room a pleasant place in which to be, and insist that your students treat school property with care and respect. It is the teacher's responsibility to, at the end of the day, leave the room in a condition that will allow the custodial staff to perform their cleaning tasks. Take a few minutes at the end of the school day to have your students straighten out the room. Do not use push pins or tape on the walls.

Staff Development

Complete the following process for any staff development:

1. Complete Staff Development Form found on the Rockford website (Staff=> Staff Resources => Staff Development Form)
2. At a minimum of 2 weeks prior to the event, the form must be routed to the appropriate person listed below:
 - a. Q-Comp requests: Q-comp coordinator
 - b. Special Education: Special Education Coordinator
 - c. All other requests: Building Principal
3. Form will be Approved or Not Approved
4. Forms (Approved and Not Approved) will then be routed to the Director of Teaching and Learning
 - a. If Not Approved, person will be provided with an explanation
 - b. If approved, schedule a substitute through Kelly Services
 - i. The Director of Teaching and Learning will approve a substitute through Kelly Services
- 5.

All completed forms will be housed in the District Office and tracked by the Director of Teaching and Learning.

Supervision

All teachers have responsibility for maintaining and promoting an atmosphere in the school that is pleasant, positive, and productive. Whether in the classroom, in the hallway, in the cafeteria, outside the building, at an athletic event, or on a school bus, the teacher is a role model and a manager of the educational well-being of all students. It is a teacher's duty to correct inappropriate behavior whenever or wherever it occurs. Taking immediate and decisive action in instances of errant behavior contributes to the improved behavior of the students immediately involved as well as to the overall school atmosphere.

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with

other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways between classes.

After-School Activities Supervisors

Advisors are to be present during the time any student or student group is meeting after school hours. School keys are not to be given to students. The advisor is responsible for checking to see that all lights are off and doors are locked at the conclusion of the activity.

Assemblies

All teachers, unless excused by the principal, are to be present at all assemblies, lyceums, pep fests, and the like. Supervision will eliminate or prevent most discipline problems. Teachers are to take seats in the bleachers or auditorium among the students.

Hallways

Stand outside the doorway to your room when classes are passing. In addition to your classroom, all teachers have a responsibility to take care of problems arising in their presence. If you do not think you can properly take care of a situation, seek help from another teacher or the office.

What students do before school, between classes, or at lunch affects what they do in the classroom. Each teacher is obliged to do whatever necessary to make that effect positive. When you quell unruly activity, show concern for a disaffected or disturbed student or support a colleague by carrying out either school policy or common codes of acceptable conduct. You are performing an essential teacher task, i.e., the creation of an atmosphere in which learning can take place. THANK YOU FOR YOUR HELP!

Student Attendance

Every teacher must take attendance every period, every day, as early in the period as possible. Be sure to include tardy information when recording attendance.

Instructors who will be absent with students for activities are to email a list of these students to the RHS staff.

Tardiness

Insist that your students be on time to class. Teachers are to handle student tardiness in their own way. Be sure to record all tardies. Do not send students to the office for being late to class.



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

Subject: Galaxy Kids Program Handbooks for 2023-2024

Meeting Date: 5/15/23

Prepared by: Cody Hallahan

Date Prepared: 5/11/2023

Information

Briefing

Action

Enclosure Item(s)

Enclosed are the 2023-2024 Galaxy Kids Program Parent Handbook and Staff Handbook. The following changes were made in each Handbook:

Staff Handbook:

- Dates changed to the upcoming school year
- No other changes applied

Parent Handbook:

- Dates changed to the upcoming school year
- No other changes applied



Rockford Area Schools
**COMMUNITY
EDUCATION**

2023-2024

Parent Handbook



GALAXY KIDS

School Age Care

Galaxy Program

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Introduction

Welcome to Galaxy Kids Program! We are pleased that you have selected our program for your child. Galaxy Kids Program is a quality school-age care program offered for children in preschool through grade six. The goal of our program is to create a caring, quality, learning environment that will complement your child's needs. Galaxy Kids is certified through the Department of Human Services.

Galaxy Kids Program offers your child choices for experiences in the areas of art and drama, music, sports, language arts/reading, group games, technology, community service, homework assistance, and quiet time. The children are encouraged to pursue their interests, develop confidence and independence, make new friends, and of course, have fun!

Galaxy Kids Program is sponsored by the Rockford Area School District 883 Community Education Department. Like all other district programs, we are governed by the policies and guidelines of the Board of Education.

This Parent Handbook is designed to inform you about our program procedures. Please read through the handbook carefully, paying special attention to the policies and schedules. Since the Galaxy Kids Program is housed in the Rockford Elementary Arts Magnet School (REAMS) building, it is important to familiarize yourself with the REAMS handbook. It is available on the Rockford Schools website under REAMS Office.

Please feel comfortable contacting us through phone calls, emails or stop-in visits. Our goal is to work in partnership with our families in order to provide the children with a safe and caring environment.

Mission Statement

Galaxy Kids Program is committed to providing a safe, enriching learning environment for students in our community during their out of school time. We strive to work cooperatively with students' families, school-day staff, and our community to provide a quality, year-round child care program that is dedicated to continually improving our program. We encourage self-expression and creativity, build self-esteem and confidence, and promote positive

behavior, social skills, and friendships. Galaxy Kids Program is dedicated to providing an inclusive environment for students of varying abilities and needs, allowing all students to feel safe and respected. We encourage students to make choices, gain independence, and experience a variety of social and educational experiences. It is our purpose to help each child develop to the best of their individual ability in an atmosphere in which each child will become a valued member of our school community.

Open Door Policy

Parents are welcome visitors to our program. We appreciate input regarding program expectations, suggestions, ideas and comments on ways to improve our service to you and your family. You may direct suggestions, concerns, compliments and complaints to the program coordinator, either verbally or in writing. You are welcome to leave a note in the Parent Box or be sending an email. You are also welcome to direct questions, concerns, and comments to our Community Education Director.

Registration and Enrollment Information

Openings are determined on the basis of the number of adult staff-to-child ratio (1 Adult: 15 K-6 children and 1 Adult: 10 preschool children). When openings occur, parents/guardians of registered children are contacted for enrollment on the basis of: 1) the time slot indicated on the registration form, and 2) on a first-come basis for the time slot according to the date of registration.

How to Register

Parents will register using their Eleyo account. You can register for an account by visiting <https://rockford.ce.eleyo.com/>. Parents will pay a non-refundable enrollment fee at the time of registration. Your child is not registered until the fee is paid. If you are enrolling your child after the registration dates you will need to work with the supervisor to determine a start date for your child within the program. Non-payment of previous Galaxy charges will result in a delay in enrollment until all fees are paid. Please allow a minimum of three to five business days to process enrollments.

Enrollment Periods

Galaxy Kids has 2 sessions each year, School Year and Summer. Each session requires a separate registration. The school year enrollment period is from the first day of school until the last day of school. The summer enrollment period is for 10 weeks, starting the first Monday after the school year ends and ending the last full week in August.

**Please note the 2022 Summer Program begins on the first Tuesday after the school year ends.*

Hours of Operation

Galaxy is open Monday through Friday, from 6:00am to 6:00pm, including during the summer session and on theme days. The program will be closed the following district holidays: Labor Day, Thanksgiving Thursday and Friday, Winter Break, Presidents Day, Good Friday, Memorial Day, the Friday after the end of the school year, week of Independence Day, and the week before the start of the new school year. Weather-related school closings are addressed in a separate section of this handbook.

Schedule Options

Consistent Schedule Option: Choose this option if you need care on the same days of the week each month. 2 days per week is required to receive the regular rate. One day or less is billed at the Drop-in rate.

Pick-Your-Day Schedule Option: Choose this option if your care needs vary from week to week and will not always be on the same day each week. 8 days per month are required. 7 or less days will automatically be billed at the Drop-in rate.

Drop-In Option: Families have the option to register as Drop-in only. Choose this option if you do not consistently need care or need less than 8 days per month. Drop-In days should be requested 3 business days in advance using your Eleyo account. There is an additional charge of \$2.00 above the regular fee. These days can be accommodated based on space and staff availability. Drop-in care may not be available on certain field trip days. No refunds are available for canceling a requested drop-in date.

**Field trips are typically scheduled for every other Friday during the summer program. On-site care isn't available on field trip days. A field trip fee will be applied to your account if you register your child for*

a day a field trip is scheduled. Field trip fees are listed on the permission form (\$10 or less).

Fee Schedule

Please see last page for Fee Schedule

Additional Fees

Finder's Fee: \$5.00 if your child does not come to Galaxy after school and Galaxy was not notified directly by a parent and the buses are delayed while searching.

Late Payment Fee: \$25.00 will be applied to your account if your payment is not received by the due date. If a family is unable to make payment by the due date, contact the supervisor to discuss payment arrangements. If no payment or contact is made within 7 business days of the due date, child care may be terminated. Your family will be unable to sign up for any other Community Education offerings until the account is paid in full.

Late Schedule Fee: \$25.00 will be applied to your account if your Pick Your Own schedule is not received by the due date. If you have questions on your schedule, please contact the supervisor before the date the schedule is due. If you no longer need care, please submit a Contract Change Form and request to withdraw your contract using your Eleyo account.

Late Pick-Up Fee: Galaxy Kids Program closes at 6:00pm each evening and it is important that our daily operations can conclude on time. Due to the additional expense of staff members staying late when parents arrive after the program closes you may be charged a Late Pick-Up Fee. Galaxy Kids Program will apply a fee of \$5 for the first 10 minutes a child is picked up late. After the first 10 minutes, \$1 per minute will be applied to your Eleyo account.

Financial Assistance

Financial assistance may be available for qualifying families through state or county funds. Contact Wright or Hennepin County Human Services based on your county of residence. Written authorization from the county must be received by Galaxy before a child can begin care. If financial assistance is

cancelled, you will be responsible for all expenses incurred. Families receiving assistance must assume responsibility for fulfilling county requirements such as providing child care schedules, submitting timely reports and making payments not covered by the assistance program in a timely manner. If co-pays and remaining care payments are not made in a timely manner, Galaxy Kids Program reserves the right to end care until your balance is paid in full. Parents participating in financial assistance programs are responsible for checking their balance due on their Eleyo account and paying the remaining balance due after assistance payments are applied.

Invoicing/Payments/Auto-Pay

Since the Summer of 2022, all families must have auto-pay added to their accounts to receive child care from Galaxy.

Summer Program- Care will be billed on a bi-weekly basis. You will receive an invoice every other Monday, with payment due the following Thursday.

School Year- Care is billed based on the days you have contracted for. Invoices will be available for payment on the 15th of the month prior to care. Payments are due by the 25th of the month prior to care being provided (i.e. September payment is due by August 25th). Galaxy Kids Program is a pay ahead program. If your payment is not received by the due date, care cannot be provided.

Drop-in Care will be invoiced during the next billing cycle.

Forms

All Galaxy Kids form that you will need are located on-site in the main Galaxy classroom and on our website. The Drop-In Care Form is NOT located on the website. This form is located on-site in our main classroom to ensure the safety of each child when additional care is scheduled. Please contact a Galaxy staff member or the Galaxy coordinator for help filling out a Drop-In Form.

Drop-In Care Form

If you need emergency Drop-in care (less than 3 business days' notice) please call Galaxy Kids Program directly. You will be asked to sign a Drop-in Form when you arrive to pick-up your child.

Contract Change/Withdrawal Form

If you need to withdraw your child from Galaxy, we require a ten business day written notice. Please give notice using the Contract Change Form, in addition to withdrawing your contract using your Eleyo account. If you withdraw your child without the required written notice, you will be billed tuition for the rest of the required time. Re-enrollment will be dependent on space availability and cannot be allowed until any outstanding balance is paid in full.

Vacation Credit Request Form

If you have planned time that your child will be away from the program and you are contracted for a Consistent Schedule at least 2 days a week, you may request a Vacation Credit for the days your child will not be attending Galaxy. Forms are due by the 14th of the month for the following month (example: September Vacation Credit Request Forms are due by August 14). Families on consistent schedules may receive a credit for up to one week of care per month, based on the number of days your child attends per week. Example: If your consistent schedule is set for 3 days per week, you may use up to 3 credit days per month.

You are responsible for all costs incurred for your contracted days, whether your child attends or not, unless we have received a Vacation Credit Request, contract change or withdrawal with sufficient notice.

Activity Form

If your child will be attending an activity while scheduled for care at Galaxy Kids, please fill out and return an Activity Form 10 business days prior to the activity. On this form you can indicate if you would like a Galaxy staff member to bring your child to and from the activity, date, time, and location of activity, and special instructions for the staff member.

Transportation Form

~~If your child will be attending an off-campus activity that requires transportation in a school approved vehicle please fill out and return a Transportation Form 10 business days prior to the activity. A \$30 per season fee is charged for transportation using school vehicles.~~

Not available during COVID-19 pandemic.

Communication

Galaxy Kids strives to maintain open and clear communication. We will regularly send out updates and monthly newsletters, as well as individual communication with each child's family on an as-needed basis. You will also receive monthly reminder emails when forms and payments are due.

Each family is assigned a mail slot to receive periodic communication (cubby). Children can also store completed projects and items; however parents are responsible for making sure your family's cubby is emptied each day.

