



# ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

*A Tradition of Excellence, One Student at a Time*

Agenda for October 16, 2023

6:30 PM

Greenfield City Hall

7738 Commerce Circle

Rockford, MN 55373

1. **CALL MEETING TO ORDER**
  - A. Pledge of Allegiance
  - B. Board Roll Call
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **CONSENT ITEMS**
  - A. Consent--Approval of Minutes 3
  - B. Consent--Personnel 12
  - C. Consent--Approval of Bills and Wire Transfers 13
  - D. Consent--Approval of Open Enrollments 29
  - E. Consent -- Approval of tenure 30
  - F. Consent -- Paraprofessional Handbook 31
  - G. Consent -- Handbook updates 54
5. **SAFE & WELCOMING ENVIRONMENT**
  - A. REAMS Celebration 124
6. **HIGH STUDENT ACHIEVEMENT**
  - A. City of Greenfield Acknowledgment 125
  - B. Superintendents Report 126
  - C. REAMS Principal Report 127
7. **FISCAL RESPONSIBILITY**
  - A. Resolution of Acknowledgement of Contributions/Donations 128
  - B. Resolution adopting the Rockford School District's LTFM 10-year plan 129
8. **EFFICIENT & EFFECTIVE OPERATIONS**
  - A. Assurance and Compliance with State and Federal Law Prohibiting Discrimination 134
  - B. Policy Updates -- First Reading 136
9. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**
  - A. Board Strategic Planning Session: Monday, October 23, 2023, 4:00pm - 7:00pm in the District Office Board Room.  
Negotiations Committee Meeting: Monday, November 13, 2023 at 4:00pm in the District Office Board Room.



# ROCKFORD AREA SCHOOLS

## INDEPENDENT SCHOOL DISTRICT 883 BOARD OF EDUCATION

Finance Committee Meeting: Monday, November 16, 2023 at 8:00am in the District Office Board Room.

Work Session of the Board of Education: Monday, November 20, 2023 at 5:30pm in the District Office Board Room.

Regular Meeting of the Board of Education: Monday, November 20, 2023 at 6:30pm in the District Office Board Room.

Negotiations Committee Meeting: Tuesday, November 21, 2023 at 6:00am in the District Office Board Room.

B. Board Committee Updates

### 10. 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 Jeff Ridlehoover



## Independent School District #883

### Regular School Board Meeting

September 18, 2023

Chair Edwards called the meeting to order at 6:32 p.m.

#### **Pledge of Allegiance**

The meeting opened with the Pledge of Allegiance.

#### **Board Roll Call**

Members present: *Edwards, Johnson, Kneeland, Praska and Hillstrom*. Also present were *Superintendent Jeff Ridlehoover, Director of Finance and Operation Michael McNulty, Spanish Teacher Leah Nelson and Director of Buildings and Grounds James Leuer*. *Gordee was absent*.

#### **APPROVAL OF AGENDA**

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

#### **PUBLIC COMMENTS**

There were no public comments.

#### **CONSENT ITEMS**

*Motion by Kneeland, seconded by Hillstrom to approve the consent items. Motion carried unanimously.*

- **Minutes:**
  - August 7, 2023 Work Session
  - August 21, 2023 Regular Meeting
  - August Finance Committee Meeting

- **Personnel:**

Status	First Name	Last Name	Position	Date(s)
New Hire	Olivia	Koskela	HS Principal Secretary	August 31, 2023
New Hire	Krista	Schroeder	REAMS Kindergarten	August 23, 2023
New hire	Andrew	Kelly	HS SpEd Paraprofessional	2023-24

- **Bills and Wire Transfers:**

Fund 01 General Fund	\$ 575,746.74
Fund 02 Food Service	\$ 118,332.78
Fund 04 Community Services	\$ 28,279.00
Fund 06 Building Construction	\$ 163,981.92
Fund 07 Debt Redemption	\$ 0
Fund 21 Student Activities	\$ 0
Fund 45 OPEB Trust	\$ 2,233.76
 Total All Funds	 \$ 888,574.20