Reports

If your child has an accident, incident, or serious behavioral issue you will be notified by Galaxy staff using either an Incident/Accident Report or a Behavior Report. You will also receive a form indicating if your child isn't feeling well, along with what actions were taken while your child was at the program.

Orientation

An orientation will be offered at the beginning of each session. An email orientation will also be sent out to all families at the beginning of each session.

Parent Feedback

We welcome feedback, both positive and negative, at all times. If you would like to share feedback you may email the coordinator, leave a note in the locked wooden box, or call and speak directly with a staff member. You may also request a conference with the coordinator regarding your child. The coordinator may also request a conference regarding your child if the need arises. You will also be asked to participate in a survey at least annually.

We encourage parents to be as involved with our program as they prefer. You are invited to participate in the Community Education Advisory Board or Accreditation Stakeholder team if you would like to advise on policies and procedures regarding the program.

Galaxy Kids follows ISD 883's grievance procedures and policy # 103 regarding complaints from students, employees, parents, or other persons. You may report concerns or complaints directly to the school district or to an individual employee. The employee will advise their immediate supervisor of

the complaint. For more information, please see policy #103 on the district website.

Conferences

If you would like to meet to discuss your child's progress while at Galaxy Kids Program you may request a conference with the program supervisor and classroom assistants that work with your child. Please be sure to schedule conferences in advance so staff members can prepare and additional staff members can be scheduled if need. The program coordinator may request a conference with you regarding your child if the need arises.

Arrivals/Departures

Sign-In and Sign-Out

Parents are required to sign their child(ren) in and out of the program each day. Please sign your child in/out using the Galaxy Kids iPad and make sure a Galaxy staff member knows you are taking your child. This is a safety measure. Parents are responsible for keeping their Authorize Pick-Up list current on their Eleyo account. If an emergency arises and some not on your authorized list will be picking up your child, please call Galaxy kids BEFORE the person arrives to pick up your child. You will be asked to follow-up with the information in writing as soon as you can (example: email). All persons not recognized by staff will be asked for photo identification. Be sure we have current phone numbers where you can be reached during your child's time at Galaxy in order for us to verify that you are aware of this change.

If a parent sends a sibling to pick up child from Galaxy, the sibling must be at least 12 years of age and must be listed on your Authorized Pick-Up List as someone who can pick up the child. The sibling must either be known to staff or have a picture ID.

Unauthorized Pickup

If you do not want your child's other parent or grandparent to pick up said child, you must give us a copy of a court order with that information.

Health and Safety

Please keep your child's emergency information current. Registration and emergency information is kept at our program for each child. You may update

your information using your Eleyo account. If you update your information after your initial registration, please notify us so we can update our safety lists.

Nutrition Guidelines

Galaxy Kids Program is committed to serving a variety of healthy and nutritious food during program hours. Students will be offered snack options each day that include a balance of fruits, vegetables, grains, and proteins, while limiting foods high in fats, sodium and sugars. Students will be offered water, low or non-fat milk, and 100% fruit juice with each snack. Staff members will support children's abilities to self-regulate eating (i.e. only eating until full) as well as model healthy eating habits. Breakfast is available on school days through the district hot lunch program. Breakfast may be purchased through the REAMS office. You must contact the supervisor to set up an account if you do not have one. We will be taking the children to the lunchroom before the start of the school day. Please check the district menu and if you do not want to participate in the breakfast program for that day, you are welcome to send a breakfast snack with your child. On non-school days a breakfast snack will be provided through the Galaxy Program.

Lunch is provided on school days through the District 883 hot lunch program. Lunch may be purchased through the REAMS office or using your Parent Portal. You must contact the Galaxy supervisor to set up a lunch account if you do not have one. Milk will be available for purchase to supplement lunches brought from home.

2023-2024 LUNCH AND BREAKFAST PRICES

Breakfast Kinders: Free, PK & 1st-12th Grade: \$2.00
Elementary Lunch \$2.90
Middle/High Lunch \$3.15
Adult Lunch/2nd Lunch \$4.95
Milk \$.60

Lunch and Breakfast Prices subject to change as determined by Taher Food Services.

For more information regarding your child's lunch account, payment methods, and eligibility for free or reduced price meals, contact 763-477-9165. Please see District Policy 730R in the District Student/Parent Handbook.

Cold lunch is necessary to bring on all non-school days and during the summer program unless otherwise stated. When sending a cold lunch with your child/children, families are responsible for ensuring that the contents of your child's/children's lunch are appropriately packed and cooled, especially if sending a milk product or a perishable food item. We ask that you do not send pop to drink.

Afternoon snacks are included in the tuition fees and will be served each day at 3:30pm. Please check the monthly menu on our webpage to see what is being served each day. During the summer program, a breakfast snack will be served at 7:45am each day. Breakfast snacks are included in your tuition fees during the summer.

Accidents/Injuries

All adult Galaxy staff members receive training in 1st Aid and CPR. If a child has a minor injury, the attending staff person will treat the injury and inform the **parents/guardians via phone call or through our accident/injury report form**. If a serious accident should occur, the staff will contact the parent/guardian and call 911. If emergency treatment is necessary, the child will be taken to Buffalo Emergency Care and the parent will be responsible for all medical expenses.

Illness and Absence from the Program

In case of illness a child should not attend Galaxy Kids Program if ANY of the following symptoms occur: Fever above 99 degrees, severe cold, undiagnosed rash, vomiting, diarrhea, sore throat, upset stomach, body aches or head lice. Please contact the coordinator if your child has any communicable diseases so that we can inform other parents that their child may have been exposed.

Chronic Health Conditions

If your child has a medical need or chronic health condition, please contact the Galaxy coordinator to schedule a meeting prior to your child beginning our program. It is important to us that we have as much information as possible to provide the highest quality care for your child.

If a child should become ill with any of the symptoms described above, Galaxy Kids Program staff will contact a parent/guardian and request that the child

be picked up from the program within one hour of being contacted. If a parent/guardian cannot be reached, a program staff member will get in touch with an emergency contact as listed on your Parent Portal.

Communicable Diseases

To avoid the spread of germs and for the benefit of the ill child, a child displaying any of the above symptoms will be asked to rest in a quiet area away from other children while waiting. Your child/children may not return to Galaxy Kids Program until she/he has a written doctor's notice, has not vomited or had diarrhea for 24 hours, or has been on medication for at least 24 hours.

Please Note: Because head lice is terribly contagious and extremely difficult to eradicate, Galaxy Kids Program reserves the right to check each child's head upon arrival and may refuse to care for any child who shows any evidence of lice infestation.

If you have signed up your child for a day to attend the Galaxy Kids Program and your child is ill and unable to attend we ask that you call us as soon as possible. To call your child in sick, please call the Rockford Attendance Line at 763-477-7525 and select Option 4. You will be charged for the day. However, if we need to locate where your child is because you have not notified us, we will also charge a Finder's Fee.

Administering Medications

A form from a doctor must be presented before any prescription medications can be given to any child at Galaxy Kids Program. Medication must be in its original container, properly labeled. These medications will be kept in a locked location, away from children. Over-the-counter medications may be administered if a Medication Form is on file with a parent's signature.

State of Minnesota Rule 3 Licensing Requirements for Child Care Centers (Section 9503.0140, Subparagraph 7) states: "non-prescriptive medications and topical ointments must be administered according to the manufacturer's instructions." Galaxy Kids Program requires parent/guardian authorization for administration of non-prescriptive medications such as Children's Tylenol.

Insurance

Medical insurance coverage for the Galaxy Kids Program is the responsibility of the parents.

Sunscreen

Children will have the opportunity to go outside each day that weather permits. It is important that you put sunscreen on your child each day. Students are allowed to keep this in their backpacks to re-apply throughout the day. Parents are responsible for supplying sunscreen for their child during program hours. Sunscreen should be labeled with your child's name and grade. If sunscreen is not provided, your child will do alternative indoor activities in place of outdoor activities unless a waiver is signed.

Blankets/Extra Clothes

Preschool/kindergarten students should bring the following for daily use: blanket for nap time and an extra set of clothing and underwear in case of accidents. Please put the extra clothing in a storage bag labeled with the child's name and kept in his/her backpack at all times. Notices will be sent home if extra clothing was used or if you need to take the blanket home to wash. We take precautionary measures to maintain the blankets here as well.

Galaxy Kids Program follows District Policy 516 in regards to Health and Safety in the District Parent/Student Handbook.

Child Guidance/ Behavior Management

Galaxy Kids Program is dedicated to creating a positive and encouraging classroom community by implementing positive behavior guidance techniques with all children. Our program is dedicated to being inclusive of children of all abilities. Our goal is to teach children positive ways of dealing with conflict while maintaining a safe and caring environment for each child. Galaxy Staff follow the School Discipline Policy 506 from the District Student/Parent handbook.

Our program staff use developmentally appropriate language to help children make desirable choices, to become cooperative persons who are responsible for their own actions, and who respect the rights, feelings, and property of others. Staff members are

committed to being positive role models, employing positive, non-threatening techniques, and consistently acknowledging and encouraging positive behaviors and attitudes.

Behavior Expectations

The basic expectations for students to remember are:

1. We respect ourselves, others and property
2. We behave in a safe and orderly way.
3. We act as responsible citizens.

Unacceptable Behaviors:

- Any violations of the District Disciplinary Policy
- Violations of listed basic expectations.

Examples of unacceptable behaviors include, but are not limited to:

- Physical aggression
- Drugs, alcohol, tobacco or weapons used or in possession on the premises.
- Destruction of property.
- Unsafe activities such as leaving the area without permission, behavior which endangers others, etc.
- Behaviors that disrupt activities and/or other program participants.

Consequences for Unacceptable Behaviors:

- Loss of Galaxy privileges or activities.
- Positive conflict resolution between all parties involved and program staff.
- Meeting with Galaxy staff and other children involved. Positive redirection.
- If behavior is severe, parents will be contacted to pick up their child immediately.
- Suspension from the program from 1-5 days.
- If negative behaviors are continuous, parents will meet with program staff for a conference. Behavior improvement action steps will be developed and signed by child, parent, and program staff.
- If there is no improvement using the new behavior plan, parents will be notified to discuss possible disenrollment from the program.

Galaxy Staff will notify enrollees, as well as parents, of any violations and resulting disciplinary actions. The Galaxy staff will document this notification on a behavior report and give a copy to the Galaxy supervisor.

We follow district policies 506 and 525 for all violent and severe behaviors from the District Student/Parent Handbook.

For additional information regarding students with disabilities, please see the Americans with Disabilities Act. <https://www.ada.gov/>

Program staff will meet with the Community Education Director and other appropriate district staff regarding decisions that need to be made due to severe discipline.

Bullying

Galaxy Kids Program followings ISD 883's Policy 514: Bullying Prohibition Policy. The policy defines "Bullying" as:

"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.

"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, 514-3 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."

If children are displaying behavior that is consistent with bullying and previous behavior interventions have not been successful, a meeting will be scheduled with the parents and program coordinator to discuss a Behavior Plan.

Staffing Ratios

We follow the ratios of staff to children recommended by the State of Minnesota, the National Association for the Education of Young Children (NAEYC) and the MN Afterschool Accreditation Program (MAAP). Independence will be encouraged by allowing children to do things for themselves, but a staff member must be present at all times. Student workers may be included in the staff to student ratios; however they will not be alone with children at any time. Additional staff are scheduled during high-risk activities, such as field trips or community outings.

Preschool: 1: 10 (maximum 20)

Kindergarten-Grade 6: 1: 15 (maximum 30)

Mixed Group: For mixed age group we staff in accordance with the youngest age group present

Emergency Procedures

Galaxy Kids Program follows all of ISD 883's Emergency Procedures. Emergency drills are completed and documented on a scheduled basis.

Lockdown Procedures-Soft

Soft lockdown procedures will be implemented if there is a threat outside the school building or a non-threatening emergency circumstances that people need to be kept away from.

1. Coordinator or building principal will announce "SOFT lockdown" procedures.
2. Staff members will direct all students to the nearest classroom, including those outside.
3. Custodians will lock exterior doors.
3. Staff will clear hallways, restrooms, and other rooms that cannot be secured.
4. Staff members will close all shades, lock classroom doors and control all movement inside the classroom. Students will **continue activities as planned within the classroom.**
5. Coordinator or building principal will announce "all clear" when the situation has resolved.

Lockdown Procedures-Hard

The threat/intruder is inside the building

1. Coordinator or building principal will announce "HARD lockdown" procedures.
2. Staff will immediately direct all students, staff, and visitors into the nearest classroom or secured space and **LOCK THE DOORS.**

3. Staff members will turn off lights and keep all students away from windows and doors and out of sight.

4. Staff members will not allow parents/guardians to enter the building during an active hard lockdown. Parents will be notified if a hard lockdown occurs and will be notified as soon as it is safe to pick up your children.

5. Everyone in the building will remain in place until the situation has resolved.

5. Coordinator or building principal will announce "all clear" when the situation has resolved.

Evacuation Procedures

In the event of a fire or smoke from a fire that has been detected staff members will:

1. Evacuate students to the nearest designated safe area. See map located on each classroom door.

2. Staff members will take their tracking board along with them and ensure all children have been accounted for. A designated staff member will take the master attendance sheets along and ensure all students signed into the program have been accounted for.

3. Report missing or unaccounted for students to the coordinator right away.

4. No one may reenter the building until the building is declared safe by fire or police personnel.

Sheltering Procedures

1. Coordinator or building principal will announce when students should take shelter.

2. Staff members will move their group to the designated safe area nearest to where the group is located. Staff members will take their tracking board along with them and ensure all children have been accounted for. Staff and students will take the closest and safest route to the designated shelter.

3. Staff members will implement "drop and tuck" procedures": Face an interior wall, drop to knees and roll forward on the balls of your feet. Tuck head down and place hands on top of head and neck.

4. Once all students are safely sheltered, staff will take attendance to ensure all students are accounted for.

Severe Weather

School Closing: Galaxy Kids Program will be CLOSED if school is closed for the day. Families are still financially responsible for the day.

2-Hour Late Start: Galaxy will OPEN at the regular time. If the decision is made to close school, Galaxy will remain OPEN depending on the severity of the weather. Parents will be contacted immediately if the decision is made to close Galaxy.

Early Dismissal: If school is dismissed early, Galaxy will remain OPEN depending on the severity of the weather. Parents will be contacted immediately if the decision is made to close Galaxy.

After School Activities Cancelled: If after school activities are cancelled, Galaxy will remain OPEN regular hours depending on the severity of the weather conditions.

Invoices will be adjusted in the event a child's time at Galaxy is extended.

Announcements will be made on the district website at www.rockford.k12.mn.us, local radio and TV stations as well as phone call notice to district families.

During summer session, Galaxy Kids Program will maintain the following inclement weather policies:

If inclement weather occurs and poses a risk for children and program staff, Galaxy Kids Program may close. Program staff will contact you to inform you of the program closing. Supervision will be provided up to 2 hours after the closing announcement.

We follow District Policy 806 Crisis Management for all Emergency Situations from the District Student/Parent Handbook. This manual can be found on the Rockford Schools website at www.rockford.k12.mn.us. Click on District and then District Policies.

Energy Curtailment

During the summer months Rockford Area Schools participate in a program called Excel Energy Peak Control, which means we are obligated to shut down the majority of electricity in our district. The school district works with Excel to make the best use of available power during these limited power use times. To keep our kids cool and safe, we may bring them to the Community Center Field House on these days. The hours of peak control vary with each control period. These days only take place in our district on odd numbered days when the heat index

is high. If it is an even numbered day, we are allowed to operate as usual unless there is an extreme emergency.

Programming

Galaxy Kids Program strives to ensure our lesson plans and curriculum supports youth development and engagement. Lesson plans and activities focus on all aspects of youth strengths and needs, including physical, social, emotional, and cognitive/academic needs. Lesson plans and Activity Planning Forms will be adjusted to reflect the needs, interests and abilities of all students. Developmental needs will be intentionally supported through daily activities, including daily lesson plans, monthly schedules, transition games, and daily informal interactions with students.

Transportation

Students will only be transported during program hours in authorized school vehicles. Field trip transportation is provided by 4.0 Transportation. Transportation can also be provided by Galaxy employees who have received training to drive a district-owned van. Children will never be transported in staff member's personal vehicles for any reason.

Field Trips

During non-school days, especially the summer program, Galaxy Kids Program will be attending field trips. It is essential to arrive with adequate time before departures as Galaxy Kids will not delay a departure to wait for late arriving children. Please do not send additional money with your child unless informed that you may do so. On the days of field trips, no other on-site care will be available. As a reminder, children will need to bring a cold bag lunch/drink for ALL field trips. Parents/guardians are responsible for contacting program staff by 8:00 AM if a child/children are unable to attend a field trip. You will pay for the field trip if you have signed up your child on your monthly Calendar Form.

We will also take walks to the Rockford Public Library during the summer program. You will receive a monthly schedule of our visits. It is important that your child have a valid library card in order to attend. This only applies to students entering grades 1-6 as we do not take preschool and kindergarten students.

To see which days your child will be attending, be sure to check our website or the on-site parent bulletin board for the schedule.

Cell Phones and Electronic Devices

Galaxy staff members plan activities that are designed for students to be actively involved with other Galaxy kids during their time in the program. Bringing personally owned electronic devices to Galaxy is discouraged. Galaxy is not responsible for lost, broken, or stolen items of this nature. Student use of district-owned technology is closely monitored. Students must follow guidelines for appropriate use of devices such as iPads. Galaxy will not allow photos to be taken of staff or other students. Posting photos on social media will result in a conference with parents and further disciplinary action. Please see District Policy 506 and 524R in the District Student/Parent Handbook.

Pets/Animals in the Program

On occasion, Galaxy Kids Program may have working service dogs at our locations. We also may have presentations from outside organizations involving animals. Parents/Guardians are asked to check with the supervisor and/or staff before bringing any animals into the program. You will be notified in writing if any animals will be present in the program for any reason.

Community Partnerships

Galaxy Kids strives to provide opportunities for our students to excel within their school and community. Galaxy maintains community partnerships with several businesses to provide additional learning experiences for our students. We currently maintain a partnership with the Rockford Public Library, and RiverWorks Food Shelf. These businesses provide opportunities for our students to be active within their community and gain an awareness of community needs and programs.

Data Privacy

This notice is being given to you to make you aware of your rights with any family information that you provide to Galaxy Kids Program. The information we request on your registration forms is important for us to be able to serve your child. Certain

information, such as emergency and health information, is required by the MN Department of Human Services to have on file. All information provided to Galaxy Kids Program will be kept in confidence and made available within our program to our staff only. If your services are subsidized, fully or in part, we are required to allow access by the funders of your services to your records if requested. Please see policy 515 in the District Student/Parent Handbook.

2023-2024 School Year Fees		
Before School Care 6:00am-8:00am	\$9.25 per day	Consistent Schedules
	\$10.25 per day	Pick Your Day Schedules
	\$11.25 per day	Drop-In Care
Preschool Half-Day Care 8:00am-12:15pm or 10:45am-2:55pm	\$15.50 per day	Consistent Schedules
	\$16.50 per day	Pick Your Day Schedules
	\$17.50 per day	Drop-In Care
Preschool School-Day Care 8:00am-2:55pm	\$25.75 per day	Consistent Schedules
	\$26.75 per day	Pick Your Day Schedules
	\$27.75 per day	Drop-In Care
After School Care 2:55pm-6:00pm	\$14.00 per day	Consistent Schedules
	\$15.00 per day	Pick Your Day Schedules
	\$16.00 per day	Drop-In Care
1 hour, Before or After School 7:00am-8:00am or 2:55pm-4:00pm	\$6.25 per session	Consistent Schedules
	\$7.25 per session	Pick Your Day Schedules
	\$8.25 per session	Drop-In Care
Non-School Day 6:00am-6:00pm	\$36.00 per day	Consistent Schedules
	\$38.00 per day	Drop-In Care
Activity Fee for field trip or on-site presenter	Cost of Activity	
2022 Summer Fees		
Full Day 6:00am-6:00pm	\$36.00 per day	Consistent Schedules
	\$37.00 per day	Pick Your Day Schedules
	\$38.00 per day	Drop-In Care
Weekly Rate Monday- Friday, 6:00am-6:00pm	\$164.75 per week Consistent Schedules Only	
Activity Fee for field trip or on-site presenter	Cost of Activity	
Partial Day AM or PM 6:00am-12:00pm OR 12:00pm-6:00pm	\$25.75 per day	Consistent Schedules
	\$26.75 per day	Pick Your Day Schedules
	\$27.75 per day	Drop-In Care
Additional Fees as Needed		
Finder's Fee	\$5.00	
Late Payment Fee	\$25.00	
Late Schedule Fee <i>For Pick Your Day Schedules</i>	\$25.00	
Transportation Fee	\$30/season Not available during COVID pandemic	
Late Pick-Up Fee	\$5/First 10 minutes, \$1 per minute after the first 10 minutes.	
Registration Fees		
Registration (required fall and summer)	\$40.00 per child OR \$75 max per family	



Rockford Area Schools
**COMMUNITY
EDUCATION**

2023-2024

Staff Handbook



GALAXY KIDS

School Age Care

Galaxy Program

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Introduction

Welcome to Galaxy Kids Program. The purpose of this handbook is to inform all Galaxy Kids Program Staff members of their responsibilities, Galaxy Kids Program procedures and other information pertinent to the Galaxy Kids Program.

At Galaxy Kids Program we believe that our staff should be professional, able to carry out instruction, and are warm and welcoming towards children.

Please familiarize yourself with the contents of the Galaxy Kids Program Staff Handbook. This handbook includes information specific to the Galaxy Kids Program. If you need further information, all Rockford Area School District policies can be found on the school district website,

www.rockford.k12.mn.us.

Mission Statement

Galaxy Kids Program is committed to providing a safe, enriching learning environment for students in our community during their out of school time. We strive to work cooperatively with students' families, school-day staff, and our community to provide a quality, year-round child care program that is dedicated to continual improvement. We encourage self-expression and creativity, build self-esteem and confidence, and promote positive behavior, social skills, and friendships. Galaxy Kids Program is dedicated to providing an inclusive, diverse environment for students of varying abilities, backgrounds, and needs, allowing all students to feel safe and respected. We encourage students to make choices, gain independence, and experience a variety of social and educational experiences. We encourage student involvement in planning, coordinating, and implementing activities. It is our purpose to help each child develop to the best of their individual ability in an atmosphere in which each child will become a valued member of our school community.

Hours of Operation

Galaxy Kids Program is open Monday-Friday, 6:00am-6:00pm. Galaxy is open most non-school days, excluding staff holidays. Galaxy Kids also has a summer program from mid-June through the end of August. Galaxy Kids is closed over Winter Break and the week of July 4th.

Hiring Procedures

Galaxy Kids Program follows RAS policy 401: Equal Employment Opportunity.

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.

C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having any questions regarding this policy should discuss it with Business Manager/Personnel Manager.

The Galaxy Kids Program Coordinator will be responsible for reviewing applications received for open positions. The Program Coordinator will be responsible for screening all applicants, including but not limited to: interviewing applicants and checking references and employment history. The ISD 883 business office is responsible for initiating and completing a background check.

Orientation

Staff members must complete at least 10 hours of orientation prior to working with children. New staff members will not be left alone with children until their orientation is complete. During your orientation, you will receive a written job description along with a copy of the Galaxy Staff Handbook.

Training/In-service

Galaxy Kids Program will pay for the tuition cost for any staff training required by the Galaxy Kids Program Coordinator or Community Education Director. Staff members are allowed to record time and receive wages for time spent in staff meetings scheduled and approved by the Galaxy Kids Program Coordinator.

Assistants that work 20 or more hours per week will be expected to attend at least 15 hours of

workshops/trainings that are offered each year (July 1-June 30). Proof of attendance is required and given to the coordinator. This does NOT include CPR/First Aid training, which is required for ALL Assistants.

Assistants that work under 19 hours per week will be expected to attend at least 12 hours of workshops/trainings that are offered each year (July 1-June 30). Proof of attendance is required and given to the coordinator. This does NOT include CPR/First Aid training, which is required for ALL Assistants.

Student workers are not required to attend workshops/training, but are welcome to go if it works with their homework schedule. However, student workers are required to attend all staff meetings and family night events, along with CPR/First Aid training.

Personnel Procedures

Galaxy Kids Program follows all policies and procedures of ISD 883/Rockford Community Education. Please see the district-wide handbook, located at www.rockford.k12.mn.us/Page/36 for more information.

Professional Development Plans

All classroom assistants will work with the Program Coordinator to develop a Professional Development Plan (PDP). PDP's will be developed using the Core Competencies for Out of School Time professionals, and will be reviewed with the Program Coordinator annually or as needed. We are committed to developing each staff's knowledge and abilities continuously throughout their employment at Galaxy Kids Program.

Staff Reviews

Staff reviews will be completed one time per year. Reviews are typically completed each June. Staff members will meet with the Program Coordinator to complete their yearly reviews.

Time Sheets/Pay Day

Employees will document their time worked using the TimeClock+ system. Pay periods are the 1-15 of the month, and the 16-the end of the month. Employees are paid on the 1st and 15th of each month.

Reporting to Work/Late Staff

All employees are expected to report to work on time and to be ready to work with the children. For example, if you are scheduled to work at 7:00, you

are here, personal belongings are put away and you are ready to work with the children at 7:00. You should put a note in TC+ when clocking in stating you were late and you should notify the Coordinator.

Confidentiality

Because of data privacy and confidentiality issue, Galaxy staff members must abide by the following:

1. When speaking with a parent involving an incident between their child and another child, always refer to the other child as "the other child." DO NOT USE NAMES.
2. Home or work phone numbers of staff, parents, and children **are not** to be given out to anyone other than Galaxy Staff. Staff members may take a message and pass it along to others.

Galaxy Staff may discuss issues of a confidential nature with the program coordinator or the Community Education Director.

Staff Schedules

The Galaxy Coordinator will determine the staff schedules. At any time hours may be increased or decreased due to low student enrollment or other circumstances.