- **Open Enrollments:**

**Resident Students Attending Other Schools**

Grade	Non-Resident District	Number	Date Effective	Address Change/New Enrollment
8	Delano	879	9/5/2023	family move; wants to stay enrolled @ Delano
9	Delano	879	9/5/2023	family move; wants to stay enrolled @ Delano
K	Osseo	279	9/5/2023	moving to Osseo District soon
5	Eden Prairie	272	9/5/2023	online school
3	Eden Prairie	272	9/5/2023	online school
6	Eden Prairie	272	9/5/2023	online school
1	Orono	278	9/5/2023	relocating to Orono District
9	Buffalo	877	9/5/2023	Academics
10	Westonka	277	9/5/2023	issues with current school
9	Westonka	277	9/5/2023	issues with current school

**Non-Resident Students Attending Rockford**

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
8	Buffalo	877	9/11/2023	family move, wants to stay enrolled at Rockford
5	Buffalo	877	9/11/2023	family move, wants to stay enrolled at Rockford
5	Osseo	279	9/5/2023	new enrollment; smaller class sizes
10	Delano	879	9/5/2023	new enrollment; prefers to attend Rockford Schools
6	Elk River	728	9/5/2023	re-enrollment; family move; older siblings attended Rockford
10	Dassel Cokato	466	9/5/2023	new enrollment
6	Osseo	279	9/5/2023	new enrollment; better educational opportunities
10	Delano	879	9/5/2023	family move, wants to stay enrolled at Rockford
K	Osseo	279	9/5/2023	new enrollment; older siblings attend Rockford
K	Buffalo	877	9/6/2022	family move, wants to stay enrolled at Rockford
4	Buffalo	877	9/6/2022	family move, wants to stay enrolled at Rockford
1	Buffalo	877	9/6/2022	family move, wants to stay enrolled at Rockford

- **Selection of instructional resources and library/media materials:** The district requested approval of the selection of instructional resources and library/media materials.

**HIGH STUDENT ACHIEVEMENT**

- **Superintendent Report:** Dr. Ridlehoover gave an update on the district
- **Spanish Field Trip:** Spanish teacher Calli Zastoupil presented for approval the spanish overnight trip

*Motion by Johnson, seconded by Praska to approve the spanish field trip. Motion carried unanimously.*

- **Assessment Report:** Dr. Ridlehoover presented an assessment update.

**FISCAL RESPONSIBILITY**

*Kneeland motioned, seconded by Hillstrom, 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>
PHS West	large box of school supplies	General Fund Donation
Riverworks	100 headphones (12 @ RHS, 35 @ RMS-CES, 53@ REAMS)	General Fund Donation
Kingspan Insulation	large box of school & office supplies	General Fund Donation
Caseys	\$2.00	General Fund (RMS Gift Account) Loyalty Donation
Interfaith Outreach	multiple bags of school supplies, 3 graphing calculators and 3 scientific calculators	General Fund Donation

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

*Whereupon said resolution was declared duly passed and adopted.*

- **Preliminary Levy Certification:** Mike McNulty presented the preliminary levy certification for approval.

*Motion by Praska, seconded by Kneeland to approve the Preliminary Levy Certification as presented. Motion carried unanimously.*

## **EFFICIENT & EFFECTIVE OPERATIONS**

- **Approval for solicitation of REAMS Roofing Bid:** *Ryan Hoffman with ICS requested approval for the solicitation of bids for the REAMS reroof project.*

*Motion by Hillstrom, seconded by Kneeland to approve the solicitation of bids for the REAMS reroof project. Motion carried unanimously.*

- **Annual Review of Select Policies:** Per policy 208, the school board reviewed policies 410, 413, 414, 415, and 522 annually, this is a second reading.

*Motion by Johnson, seconded by Hillstrom to approve the annual review of policies as presented. Motion carried unanimously.*

- **Policy Changes - 2nd Reading:** The Board reviewed changes to policies 515 and 902R. This is a **second read**.

*Motion by Johnson, seconded by Praska to approve the policy changes as presented. Motion carried unanimously.*

- **Legislative Policy Changes - Second Read:** The Board reviewed changes to several policies. Some of the changes update references and commissioner titles. This is a **second reading** of the following policies: 102, 418, 419, 424, 425, 507, 513, 516.5, 524, 532, 601, 602, 603, 604, 616, 618, 620, 621, 624, 708, 709, and 806. Policies 506, 509, 514, 534, 613, and 617 were pulled for further review at the Policy committee meeting on September 25, 2023

*Johnson recommended removing policies 524, 604 and 620R for further review.*

*Motion by Johnson, seconded by Kneeland to approve the Legislative policy changes with policies 524, 604 and 620R removed for further review. Motion carried unanimously.*

## **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**

Board of Education retreat: Monday, September 25, 2023 at 9:00am in the District Office Board Room.