When Galaxy is in operation from 6:00am to 6:00pm, staff schedules may vary in hours and scheduled work times. Staff members may be asked to leave early due to a low number of children in attendance. Staff schedules will be adjusted for the summer program to meet the needs of the program.

Requesting Time Off

Staff members may request time off in writing to their direct supervisor, in addition to submitting time off using the Kelly Services website. Time off will be approved in the order requests were received. If the program cannot maintain a safe staff to student ratio, time off requests may be denied.

Part-time staff members may fill in for other staff members, as long as their total hours for the week do not exceed 40. The Program Coordinator maintains a list of district staff that have received training to substitute for staff members at Galaxy Kids Program. In the event of a long-term absence from the program, the out of ratio staff who completes lesson planning and the Program Coordinator will adjust schedules to cover the open time frame.

Sick Time

If an employee is sick, they must notify their immediate supervisor at least one hour prior to the

start of their shift. It is the employee's responsibility to make sure they receive a response from their supervisor to ensure their message was received. Employees must also note when they are sick on TC+.

Mandated Reporting

Galaxy Kids Program follows RAS policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse.

All staff members are mandated reporters. Mandated reporters are professionals or a professional's delegate identified by law who **MUST** make a report if they have reason to believe that the abuse, neglect, or financial exploitation of a vulnerable adult has occurred. If you suspect a child is being neglected or abused, you must make a VERBAL report within 24 hours of becoming aware of the suspected abuse/neglect. A WRITTEN report must be completed within 72 hours. All reports are confidential. You are protected by law from retaliation when filing a report. For more information or resources on child abuse, visit Prevent Child Abuse Minnesota at: <http://www.pcamn.org/>.

Staffing Ratios/Supervision

We follow the ratios of staff to children recommended by the State of Minnesota, the National Association for the Education of Young Children (NAEYC) and the MN Afterschool Accreditation Program (MAAP). Independence will be encouraged by allowing children to do things for themselves, but a staff member must be present at all times. Student workers may be included in the staff to student ratios; however they should not be alone with children at any time. Additional staff are scheduled during high-risk activities, such as field trips or community outings.

Preschool: 1: 10 (maximum 20)

Kindergarten-Grade 6: 1: 15 (maximum 30)

Mixed Group: For mixed age group we staff in accordance with the youngest age group present.

Volunteers

If someone requests to volunteer at Galaxy Kids Program, the Program Coordinator and RAS district office will work cooperatively to ensure a background check is completed. Volunteers may not be included in the staff to student ratio, and may never be left alone with children.

Communication

1. Galaxy Kids Program uses the following communication tools to communicate updates and information to staff members: Daily Dayminder, district email, monthly staff meetings, monthly parent newsletters, and information posted on the staff bulletin board.

2. Staff members are expected to communicate with peers, children, and parents in a professional manner. Parents should be greeted upon entering the classroom and provided with regular verbal updates regarding their children. Staff members will communicate concerns using Incident/Accident Reports and Behavior Reports.

3. Galaxy Kids Program will conduct annual surveys to gather feedback from students, staff, and parents. Results from these surveys will be used to develop ongoing improvements within the program.

4. Staff members will provide feedback regarding the program in the form of written notes, discussions with supervisors, participation in staff meetings, and completing surveys.

4. Staff members will maintain confidentiality while communicating with parents using both written and verbal communication.

Answering the Telephone

When answering the phone, staff should greet the caller by saying, "Good morning/afternoon, Galaxy Kids this is _____ how may I help you?" If the person is asking questions that you do not know the answers to, please transfer them to the Galaxy Coordinator. The phones at Galaxy should not be used for personal calls. If an emergency arises, make your call brief. Use of a personal cell phone to make non-work related calls is prohibited during scheduled work hours.

Staff Responsibilities

Galaxy Kids Program School-Age Care Assistant

1. Planning and implementing daily activities from subject areas as assigned by Coordinator. Plans need to be completed in a timely manner & written out for substitutes to follow as well as for program coordinator to view. This includes filling out Activity Planning Forms in a timely manner.

2. Interacting directly with the children during all activities, i.e. gym games, outside, sitting with children during meals, art projects, etc.

3. Communicating clearly with parents. Parents should be informed of any and all matters pertaining to their child in a positive and timely manner. Parents should be greeted every morning and evening.

4. Communicating in a positive and professional manner with program and district staff.
5. Maintaining on site record keeping, daily attendance, locating children who do not show up when scheduled, keeping children's files up to date.
6. Documenting any and all negative behaviors and reporting these behaviors to the coordinator immediately.
7. Providing a safe environment, foreseeing potentially dangerous situations, and being current in first aid/CPR training and blood-borne pathogens training.
8. Serving breakfast or snacks, and supervising the children during meals.
9. Knowledge of all guidelines and policies. Be familiar with the parent handbook, program forms and Galaxy Program website. All staff should also be familiar with the ISD 883 District-Wide Staff Handbook.
10. Providing guidance and a safe setting while enforcing consistent boundaries for child behavior.

High School Student Worker

1. Communicating in a positive and effective manner to children, parents, building staff, and other Galaxy Staff.
2. Helping serve breakfast and snacks and supervising children during meals.
3. Assisting other staff in planning and carrying out daily activities.
4. Interacting directly with the children during all activities, i.e. gym games, outside, sitting with children during meals, art projects, etc.
5. Have knowledge of Galaxy Program guidelines and policies and be familiar with the parent handbook and Galaxy Program website.
6. Enforcing behavior guidance policies with help from adult staff and coordinator, if necessary. Do not deal with serious issues; tell the coordinator or assistant so they can handle the child.
7. First Aid/CPR certification preferred.

Program Guidelines and Expectations

Arrivals/Departures

1. Staff members are responsible for signing children into the program each session, and signing them out at the end of the session or when they leave for the day. Children will be signed in and out on the Staff Attendance Board. When children are dropped off or picked up by their parent or an authorized person, the authorized person must sign the child in/out on the Parent Sign-In/Out boards. Staff members are responsible for reminding parents to sign their

children in/out.

2. When students arrive on a school van or bus, the staff member will sign the child in on the Staff Attendance Board. The staff member will also sign the child out on the Parent Attendance Board, noting that the child left on the bus.

Pickup Authorization

Children are to be released only to their parents or persons listed on their Authorized Pick Up list. If parents would like their child released to anyone else, the parent must provide authorization in writing in advance. In an emergency, a phone call will be sufficient. Inform the parent that the person will need to show proper identification.

If someone comes to pick up a child that the staff does not know, follow these directions:

1. Ask the person for identification.
2. Check to see if their name is on the child's Authorized Pick-Up List or check the Dayminder to see if there is a note from the parent authorizing their child's release to this person.
3. If the person is not an authorized person tell them you must speak to the parent before releasing the child.
4. Phone the parent. If the parent authorizes the person to pick up their child, you may release the child to the person. If you are not able to reach the parent, notify the person that you cannot release the child without the parents authorization.

Staff must be aware of any persons who are authorized to pick children up. The Coordinator will keep the registration list up to date. If the unauthorized person is a biological or adoptive parent we must have a copy of the restraining order on file.

If a person who is unauthorized to pick up a child, such as a non-custodial parent, arrives to pick up the child, the following steps should be taken:

1. Ask the parent to step out in the hall or into another room with you, away from the children.
2. The other staff person(s) in attendance will stay with the children.
3. The other staff members are to remove the children from the unauthorized parent if the following are factors:
 - A. There is a restraining order against this person and Galaxy has a copy of it.
 - B. The person becomes abusive, verbally and/or physically with the staff members.

If the above occurs, the staff person who stays with the children will then make a phone call to 911. Never leave the children unattended. The designated removal place will be where there is a telephone.

Do not ever put yourself or the children in a position of physical harm.

Any situation such as the one described above needs to be documented immediately and the Galaxy Kids Program Coordinator and Community Education Director need to be contacted as soon as possible.

Tracking Children

All staff members are responsible for knowing how many children are in their care at all times. A written count of all children present will take place every 30 minutes. The staff member assigned to the Sign In/Out boards is responsible for initiating the child count and confirming that it is correct. Staff members may use checklists at their own discretion; however all staff members are required to use the magnetic white boards with a nametag for each child in their care. When the child leaves for the day their nametag will be removed from the whiteboard and placed on the "Out" board.

Missing Children

If a child does not check-in after school, please take the following steps to locate the child. You must repeat all steps until the child has been safely located.

1. Check on Infinite Campus to see if the child was in school.
2. Call the school teacher or school office to see if they know the whereabouts of the child.
3. If the child has gotten on a bus call the bus garage and ask them to bring the child to Galaxy Kids Program. If they were on the bus but have already been dropped off at home, call the home to see if they answer. Ask to speak to an adult. Contact the parents immediately to notify them of the situation.
4. If the school/bus company does not know the whereabouts of the child, call the parent(s).
5. If the parent(s) cannot be reached by phone, the emergency contacts must be called.
6. Leave messages at all available phone numbers for the parents, guardians, and emergency contacts, inform them of the situation.
7. Fill out a Finder's Fee Form and give it to the coordinator. The coordinator will notify the parent and apply the Finders Fee to their Parent Portal.

If you are not able to reach any adult or cannot find the location of the child, contact the police department and explain the situation to them.

Children Who Run Away

When a child in your care runs away from the supervised area keep an eye on him/her from a distance. If the child moves toward a place where his/her safety is a concern you must go after him/her. If the child leaves the grounds and you cannot find him/her, call the police for assistance and call the coordinator. Any time a child runs or a restraint is utilized the parents must be informed, and the incident documented on a Behavior Report.

Information for the police:

You can give the police a description of the child including their name, address, appearance, etc. *You should not reveal information about the child regarding special needs.* You can tell the police about events leading up to the incident and what type of mood the child may be in when they arrived. The coordinator can also request that the police notify Galaxy Kids when they have caught up with the child and inform Galaxy Kids of their location so assistance with handling/processing the situation can be done. We are permitted to give the police more information regarding special needs if the parents have signed a release allowing us to do so.

Maintaining Staff and Student Professional Boundaries

1. In order to maintain professional boundaries, children may not hang or jump on staff members at any time. Staff members may not hold children or allow children to sit on their laps.
2. Staff members must always be at the head of the group when transitioning. A second staff member, if possible, should be at the end of the group.
3. If you take groups to the large bathrooms, be sure to monitor the time spent in the bathrooms.
4. **Children should never be left in any area unattended.** If the staff member needs to step out, another staff member should be contacted to take over.
5. Children are not allowed to use the walkie-talkies, staff computers, or program keys.

Alone with a Child

Whenever possible staff members should not be alone with a child. There are, however, times when this may not be possible. For staff security, staff members should choose a location that is "public" and open in nature when alone with a child. Student workers and volunteers may not supervise children

and must never be left alone with a child for any period of time.

Classrooms

1. Toys from home are to stay in lockers, unless permission has been given from the group leader (in most cases we allow toys on Fridays only).
2. Children should clean up their play area before switching activities, going to school or going home.
3. Only Galaxy CD's/tapes are to be played unless staff has previewed and permission has been given.
4. TV is only operated by the staff members and only on during designated hours.
5. Computers must be monitored at all times.
6. Children (and staff members) are not allowed to sit on counters and/or tables.

Staff members are responsible for actively supervising and interacting with children at all times. Staff members should not be visiting with each other, talking on the phone (including cell phones), or working on their own projects.

Gym

1. A first aid bag and radio must always go inside with the group.
2. Organized games are to be played, no free play in the gym. Staff members must be aware of what is happening at all times, in all areas of the gym.
3. If the curtain is down a staff member needs to be on both sides of the curtain.
4. No food, drink, or gum is allowed in the gym (children and staff).
5. Staff members should be involved with the activities in the gym, not just observing or standing around.
6. No tackle football or any other physical contact sport, is allowed at any time.
7. Children are not allowed in equipment storage areas.
8. Children should be separated by age and ability groups based on the activity to ensure safety.

Playground

1. A first aid bag and radio must always go outside with the group.
2. Children are not to run upstairs to the playground. They must walk with the leader and hold on to the railing.
3. No throwing stones or snowballs on the playground.
4. Go down slides feet first and one child at a time.
5. Children playing on the grassy areas or basketball areas need to be supervised at all times.
6. Staff are to spread out on the playground so all children are being observed at all times.
7. School building rules are followed at all times.

8. All equipment in games should be used as it was intended for.

Toileting Assistance

In an effort to protect the dignity and privacy of the child who require assistance in toileting, when possible two staff members will be present. When two staff members are not available, the staff person assisting the child will notify another member of the staff that they will be assisting the child with toileting alone and they will use the restroom that is normally used by Galaxy Kids. Care will be taken to be respectful and appropriate in all conversation and actions while assisting the child.

Outside Time

All children should go outside every day, weather permitting, even if just for a few minutes. If the children went outside at recess and the weather has not gotten any colder, staff should take the children outside. Do not take the children outside if it is extremely cold, wet, muddy, too humid, etc. Children and staff members should have proper clothing for being outside. Staff members should place themselves in different areas of the playground so they can actively supervise all children. Staff members should not congregate together.

Children need to follow all playground rules. Staff members are responsible for making sure these rules are being followed and prevent any situations that could become dangerous.

Activity/Lesson Planning

The program planning specialist will complete daily lesson plans (Lesson Planning Forms). Classroom Assistants will meet with the planning specialist one time a week during their weekly planning meeting. During this meeting classroom assistants will receive their Lesson Plans for the following two weeks and will have an opportunity to ask questions and provide feedback to the planning specialist. All staff members will be scheduled a minimum of one hour per week to complete their Activity Planning Forms. The Activity Planning Form will be completed at least one week prior to when the activity is scheduled to take place. Activity Planning Forms will be attached to the Lesson Planning Sheet that is provided by the planning specialist.

Programming

Galaxy Kids Program strives to ensure our lesson plans and curriculum supports youth development

and engagement. Lesson plans and activities focus on all aspects of youth strengths and needs, including physical, social, emotional, and cognitive/academic needs. Lesson plans and Activity Planning Forms will be adjusted to reflect the needs, interests and abilities of all students. Developmental needs will be intentionally supported through daily activities, including daily lesson plans, monthly schedules, transition games, and daily informal interactions with students.

Child Guidance and Behavior Management

Inclusive Environment

Galaxy Kids Program and staff members will create a caring, inclusive environment. The program values and supports the rights of all children, regardless of their diverse abilities, to participate actively in our child care setting. Children will be provided with reasonable accommodations and should be in groups with same-age peers whenever possible.

Pro-Social Behavior

Staff members will model appropriate, pro-social behavior at all times when working with students.

If a child is displaying negative behaviors, staff should do the following:

1. Talk to the child. Explain to the child in a positive manner why the behavior is inappropriate, or ask the child to tell you why this behavior is not appropriate.
2. If the child continues to display negative behaviors, redirect the child. Discuss what they could do instead. Encourage them to suggest ideas. Make sure child is aware of consequences to choices made.
3. If negative behavior continues, follow through with the consequence agreed upon earlier. If it is a "time-out", do not leave the child isolated for unreasonable amount of time. After the consequence has been met, discuss the behavior in a positive manner with the child before letting them go back to be with the other children.
4. Document all negative behaviors with a Behavior Report and make the child aware of what is written for the parents to read. Give the original copy to the parents and make a copy to give to the coordinator.

If a discipline problem becomes severe; i.e. child is physically abusive towards other children or staff, staff is to do the following:

1. Immediately remove the child from the group. If the child chooses not to leave the room, remove all

other children from the room.

2. Give the child a chance to calm down.
3. Document the incident using a Behavior Report. Give the original copy to the parent and make a copy to give to the coordinator.
4. Contact the coordinator. If unable to reach them, contact the Community Education Director. Either of these people will make any further decisions.
5. Inform the parent that the coordinator will be in touch with them.
6. Continue trying to reach the coordinator.

At any time a child may be removed from the program for up to a week following a severe incident. THIS DECISION IS TO BE MADE WITH THE GALAXY KIDS COORDINATOR OR THE COMMUNITY EDUCATION DIRECTOR. AT NO TIME IS A STAFF MEMBER TO MAKE A DECISION BY THEMSELVES REGARDING A CHILD'S EXPULSION FROM GALAXY KIDS PROGRAM.

Galaxy Kids Program follows ISD 883's Policy 507: Corporal Punishment

No employee or agent of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

Bullying Policy

Galaxy Kids Program follows ISD 883's Policy 514: Bullying Prohibition Policy. The policy defines "Bullying" as:

"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.

"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, 514-3 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.”

If you suspect a child may be the target of bullying you should report your concerns to the Program Coordinator right away.

Health and Safety/Emergency Procedures

General Guidelines

1. Staff members must wash hands at the start of their shift, upon entering a new classroom, after eating or drinking, after using the restroom, and after sneezing/coughing/blowing their nose.
2. Galaxy staff members are responsible for serving meals and snacks during program hours, therefore they must follow all safety and reporting guidelines as stated by the State of Minnesota.
 - a. The Program Coordinator must report the following illnesses to the State of Minnesota: salmonella spp., Shigella spp., Escherichia coli 0157:H7, or other enteric bacterial pathogen, or the hepatitis A virus. The report should be made by the next working day (Minnesota Food Code 4626.0060 A).
 - b. Employees must be restricted from serving food if they have the following symptoms: diarrhea, vomiting. They may return to food-related responsibilities when they are free from symptoms. The Program Coordinator is required to keep a log of staff members exhibiting diarrhea and vomiting. Staff members are required to report these symptoms to the program coordinator and refrain from working until symptoms are no longer present.
3. The Program Coordinator will maintain a list of student medical information, including allergies and long-term health and developmental considerations. These lists will be posted in each classroom on the inside of the First Aid cupboard.

4. Emergency safety drills will be conducted throughout the school year and summer. Staff are responsible for being familiar with the district “Emergency Procedures” book located in each classroom (Red Binder).

Emergency Procedures

All Galaxy staff are trained in the district’s Emergency Procedures, which can be located in each classroom in the RED Emergency Procedures book. Staff members will also follow the programs Child Care Emergency Plan, located by the entrance of each classroom on a RED clipboard.

Nutrition Guidelines

Galaxy Kids Program is committed to serving a variety of healthy and nutritious food during program hours. Students will be offered snack options each day that include a balance of fruits, vegetables, grains, and proteins, while limiting foods high in fats, sodium and sugars. Students will be offered water, low or non-fat milk, and 100% fruit juice with each snack. Staff members should support children’s abilities to self-regulate eating (i.e. only eating until full) as well as model healthy eating habits.

First Aid Requirements

First aid kits are accessible to staff members at all times. First aid kits are located in each classroom. Portable first aid kits are also available for when students are outside, in the gym, in the computer lab, and on field trips and off-site activities. First aid kits will include the following: Water (if not available in the space), disposable gloves, adhesive bandages, antiseptic wipes, scissors, sterile compresses, thermometer, adhesive tape, ice pack, current first aid manual. A staff member will be assigned to complete weekly checks of all first aid kits to ensure they are adequately stocked.

Student Accidents/Injuries

All adult staff members must be certified in First Aid/CPR. If an accident occurs, please follow the instructions below.

1. The coordinator (teaching assistant if coordinator is not available) does the initial

assessment of the injury. DO NOT MOVE THE CHILD. IF YOU ARE UNSURE OF THE SEVERITY OF THE INJURY, THE COORDINATOR OR ASSISTANT WILL SEND ANOTHER STAFF PERSON TO CALL 911.

2. While the coordinator or assistant is attending to the child, other staff on site should remove the other children from the area. As a staff, you should determine a centralized place for the children to gather when an accident or injury occurs; i.e. on the playground, all children will meet by the door.
3. If you have to call 911, immediately contact the parent/guardian. If you cannot reach the parent/guardian, please contact one of the people listed on the child's emergency contact list. After reaching these people, please contact the program coordinator. If unable to reach the program coordinator, leave a message and then contact the community education director.
4. The assistant will fill out a Galaxy Kids Program Accident Report, and return it to the coordinator as soon as possible. ACCIDENT REPORTS MUST BE FILLED OUT FOR ANY AND ALL INJURIES. A copy of each Accident Report will be given to the parent and a copy will be kept in the child's file on-site.
5. Staff members must wear gloves when attending to a child that is bleeding or secreting bodily fluids and following all first aid/CPR procedures.
6. Inform the parent of any accident that involved their child, in person, on the day it occurred. (If a serious accident, call immediately.)
7. In the event that a serious injury has occurred, Galaxy staff will notify the Program Coordinator as soon as it is safe to do so. The coordinator will inform the RAS district office and Community Education Director.

First Aid Kits

First aid kits must be in all areas where children are, including classrooms, the gym, outside, and during off-site activities. First aid kits will be checked by an assigned staff person each week. All first aid kits should include the following items: water (if not available in the space), disposable gloves, adhesive bandages of assorted sizes, sealed packages of antiseptic wipes, scissors, sterile compresses,

thermometer, adhesive tape, ice packs, current first aid manual.

Head Injury/Concussion

If a child bumps their head while at Galaxy Kids Program, staff will immediately implement the following steps.

Step 1: Make sure the child is okay. Provide first aid as needed.

Step 2: Notify Program Coordinator so assistance can be provided.

Step 3: Immediately begin the Concussion Signs and Symptoms Checklist.

Step 4: After completing the checklist the 1st time, notify the parent that their child has bumped their head and we are monitoring them- please remember this notification MUST take place within 15 minutes of the time of injury.

Step 5: Complete the checklist again after 15 minutes from the time of injury, 30 minutes from the time of injury and once before the child leaves for the day.

Notes:

- The staff who is first aware of the incident is the Responding Staff and must remain with the child until they leave for the day.
- At no time should a child who has bumped their head be allowed to lay down or fall asleep.
- If a student displays symptoms of a concussion, the parent will be called and asked to pick up their child.

If at any time a child displays the following symptoms, call 911 immediately: loss of consciousness for any period of time, vomiting, disoriented behavior, confusion, loss of memory, problems with balance or dizziness.

Staff Injuries

If a staff member is injured, they must immediately report the injury to the Program Coordinator or Community Education Director. They will assist you in documenting the injury and filling out a First Report of Injury and advise you on what to do next.

Administering Medications

A form from a doctor must be presented before any prescription medications can be given to any child at Galaxy Kids Program. Medication must be in its original container, properly labeled. These medications will be kept in a locked location, away from children.

All classroom assistants will receive training in medication administration. Only trained, adult staff members can administer medication to children.

When dispensing medication, the Galaxy Staff must double check the child's first and last name on the bottle and confirm the child's name with them, as well as double check the ordered dosage. Medication should be dispensed into the child's hand or into a cup. Staff should not touch the medication directly. After the staff has watched the child take the medication, the log should be completed, including initials and time administered. Unused medications and emptied bottles must be returned to the parent/guardian. Over-the counter medications may be administered if a Medication Form is on file with a parent's signature.

State of Minnesota Rule 3 Licensing Requirements for Child Care Centers (Section 9503.0140, Subparagraph 7) states: "non-prescriptive medications and topical ointments must be administered according to the manufacturer's instructions." Galaxy Kids Program requires parent/guardian authorization for administration of non-prescriptive medications such as Children's Tylenol.

Sick Children

A child may not attend Galaxy Program if the child has any of the following; fever above 99.9 degrees, vomiting, diarrhea, undiagnosed rash, inflamed or mattery eyes, severe cold or sore throat. If a child does become ill at Galaxy, or any of the above symptoms appear, do the following:

1. Have the child rest in a quiet comfortable place away from the other children (if possible).
2. Contact the parent. Explain the situation. If the child does have any of these symptoms, he/she must be picked up as soon as possible (within 1 hour). If the parent says that they cannot come to get the child, tell them either they need to make arrangements for someone else to pick up the child or you will call one of the people listed on the child's emergency contact list, found in their Parent Portal.

*A child may not return to the program until they are fever/symptom free for 24 hours or on medication for at least 24 hours.

Pets

On occasion, Galaxy Kids Program may have working service dogs at our locations. We also may have presentations from outside organizations involving

animals. Parents/Guardians are asked to check with the supervisor and/or staff before bringing any animals into the program. You will be notified in writing if any animals will be present in the program for any reason.

Transporting Children

1. Galaxy Kids staff members will be responsible for safely transporting children to and from Rockford Community Education classes and activities. Staff members responsible for providing transportation will have a copy of their driver's license on file, must maintain a safe driving record, and must receive transportation training through 4.0 Transportation (including a written test and supervised test drive with transportation manager). Students must always be transported in an approved district-owned vehicle.
2. Galaxy staff members are responsible for ensuring students are safely transported to/from field trips in district busses. Staff members are responsible for ensuring students maintain safe behavior while on the bus. In the event of an emergency, Galaxy staff members are responsible for safely supervising students and notifying the Program Coordinator of incidents.

Emergency School Closings and Late Starts

Often an emergency closing due to bad weather is announced after Galaxy Kids Program has opened. Staff members are responsible for reporting for the before school session unless contacted by the coordinator.

If school is cancelled after you have arrived during the before school session:

1. The coordinator will be in contact with program staff.
2. Galaxy will remain OPEN depending on the severity of the weather. If the decision is made to close Galaxy, Galaxy staff members will email and call parents. Parents will have 2 hours to pick up their children.
3. At least two staff will stay until the last child is picked up.

If school is cancelled in the middle of the day:

1. The coordinator will be in contact with program staff.
2. Galaxy will remain OPEN depending on the severity of the weather. If the decision is made to close Galaxy, Galaxy staff will email and call parents. Parents will have 2 hours to pick up their children.

3. At least two staff members will stay until the last child is picked up.

If school has a late start after you arrive:

All AM staff are to remain with the children until school is in session. The staff will be paid for this time.

Late Parent Policy

Galaxy Program closes at 6:00PM. Staff members will use the following procedure to handle late pick-ups:

1. Whenever possible, have two staff stay with child.
2. Assure the child that their parent or guardian is probably stuck in traffic and find something for the child to do.
3. Attempt phone contact with the parents or guardians of the child. If parents cannot be reached, phone calls should be made to the emergency contacts for the child.
4. If staff haven't heard from the parents/guardians and are not able to secure a pick-up for the child by contacting the emergency contacts, at 6:30 PM staff will notify the coordinator.