Policy Committee Meeting: Monday, September 25, 2023 at 1:00pm in the District Office Conference Room.

Negotiations Committee Meeting: Monday, October 2, 2023 at 4:00pm in the RMS-CES Conference Room 11.

Board of Education Work Session: Monday, October 2, 2023 at 6:30pm in the District Office Board Room.

Negotiations Committee Meeting: Monday, October 16, 2023 at 4:00pm in the RMS-CES Conference Room 11.

Regular Meeting of the Board of Education: Monday, October 16, 2023 at 6:30pm at Greenfield City Hall

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

- Edwards - RAS Back to School, facilities meeting, negotiations meetings, Board prep meeting, chamber luncheon.
- Kneeland - Finance Committee Meeting, working with Safe Routes to school, Football games.
- Johnson - MAWSECO Back to school breakfast, RAS Back to school, continuing ed meeting, MAWSECO Meeting, MAWSECO Negotiations meeting, Negotiations meetings, chamber luncheon.
- Praska - Negotiations committee meeting, RAS Back to School.
- Hillstrom - Finance Committee Meeting, Chamber Luncheon, MSBA Webinars, MDE Webinar, RMS-CES Open House, REAMS Assessment Days.

*Hillstrom motioned to adjourn the meeting at 8:53 p.m. Kneeland seconded. Motion carried unanimously.*

*Courtney Neibert  
Recorder*

*Jessica Johnson  
Clerk*



**ROCKFORD AREA SCHOOLS**  
**Independent School District 883**  
**School Board Work Session Minutes**  
**Monday, September 18, 2023**

Pursuant to due call and notice, the Rockford Board of Education met in a work session on Monday, September 18, 2023 in the District Board Room. Amy Edwards called the work session meeting to order at 5:31 pm. Members Edwards, Kneeland, Johnson, Praska and Hillstrom were present. Also present was Superintendent Jeff Ridlehoover. Gordee was absent.

The Board Discussed the Board retreat strategic planning.

Superintendent Ridlehoover Presented the Rockford Area Schools Selection of Instructional Resources and Library/Media Materials.

Superintendent Ridlehoover presented MSBA training opportunities.

Superintendent Ridlehoover led a discussion on a potential tech levy.

Superintendent Ridlehoover led a discussion on RMS-CES Physical Education.

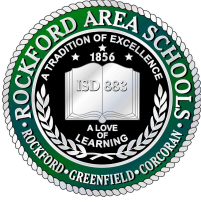
Upcoming meetings include

- Regular Meeting of the Board of Education: Monday, September 18, 2023 at 6:30pm in the District Office Board Room.
- Board of Education retreat: Monday, September 25, 2023 at 9:00am in the District Office Board Room.
- Policy Committee Meeting: Monday, September 25, 2023 at 1:00pm in the District Office Conference Room.
- Negotiations Committee Meeting: Monday, October 2, 2023 at 4:00pm in the RMS-CES Conference Room 11.
- Board of Education Work Session: Monday, October 2, 2023 at 6:30pm in the District Office Board Room.
- Negotiations Committee Meeting: Monday, October 16, 2023 at 4:00pm in the RMS-CES Conference Room 11.
- Regular Meeting of the Board of Education: Monday, October 16, 2023 at 6:30pm in the District Office Board Room.

Adjourned 6:22 pm

Courtney Neibert  
Recorder

Jessica Johnson  
Clerk



**ROCKFORD AREA SCHOOLS**  
**Independent School District 883**  
**School Board Work Session Minutes**  
**Date September 25, 2023**

Pursuant to due call and notice, the Rockford Board of Education met in a work session on September 25, 2023 in the District Office Conference Room. Jessica Johnson called the Policy Committee of the Board to order at 1:13 pm. Amy Edwards, Jessica Johnson, Beth Praska and Superintendent Jeff Ridlehoover were present.

As a first agenda item, the committee discussed policies 524, 604 and 620R. Modifications as presented by Dr. Ridlehoover were reviewed by the committee. These revisions will be brought forward to the next regular board meeting. Policy 524 and 620R will be presented as a first read, Policy 604 will be presented for approval due to non-substantive modifications to previous first read.