Suspicion of Parents under the Influence of Drugs or Alcohol

If the coordinator or classroom assistants suspect a parent/guardian is under the influence of alcohol or drugs and believes the child would be in danger because of the parents' state, the following procedures should be taken:

1. Tell the parent/guardian confidentially that you are concerned about having him/her driving and offer to call a back-up person from the emergency contact list.
2. If the parent/guardian insists on driving with the child, you will be obligated to call the police.
3. Call 911 and report the incident and if possible provide the police with a description of the car, license plate number, and which direction they were headed. You may be asked to provide the child's home address.
4. If a staff member smells what they believe is alcohol on a parent's/guardian's breath, but otherwise their behavior appears consistent with what is typical for them, that staff member is under no obligation to do or say anything.
5. Staff members should never try to physically

restrain or argue with a parent or guardian. Discuss the situation with the Galaxy Coordinator.

Field Trips

Galaxy Kids Program will be taking a variety of field trips during the school year and the summer program. The following are the guidelines for field trips:

1. The Galaxy Kids Program Coordinator plans field trips.
2. Children and staff are to wear Galaxy Program t-shirts.
3. Staff may not transport children in their own vehicles on field trips.
4. The cell phone, first aid kit, walkie talkies, and each child's emergency information must be taken on all field trips.
5. Staff will remain with all children in their group for the entire field trip. Children should never be allowed to wander alone without supervision, i.e. the bathroom.
6. No children are to be left behind for on-site care on a field trip day for negative behaviors in the morning prior to the field trip. The child will attend the field trip, and if the behaviors continue, a staff person will remove them from the field trip activity and sit with them on the bus. Upon returning from the field trip, the staff person will contact the coordinator and make him or her aware of the situation, and fill out a Behavior Form to notify the parents.
7. If an accident/injury happens to a child on a field trip and 911 is contacted, the parent should be contacted and informed of where the child is being taken. The Emergency Medical Technician's (EMT's) should be given the information from the child's Emergency Form. Staff will not ride in the ambulance with the child. Contact the Program Coordinator and the Community Education Director as soon as possible. Fill out an Accident Report.
8. Attendance should be taken before the bus leaves for the field trip, and before the bus leaves the field trip site to return to school.
9. The coordinator will designate the staff person who will take care of the payment, explanation of rules, and anything else that arises during the field trip.

Parent and Family Involvement:

1. Galaxy Kids has an open door policy for staff members and parents. If a parent expresses a concern to you, please acknowledge their concern

and let the parent know you will get more information and follow up with them. If needed, please contact the Program Coordinator so concerns can be followed up with in a timely manner.

2. Parents will be offered an opportunity to attend an orientation at the beginning of each session (School Year/Summer).

3. Parents and other family members are encouraged to participate in program activities.

4. Conferences can be requested by the program supervisors or the parent regarding children when the need arises.

Community Partnerships

Galaxy Kids strives to provide opportunities for our students to excel within their school and community. Galaxy maintains community partnerships with several business to provide additional learning experiences for our students. We currently maintain a partnership with the Rockford Public Library, and RiverWorks Food Shelf. These businesses provide opportunities for our students to be active within their community and gain an awareness of community needs and programs.

Gifts

Staff members should not receive gifts of monetary value from program participants. If gifts are received, the parent will have the option of taking back the gift or offering it as a donation to the program.

Dress Code

Staff members should dress in an appropriate, professional manner while working with students. Please remember you are representing our program and the Rockford School District while working. Tank-tops are allowed, as long as they don't have large, open armholes or spaghetti straps. All undergarments must be covered (this includes sports bras). Shorts/skirts must be modest. Please dress comfortably while at work. All staff are expected to participate in activities with the children so please wear comfortable shoes you can play games in. Clothing should be clean and in good repair at all times. Please refrain from wearing pants with holes in them or "off the shoulder" shirts.

Other

The Minnesota Department of Education has clarified the following scenario for school districts:

"Due to potential conflicts of interest, school employees must **NOT** direct or influence the activities of the groups listed." (or similar groups)

- Booster Clubs (i.e. Rocket Activities Boosters and/or Music Partners)
- School Foundations (i.e. Rockford Education Foundation)
- Scholarship Funds (i.e. Rockford Dollars for Scholars)
- Or similar groups

We interpret this to mean the following: Employees can join any of these groups as a non-voting, non-paid, ex-officio members / volunteers but they cannot serve on a leadership team, a decision making body or Board of Directors for any of these groups.



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

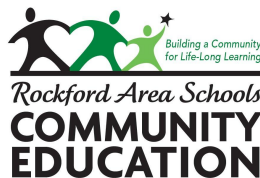
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Meeting Date: 4/17/23						
Prepared by: Tiffany Reinhard						
Date Prepared: 4/6/23						
<input type="checkbox"/>	Information	<input checked="" type="checkbox"/>	Briefing	<input checked="" type="checkbox"/>	Action	<input type="checkbox"/> Enclosure Item(s)
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There are no major changes since the April first read. Formatting and page numbers will be adjusted in the final version and placed on the district website once approved.

Rockford Area Early Childhood Programs



2023-24 Staff Handbook



Rockford Area Early Childhood Programs is a
program of the Rockford Area Schools Community
Education Department.

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Introduction

Welcome to Rockford Early Childhood Programs; we are glad to have you as part of our team. The purpose of this handbook is to assist you in knowing more about the Early Childhood Programs, your responsibilities as staff, and Early Childhood policies and procedures.

Whether a staff of ECFE (Early Childhood Family Education) or SR (School Readiness (Launching Pad Preschool)), our first mission is to be a warm, welcoming and safe place where parents and children feel a sense of belonging and importance. We strive to provide this for all of our families and help it guide us in our work with them.

Please take some time to familiarize yourself with the contents of the Early Childhood Staff Handbook. The introduction includes general information specific to the Early Childhood Programs. Also included in the Handbook are important Personnel Policies. If you need further information, all Rockford Area School District policies can be found on the school district website, www.rockford.k12.mn.us. Since the Early Childhood Programs are part of the Rockford Elementary Arts Magnet School, its handbook is included as well.

Philosophy

ECFE's Mission and Message: To strengthen families through education and to offer support for parents as they provide the best possible home environment for the healthy growth and development of their children. The task of parenting is important. ECFE recognizes and supports parents' understanding of their children, as well as their parental roles. What parents do to guide and nurture their own children along with their skills in working with others who share responsibility for their child's development (teachers, schools and other in the community) is critical to each child's future and the future of our nation.

ECFE/SR: We believe that a child learns best in an atmosphere of love, warmth and acceptance. Our teachers listen to children, allow them to take the initiative, and yet guide them in productive and non-competitive ways.

Our program is founded on the belief that all children have great potential, are curious, and interested in constructing their own learning. We encourage positive peer and social relations, development of critical thinking skills, and facilitate the development of self-esteem by fostering independence and problem-solving skills.

We further believe that parents are a child's first and primary teachers and we enhance and support parents in this important role.

It is important to remember that development is a journey, not a race. Children benefit from the individual, measured pacing of the journey, not from achieving developmental milestones at the earliest opportunity. We offer only

developmentally appropriate activities for the children and will not push beyond what they are comfortable doing.

Jean Piaget generally is recognized as the leader in the field of early childhood education in the research and understanding of a child's development. From ages two to seven, a child is developing many of the cognitive skills that are the foundation for all formal learning. Attempts to hurry a child's cognitive development are not worthwhile: Piaget's research documents that the stages of cognitive development cannot be skipped, nor is it possible to speed through them. While most children at the youngest ages are able to memorize and recite, these skills do not represent meaningful learning in the preschool years. In our setting, we encourage deep and complex thinking. This fosters the tendency in children to be curious, to wonder, investigate then to question, study, and analyze so they can think critically. This is true preparation for life-long learning. "Academics" are very much embedded within our daily work. They are found in both the ordinary moments of our day and in the project work that we may do.

Children have a real understanding only of that which they invent themselves, and each time we try to teach them something too quickly, we keep them from reinventing it themselves.

~ Jean Piaget

Curriculum

Our staff has been greatly influenced by training we have received in Reggio Emilia-Inspired Philosophy. We are members of the North American Reggio Emilia Alliance and the Minnesota Reggio Network. We attend Reggio networking sessions and continually explore literature about Reggio to broaden our knowledge.

Creative Curriculum is research based, aligned with the Minnesota Early Childhood Indicators of Progress (ECIPs), and reflective of our Reggio-inspired approach to early education. Ours is an emergent curriculum – we are always learning and changing as we strive to ascertain what works best for providing children with tools for learning.

Together, the Reggio Philosophy and Creative Curriculum foster methods of teaching children that reflect "best practices" for age and developmentally-appropriate activities that are exciting, creative, and best encourage children's growth and learning.

What is a Reggio-inspired approach?

Reggio Emilia, a city in northern Italy, is the home of what many people consider the best program in the world for young children, ages birth to six.

The Reggio Emilia philosophy sees the child as unique, strong, and full of potential; it envisions environments that are reflective of learning and relationships between children, teachers and parents.

The Reggio Emilia approach to education is committed to the creation of conditions for learning that will enhance and facilitate the child's construction of his or her own powers of thinking through the fusion of all the expressive, communicative and cognitive languages.

The Reggio Emilia approach is based upon the following principles:

- The image of the child as curious, competent, and able to build theories.
- Shared discussions among children, among adults, and between adults and children are ways children represent what is learned. Through repeated conversations and revisiting ideas, children can reconstruct their earlier theories.
- The Reggio approach is about guiding children's ideas with provocations. There is collaboration on many levels. Parents are considered an essential collaborator and parent participation is desired and supported.
- The Reggio Emilia approach calls for the introduction of a wide array of creative media and activities as a means of enhancing children's creative, social, and cognitive development. The children represent their ideas and emotions through many "languages," including spoken and written words, visual arts, drama, music, movement, construction and more.
- The teacher's role within the Reggio Emilia approach is complex. Teachers co-explore the learning experience with the children to provoke ideas, problem solve, and foster critical thinking skills. Teachers help children see the connections in learning and experiences and help children express their knowledge through representational work.
- Teachers document children's processes of learning in many ways - through photographs, written records, journals, etc. Projects can emerge from children's ideas and/or interests, or by knowing what is of interest to children, teachers can introduce them: shadows, puddles, tall buildings, construction sites, nature, etc.
- Time is a critical factor but not measured by the clock or calendar: Children's own personal rhythms and own sense of time is considered important.

Staff

Teachers are typically licensed in early childhood education and are carefully selected by our interviewing committee. Teachers are required to attend workshops, conferences, and other in-service training opportunities to keep abreast of the best way to enhance children's learning.

Coordinator: Tiffany Reinhard

Administrators: Melissa Joseph, Community Education Director

Advisory Council: Composed of community members, including parents with children in the program, the advisory council assists with direction, support, program development, public relations, and evaluation of the program.

Absences/Sick Days/Substitutes

When a sub is needed unexpectedly due to illness, sick child, etc., please call the Early Childhood Program (ECP) coordinator. If it is after hours or you can't reach the coordinator in the office, call his/her cell phone and leave a message, or text him/her. Then, contact Teachers on Call to request a substitute. Often the coordinator can assist you in securing a substitute for subsequent days, if needed, due to your own or your child's illness. Sometimes the coordinator can adjust staff or check on other staff's availability.

When you are requesting to be gone for a family function, vacation, appointment, etc., approval must be gotten from the ECP Coordinator in advance of looking for a sub. Our first priority is to staff our program, and sometimes you may not be aware of other circumstances that have evolved that may affect staffing. Though the coordinator will try to be flexible and honor your requests, there could be a time when it may not be feasible due to extenuating circumstances. Once it is approved, then secure a substitute and let the Coordinator know who/when, etc.

Confidentiality

It is expected of all staff to be vigilant about confidentiality and data privacy. You will often be aware of sensitive information regarding children and their families and it is expected that this information will not be discussed except with the coordinator, the Community Ed Director, and/or other staff working directly with the child/family, on a need-to-know basis.

When speaking about an incident to a parent, always use the phrase, "the other child;" DO NOT USE NAMES.

Home or work phone numbers/addresses, etc., of staff, or parents and children should not be given out to anyone other than staff. Staff can take a message and relay the information needed to the other party.

The only exception is when a parent has given written permission to share phone numbers, email address, or mailing address with other children/families in the class.

Dress

Staff should wear clothing that is comfortable and appropriate for working with children. Appearance should be neat and clean.

Emergency School Closing/Late Start

If school is closed for any reason, then Preschool and ECFE classes (including evening) will also be canceled. If there is a two-hour late start, there will be no

morning Preschool or morning ECFE classes; afternoon/evening classes will be in session as usual. Every effort will be made to make-up any classes that have been cancelled, dependent on time permitting in the K-12 school calendar/ECFE session. Please refer to District Policy 806, district school closing procedure for more information.

Emergency Procedures

We will participate in fire, tornado, and safety drills so the children are familiar with the procedures.

The following procedures would be followed for these specific emergencies:

1. Tornado - designated place of safety in our building
2. Fire – designated emergency exit routes
3. Winter weather closing - children will be dismissed to parents/guardians, buses, or GKP according to emergency procedures outlined by parents on Emergency Dismissal forms.
4. Power failure in the building – the program will follow the direction of the Superintendent; children may be sent home.
5. Minor scrapes and scratches - school health staff have been trained in first aid to be able to deal with this type of medical care.
6. *Stranger in the building, or threat in the community* drills, referred to as "safety" drills, are practiced regularly with a lockdown procedure in place.
7. Missing child - staff will search the area while the coordinator/teacher contacts the parents. If necessary, police will be called.

Guidance Policy for Children

By noticing children behaving positively and commenting to them for this, the need for discipline is greatly reduced. We believe positive reinforcement, redirection of negative behavior, and an explanation of what is expected and why is the best and the easiest way of handling inappropriate behavior. Yet, at times, purposeful discipline becomes necessary for the good of the individual child and the other children in the program.

The following is the course of action that will be taken, if needed:

1. First time - identify the undesirable action to the child as being inappropriate.
2. Second time - reminder of rule.
3. Third time - brief exclusion from the group and/or brief loss of privileges. (Child is excluded from the group for a very short time in an observable location. This type of time out is not meant as punishment, but as an opportunity for the child to take time away from the activity that led to the disruption.)
4. If the inappropriate behavior continues, a parent-teacher conference will be requested to discuss alternative measures of guidance.

Referral:

The Launching Pad Preschool is designed to serve students ages three to five years old. It is a non-mandated community education preschool program. Though every effort is made to meet the educational needs of every student, if a child's behavioral, developmental or cognitive needs exceed the typical services offered to children in our program, then

we will seek parental permission to begin the referral process for consultation and/or assessment to the Early Childhood Special Education (ECSE) team. This is rooted in our commitment to the success of all students by providing developmentally appropriate education to each one.

Gifts to Employees

Refer to District Policy 421

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.

Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Health Information

District #883 has a licensed school nurse on duty at all times. All immunizations must be current according to state law. A child in preschool must complete Early Childhood Health and Developmental Screening (offered by the school district) prior to being enrolled in the program, within 90 days after the enrollment date, or when a child reaches the age of 3 years and 7 months. Parents should call our office to set up an appointment at 763-477-7500.

For a child's well-being and the protection of the other children, a child should be kept home if he/she has the following:

Red eyes	Heavy cough
Upset stomach	Ear ache
Open sores	Swollen glands
Fever	Diarrhea

Children should be fever free for 24 hours *without* the aid of medicine (Tylenol, Motrin, Advil, etc.) before returning to school. Also, when the illness includes vomiting or diarrhea, a child should wait to return to school until it has been 24 hours since the last incident.

The classroom teacher or coordinator is responsible for contacting a parent if there is a concern regarding a child coming to school without adhering to this policy. Respect for the parent and concern for the child and the child's classmates should always be conveyed.

If a child becomes ill at school, the teacher will notify the parents, or the contact person listed on the emergency contacts if the parents cannot be reached. The child should

rest in the nurse's office, if possible, while waiting to be picked-up. If not possible, the child should rest in a quiet place in the classroom away from the other children. There may be a possibility of the child resting in the ECP Office, if staff is available.

If a contagious illness exists among the preschool children, please notify the ECP Office staff so appropriate notification can be sent home with the children. Please keep the ill child's name in confidence when addressing any concerns of other parents.

The district student health services office is staffed by a licensed nurse. Other health services may be provided to students under the direction and supervision of a licensed school nurse. In the event of an emergency, 911 will be notified along with the parent/guardian.

Medication

All prescription medications require a doctor's order and signed parent permission. The medication must be brought to the school in its original container with a label prepared by a pharmacist. This form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Medication, with the exception of Epi-Pens, will be stored in a locked receptacle in the EC Office. Epi-Pens can be stored in the child's respective classroom.

On Time/Late Staff

All employees are expected to report to work on time. If you are going to be unexpectedly late, contact the ECP Coordinator immediately.

Photo ID's

Staff is required to wear a photo ID/name badge. Children and parents should be able to easily identify staff if they have a concern or question. These will be provided each year, though staff must have their photo taken when the all-school picture day takes place. If joining the staff during the year, please see Paula at the District Office for your photo and name badge.

Pick-Up for Preschool children:

- Parents are requested to bring their child to the classroom no more than 10 minutes before scheduled starting time. A child should not be dropped off outside the elementary school unless arrangements have been made previously with ECP staff.
- Parent must notify LPP if someone other than the parent will pick the child up from school on any one day or on a regular basis.
- Parents must notify LPP and transportation if their child is to get off the bus at any place other than the normal drop-off point. (A child may only be delivered to an area within the general bus route.) The transportation supervisor requests a three-day notice and parents are asked that they deviate from the normal bus route only in case of an emergency.

- Parents should pick their child up outside the classroom promptly at the scheduled release time.

Telephone/Copier/Computer/Fax

The use of cell phones or work phones should be kept to a minimum, be brief, and on an emergency basis during work/teaching time. The same is expected in regards to texting, IM, etc. Teaching time is defined as, "when children/parents are present." Work time includes prep time before and after class, including time between classes, unless it is an employee's break/lunch time. The copier/fax machine/computer should not be used for personal use.

Time Sheets/Pay Day

All staff will use XXXXXXXXXXXX to sign-in and out during their work day. Changes/corrections need to be communicated in writing to the Coordinator by 3:30 PM on the 15th and last day of every month. If you have questions, please see the ECP Coordinator.

Tobacco-Free Schools

Refer to District Policy 419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities.

Toileting Assistance

Two staff members should be present, if possible, to assist a child with his/her toileting issues. If two staff are not available, the staff person assisting the child will notify another staff member that they will be assisting a child with toileting needs. The staff person providing assistance should use the bathroom that is usually used by the children. Respectful and appropriate conversation and actions will be employed at all times with the child requiring assistance.

Acknowledgement Form

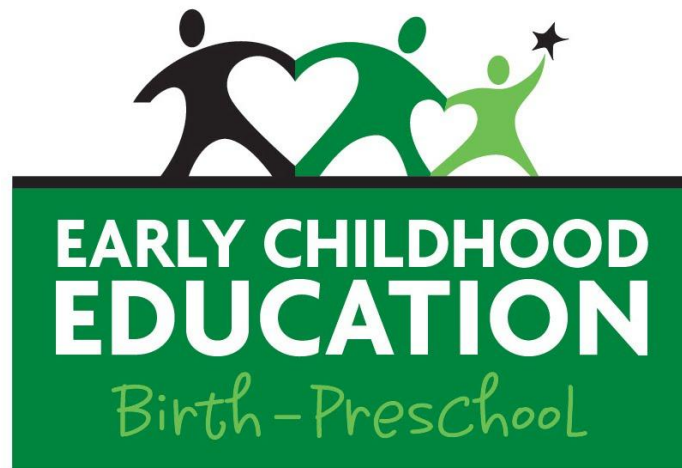
I have received a copy of the 2023-24 Rockford Area Early Childhood Programs Staff Handbook.

Staff Printed Name

Staff Signature

Date

The Launching Pad Preschool



2023-24 Parent Handbook



Launching Pad Preschool is a 4-Star rated Parent Aware Program. The highest rating offered, it reflects a commitment to high quality programming using research-based best practices, while preparing children for success in kindergarten and beyond.

Rockford Area Early Childhood Programs is a program of the Rockford Area Schools Community Education Department.

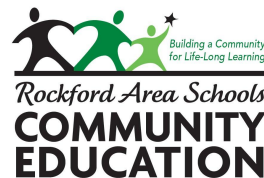


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Introduction

Welcome to the Launching Pad Preschool! The purpose of this handbook is to assist you in knowing more about this program offered through Rockford Community Education. Please take some time to familiarize yourself with the contents of this handbook. It includes information specific to the Launching Pad Preschool.

Tiffany Reinhard, Coordinator
reinhardt@rockford.k12.mn.us

Philosophy

We believe that a child learns best in an atmosphere of love, warmth and acceptance. Our teachers listen to children, allow them to take the initiative, and yet guide them in productive and non-competitive ways.

Our program is founded on the belief that all children have great potential, are curious, and interested in constructing their own learning. We encourage positive peer and social relations, development of critical thinking skills, and facilitate the development of self-esteem by fostering independence and problem-solving skills.

We further believe that parents are the child's first and primary teachers and we enhance and support the parents in this important role.

It is important to remember that development is a journey, not a race. Children benefit from the individual, measured pacing of the journey, not from achieving developmental milestones at the earliest opportunity. We offer only developmentally appropriate activities for the children and will not push beyond what they are comfortable doing.

Jean Piaget generally is recognized as the leader in the field of early childhood education in the research and understanding of a child's development. From ages two to seven, a child is developing many of the cognitive skills that are the foundation for all formal learning. Attempts to hurry a child's cognitive development are not worthwhile: Piaget's research documents that the stages of cognitive development cannot be skipped, nor is it possible to speed through them. While most children at the youngest ages are able to memorize and recite, these skills do not represent meaningful learning in the preschool years. In our setting, we encourage deep and complex thinking. This fosters the tendency in children to be curious, to wonder, investigate then to question, study, and analyze so they can think critically. This is true preparation for life-long learning. "Academics" are **very much** embedded within our daily work. They are found in both the ordinary moments of our day and in the project work that we may do.

Children have a real understanding only of that which they invent themselves, and each time we try to teach them something too quickly, we keep them from reinventing it themselves. ~ Jean Piaget

Staff

Teachers are typically licensed in early childhood education and are carefully selected by our interviewing committee. Teachers are required to attend workshops, conferences, and other in-service training opportunities to keep abreast of the best way to enhance children's learning. Assistants are all parents and some have had children in our program. District #883 has a licensed school nurse on duty at all times.

Coordinator -Tiffany Reinhard

Children's Teachers - Michelle Anderson, DeAnn Lommel, BethAnn Brooks, Lindsey Stotts

Assistant Teachers - Lisa Feyen; Kristy Qualle, Cathy Egbert, Kimberly Johnson, Courtney Thorson.

Administrator: Melissa Joseph, Community Education Director

Advisory Council: Composed of community members, including parents with children in the program, the advisory council assists with direction, support, program development, public relations, and evaluation of the program. Please contact your child's teacher or the coordinator if you wish to serve on the Advisory Council.

Program Information

Enrollment: Each class has one teacher and one assistant and a maximum of 16-18 children.

Funding: Our program is supported by tuition fees from parents along with a small amount of funding from the state for tuition assistance purposes.

Location: Rockford Elementary Arts Magnet School, 7650 County Road 50, Rockford, Minnesota, classrooms 209, 210, 211, 212, and 305.

Telephone Calls - Messages

The Early Childhood Programs phone number is 763-477-7500. All teachers have voice mail and you will be able to leave a message for your child's teacher. *If it is a very important message, such as a change in your child's dismissal routine, please speak to someone in the Early Childhood Office or REAMS office.*

Birthday Snacks

Please send nutritious foods rather than sweets. Since nutrition is one of the main components in our preschool program, **please do not send cake, cupcakes, cookies, candy, caramel-type popcorn, "fruit snacks," or other sweets.** State law does not allow homemade treats.

Hours:**Morning class: 8:05 - 10:45 AM****Afternoon class: 12:15 - 2:55 PM****All-day class: 8:05 AM - 2:55 PM**

Days: Launching Pad Preschool classes are scheduled for 60, 90, or 150 class sessions during the 2023-24 school year. The days off due to no school are built into the total, so you are not losing any of the 60/90/150 days when there is no school.

School closings/delays: If school is closed for any reason, then preschool classes will also be canceled. If there is a two-hour late start, there will be no morning preschool; all day preschool will be 2 hours late and PM preschool will be held as usual.

Make-Up Days: When preschool is cancelled due to weather related events, Launching Pad Preschool will make-up as many preschool sessions as the K-12 school calendar and program calendar permits. As these occurrences are beyond our control, refunds will not be issued.

Transportation: Parents are expected to provide transportation or arrange for car-pooling. Free transportation is available if there is room on regularly scheduled district bus routes.

Children who ride the bus to and/or from school are met by the assistant teacher at the bus stop every morning and at mid-day. Teachers and assistants walk children to the individual buses each afternoon.

Snacks: Nutritious snacks will be served daily. We ask that parents help provide snack food to assist in keeping the cost of tuition down. Food will not be used as punishment or reward. Again, no sweet treats, please.

Field trips: Parents will be notified of any field trips and may be asked to volunteer to help supervise children. A small fee may be required for some field trips.

Clothing/backpack: Your child's clothing should be comfortable, washable, and designed so that he/she is generally able to manage toileting by him/herself. Classes go outside when the weather permits. Therefore sweaters, snowsuits, raincoats, caps, mittens and boots should be easy and big enough for the child to dress him/herself. Please clearly mark each item with the child's name for identification, particularly snow boots, snowsuits, jackets, etc. Your child will need to carry a large backpack so he/she can bring artwork, notices and other items to and from school.

Student Withdrawal: If you need to withdraw your child from Launching Pad Preschool, we require a written notice of 10 business days prior to your end date. Failure to do so will result in you being billed for the tuition of the required 10 business days.

Curriculum

Our staff has been greatly influenced by training we have received in Reggio Emilia curriculum. We are members of the North American Reggio Emilia Alliance and the Minnesota Reggio Network. We attend Reggio networking sessions and explore literature about the Reggio approach to early education.

Creative Curriculum is research based, aligned with the Minnesota Early Childhood Indicators of Progress (ECIPs), and reflective of our Reggio-inspired approach to early education. Ours is an emergent curriculum – we are always learning and changing as we strive to ascertain what works best for providing children with tools for learning.

Together, the Reggio Philosophy and Creative Curriculum foster methods of teaching children that reflect “best practices” for age and developmentally-appropriate activities that are exciting, creative, and best encourage children’s growth and learning.

What is a Reggio-inspired approach?

Reggio Emilia, a city in northern Italy, is the home of what many people consider the best program in the world for young children, ages birth to six.

The Reggio Emilia philosophy sees the child as unique, strong, and full of potential and envisions environments that are reflective of learning and relationships between children, teachers and parents.

The Reggio Emilia approach to education is committed to the creation of conditions for learning that will enhance and facilitate the child’s construction of his or her own powers of thinking through the fusion of all the expressive, communicative and cognitive languages.

The Reggio Emilia approach is based upon the following principles:

- The image of the child as curious, competent, and able to build theories.
- Shared discussions among children, among adults, and between adults and children are ways children represent what is learned. Through repeated conversations and revisiting ideas, children can reconstruct their earlier theories.
- The Reggio approach is about guiding children's ideas with provocations. There is collaboration on many levels. Parents are considered an essential collaborator and parent participation is desired and supported.
- The Reggio Emilia approach calls for the introduction of a wide array of creative media and activities as a means of enhancing children's creative, social, and cognitive development. The children represent their ideas and emotions through many "languages," including spoken and written words, visual arts, drama, music, movement, construction and more.
- The teacher's role within the Reggio Emilia approach is complex. Teachers co-explore the learning experience with the children to provoke ideas, problem solve, and critical

thinking skills. Teachers help children see the connections in learning and experiences and help children express their knowledge through representational work.

- Teachers document children's processes of learning in many ways - through photographs, written records, journals, etc. Projects can emerge from children's ideas and/or interests, or by knowing what is of interest to children, teachers can introduce them: shadows, puddles, tall buildings, construction sites, nature, etc.
- Time is a critical factor but not measured by the clock or calendar. Children's own personal rhythms and own sense of time is considered important.

All-Day Preschool

Children will have preschool in the morning and then there will be a lengthy break for lunch and a quiet time, or naptime, for those who choose to sleep. The afternoon will continue with another session of preschool that will be at a more relaxed pace. There will be time for enrichment activities, the large motor room, and a brief group time with a story.

Please send a small blanket, one that can remain at school with your child for naptime. We will furnish a soft mat for your child, but a blanket from home will add to their comfort. Please put your child's name on the blanket.

SNACK/LUNCH:

A nutritious snack is available. Parents provide cold lunches and purchase milk, or parents may choose to purchase an elementary school hot lunch for their child. Lunch is to be eaten in designated areas only. If your child brings his/her lunch:

- Make sure the lunch is clearly labeled.
- Low sugar and high fiber are important.
- Remember protein/vegetables/fruits/grains.
- Please don't send candy or more than one cookie.

2023-24 LUNCH PRICES

Breakfast \$1.85

Elementary Lunch \$2.65

Adult Lunch/2nd Lunch \$3.85

Milk \$.60

Email or letter will notify parents when their student's balance is at a positive \$10.00. Students will not be permitted to charge meals to their account if they have a \$-5.00 in their account. Sandwiches and milk will be provided until funds have been deposited to bring their account to a positive balance.

Parents/guardians can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: Deb Graunke.

Students can also bring deposits to their building office. A child's lunch balance can be viewed by logging on to your Parent Portal on Infinite Campus. Students who have insufficient funds to pay for a meal may receive an alternate meal. Details on negative account balances and

unpaid meal charges can be found in Appendix 6 of the District Student-Parent Handbook.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available at each school office and at the district office. For more information regarding your child's lunch account, payment methods, or eligibility for free and reduced price meals, contact 763-477-9165.

Calendar

We follow the school year calendar of Rockford Elementary Arts Magnet School, except that we begin later and end earlier, and offer mid-year parent-teacher conferences.

Conferences

Every family has a parent/child conference with the teacher before classes begin in September. Parents also have the opportunity to have a formal conference to discuss their child's progress in January. At the end of the year, each parent receives a summary report of his/her child's progress.

Daily electronic journals

Teachers e-mail parents a recap of each day. Parents who do not have e-mail service receive a paper copy of the e-mail.

Gifts to Employees

Refer to District Policy 421

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.

Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Guidance Procedures

By noticing children behaving positively and praising them for this, the need for discipline is greatly reduced. We believe positive reinforcement, redirection of negative behavior, and an explanation of what is expected and why is the best and easiest way of handling inappropriate behavior. Yet, at times, purposeful discipline becomes necessary for the good of the individual child and the other children in the program.

The following is the course of action that will be taken, if needed:

1. First time - identify the undesirable action to the child as being inappropriate.
2. Second time - reminder of rule.
3. Third time - brief exclusion from the group and/or brief loss of privileges. (Child is excluded from the group for a very short time in an observable location. This type of time out is not meant as punishment, but as an opportunity for the child to take time away from the activity that led to the disruption.)

4. If the inappropriate behavior continues, a parent-teacher conference will be requested to discuss alternative measures of guidance.

Referral:

The Launching Pad Preschool is designed to serve students ages three to five years old. It is a non-mandated community education preschool program. Though every effort is made to meet the educational needs of every student, if a child’s behavioral, developmental or cognitive needs exceed the typical services offered to children in our program, then we will seek parental permission to begin the referral process for consultation and/or assessment to the Early Childhood Special Education (ECSE) team. This is rooted in our commitment to the success of all students by providing developmentally appropriate education to each one.

Emergency Procedures

We will participate in fire, tornado, and safety drills so the children are familiar with the procedures.

Health Information

District #883 has a licensed school nurse on duty at all times. All immunizations must be current according to state law. Your child must complete Early Childhood Health and Developmental Screening (offered by the school district) prior to being enrolled in the program, within 90 days after the enrollment date, or when your child reaches the age of 3 years and 7 months. Please call our office to set up an appointment at 763-477-7500.

For your child’s well-being and the protection of the other children, your child should be kept home if he/she has the following:

- | | |
|---------------|----------------|
| Red eyes | Heavy cough |
| Upset stomach | Ear ache |
| Open sores | Swollen glands |
| Fever | Diarrhea |

Children should be fever free for 24 hours *without* the aid of medicine (Tylenol, Motrin, Advil, etc.) before returning to school. Also, when the illness includes vomiting or diarrhea, please wait to return to school until it has been 24 hours since the last incident.

If your child becomes ill at school, the teacher will notify the parents or the contact person on the emergency card if the parents cannot be reached. You should have someone who can care for your child if he/she cannot remain at school.

The district student health service is staffed by a licensed nurse. Other health services may be provided to students under the direction and supervision of a licensed school nurse. In the event of an emergency, 911 will be notified along with the parent/guardian.

Please notify us if your child has a contagious illness. The staff will notify you if a contagious illness exists among the preschool children.

All prescription medications require a doctor’s order and signed parent permission. The medication must be brought to the school in its original container with a label prepared by a pharmacist. This form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Medication, with the exception of Epi-Pens, will be stored in a locked receptacle in the EC Office. Epi-Pens can be stored in the child’s respective classroom.

Attendance:

If your child will be absent from preschool, please call the attendance line at 763-477-7525 and leave a message.

Tobacco-Free Schools

Refer to District Policy 419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual’s use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities.

Tuition/Fees

Tuition is divided into a nine-payment plan and is due on the 1st of the month – all payments are the same regardless of school vacation days, conferences, etc.

Payment months:

June, by the September conference, October, November, December, January, February, March, April.

TUITION IS DUE ON THE 1st DAY OF EACH MONTH. A \$25.00 LATE FEE WILL BE ASSESSED FOR PAYMENTS MORE THAN 5 BUSINESS DAYS LATE. If your tuition is more than three weeks late, LPP reserves the right to withdraw your child from the program if arrangements have not been made with the Coordinator:

There is a non-refundable registration fee: \$40 for the first child - \$30 for the second child that is due with the application in order to process the registration.

If your child is absent for an extended time, you will still be responsible for preschool tuition, as we cannot offer that slot to anyone else unless you withdraw your child from the program.

Class options

Children must be 3 by 9/1/2023 for all classes.
5 days/week (MTWThF) 8:05 AM–10:45 AM:
\$325/month.

3 days/week (MWF) 8:05 AM–10:45 AM or 12:15 PM–2:55 PM: \$230/month

2 days/week (T/Th) 8:05 AM–10:45 AM or

12:15 PM–2:55 PM: \$180/month.

5 days/week ALL DAY (MTWThF) 8:05 AM–2:55 PM:
\$590/month

3 days/week ALL DAY (MWF) 8:05 AM–2:55 PM:
\$370/month.

2 days/week ALL DAY (T/Th) 8:05 AM–2:55 PM:
\$285/month.

Late fees: There is a \$25 late fee for tuition payments received more than 5 business days past the first of each month. There is a \$10 late fee for each 15 minutes a child is picked up late from preschool.

Drop-off/Pick-Up for Preschool children:

- Parents are requested to bring their child to the classroom no more than 10 minutes before scheduled starting time. A child should not be dropped off outside the elementary school unless arrangements have been made previously with ECP staff.
- Parent must notify LPP if someone other than the parent will pick the child up from school on any one day, or on a regular basis.
- Parents must notify LPP and transportation if their child is to get off the bus at any place other than the normal drop-off point. (A child may only be delivered to an area within the general bus route.) The transportation supervisor requests a three-day notice and parents are asked that they deviate from the normal bus route only in case of an emergency.
- Parents should pick their child up outside the classroom promptly at the scheduled release time.

Busing

Bus transportation to and from preschool is available if:

- 1) The pick-up/drop-off point is on the regular bus route and,
- 2) There is space available on the bus. Busing policy permits only one address for pick-up each day and one address for drop-off each day.

Parent Participation

We welcome parents into our classrooms as observers and/or helpers. Please call your child's teacher to arrange a time for your visit.

What we expect from you:

- **Please pay tuition promptly on the 1st of the month. You may pay online on *ELEYO*, or by check or cash in our office.**
- Talk to the teacher or coordinator about any concerns you have about the program, your child, or related matters.

- Inform the EC office of any changes in phone number (work or home), address, or emergency information.
- Make sure your child has an adequate night's rest before sending him/her to school.
- Assess your child's health before sending him/her to school. (See Health Information above.)
- Read any correspondence via email or sent home with your child as you check the backpack each day.
- Label your child's personal items.
- No expensive or fragile items should be sent to school with your child - these may get broken or lost.
- Arrange to have an ill child picked up from the health office promptly.

What you can expect from us:

- An atmosphere of warmth, love and acceptance.
- Individual, positive attention for each child.
- A conscientious and thoroughly planned program with age-appropriate activities.
- A pleasant, safe, well-supervised, and healthy environment.
- Information sent home on a regular basis about activities, special events, or if there are concerns about a particular situation.
- Confidentiality of all information pertaining to children or families.
- Opportunities for you to be involved in your child's education.
- Children who ride buses will be met at the bus in the AM and be placed individually on buses in the PM.
- Our staff is required by law to report any suspected child abuse and/or neglect.

Sample Daily Schedule

A daily schedule and on-going documentation of the children's experiences are displayed in each classroom as well as our common areas. Parents are strongly encouraged to pay attention to the displays as they provide a glimpse into the inner life of the classroom community. Children learn about time from the daily, predictable routines that are established.

A sample of the daily schedule may include:

5-10 minutes

ARRIVAL

Free choice time

15-20 minutes

MEETING

Hello, sharing, story time and explain new activities

80 Minutes

PLAYFUL LEARNING

Hands-on activities, explore learning stations; projects

HEALTHY SNACK & WATER

Wash hands, social interaction, conversation, and manners.
Children choose snack as a self-directed, independent activity

15 minutes

MUSIC & MOVEMENT CIRCLE

Songs, music, finger plays

10-15 minutes

GROSS MOTOR

Outdoors or play in large motor room; extra story or songs

10 minutes

DISMISSAL

Get ready, good-byes, pick-up or buses

Interest centers for developmentally appropriate activities:

Creative: Art, music, building blocks and dramatic play.

Literacy: Writing tools, paper, alphabet, books, story writing and documenting.

Science: Exploration, natural science, water/sand experimentation; "How?" "What?" "Why?" "Where?" "How much?"

Music: Experimenting with music, singing, listening, creating, performing, movement exploration, rhythms, playing instruments and exposure to many types of music.

Large muscle activity: A large muscle room and outdoor play area offer many opportunities for running, climbing, jumping, sliding, riding and balancing.

Math: Hands-on activities provide concrete experiences with counting, matching, sequencing, weight, size, volume, and one-on-one correspondence; children also experiment with shapes and manipulatives to learn classifying, sorting and predicting.

Acknowledgement Form

I have received a copy of the 2023-24 Launching Pad Preschool Parent Handbook.

Student Printed Name

Parent/Guardian Printed Name

Parent/Guardian Signature

Date