Second, Policy 903 Visitors policy was brought forward by Superintendent Ridlehoover for review to ensure accuracy with current practice and direction. This policy will be further reviewed and brought back to the next policy committee.

Third, the committee reviewed the slate of fall policies - 500s. The last review date was reviewed and the committee reviewed the following policies (530, 531, 550R).

Recommendations as follows:

Policy 530: Superintendent will review with District Nurse

Policy 531: Reviewed and no changed recommended

Policy 550R: Recommended that this policy be reviewed by the Superintendent, REAMS Principal and member of the kindergarten teaching staff. Superintendent will bring a revised version of this back to the policy committee at a future date.

The policy committee set their next policy committee December 18 at 5:00pm in the District office conference room.

With no further business to discuss, the policy committee respectfully adjourned at 2:15 pm.

Jessica Johnson  
Recorder



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

**Subject: Consent Personnel**

Meeting Date: Oct 16, 2023

Prepared By: Human Resources Office

Date Prepared: Oct 13, 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	Danielle	Michlitsch	REAMS SpEd Paraprofessional	October 2, 2023
New Hire	Levi	Bartels	Galaxy	September 20, 2023
New Hire	Ashli	Pineda Cortez	Galaxy	September 21, 2023
New Hire	Aric	Beardsley	Galaxy	September 21, 2023
Long Term Sub	Stacy	Welborn	HS Spanish	9/25/2023-12/22/2023
New Hire	Mona	Duuh	HS SpEd Paraprofessional	October 9, 2023
New Hire	Mila	Lee	Galaxy	October 9, 2023



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

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

Meeting Date: October 16, 2023

Prepared by: Mike McNulty

Date Prepared: October 10, 2023

Information       Briefing       Action       Enclosure Item(s)

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September 2023 Disbursements Paid (listings attached):

Fund 01 General Fund	\$ 498,477.24
Fund 02 Food Service	\$ 20,387.64
Fund 04 Community Services	\$ 16,624.34
Fund 06 Building Construction	\$ 236,039.32
Fund 07 Debt Redemption	\$ 0
Fund 21 Student Activities	\$ 15,476.01
Fund 45 OPEB Trust	\$ 0
 Total All Funds	 \$ 787,004.55

### Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt 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	58533	AS2	1	2435	BUFFALO HIGH SCHOC	202403	0883	8780	485.00	0.00
										0883	59158	AS2	1	7981	AT&T MOBILITY	202403	0883	8780	0.00	38.23
										0883	59159	AS2	1	2435	BUFFALO HIGH SCHOC	202403	0883	8780	0.00	485.00
										0883	59160	AS2	1	1937	PUBLIC EMPLOYEES R	202403	0883	8780	0.00	12,006.23
										0883	59161	AS2	1	1938	TRA	202403	0883	8780	0.00	11,147.92
										0883	59162	AS2	1	6431	HR SIMPLIFIED	202403	0883	8780	0.00	2,387.15
										0883	59163	AS2	1	2006	US GOVERNMENT	202403	0883	8780	0.00	37,945.28
										0883	59164	AS2	1	1962	MINNESOTA DEPT OF I	202403	0883	8780	0.00	6,114.16
										0883	59165	AS2	1	1006	NORTHWEST SUBURB	202403	0883	8780	0.00	4,409.50
										0883	59166	AS2	1	1016	WRIGHT-HENNEPIN CC	202403	0883	8780	0.00	83.85
										0883	59167	AS2	1	1020	remit PITNEY BOWES GLOB	202403	0883	8780	0.00	903.54
										0883	59168	AS2	1	1039	MINNESOTA ELEVATO	202403	0883	8780	0.00	492.90
										0883	59169	AS2	1	1057	HILLYARD	202403	0883	8780	0.00	258.15
										0883	59169	AS2	1	1057	HILLYARD	202403	0883	8780	0.00	2,392.67
										0883	59169	AS2	1	1057	HILLYARD	202403	0883	8780	0.00	5,146.21
										0883	59169	AS2	1	1057	HILLYARD	202403	0883	8780	0.00	4,379.38
										0883	59172	AS2	1	1113	GRAINGER	202403	0883	8780	0.00	317.72
										0883	59172	AS2	1	1113	GRAINGER	202403	0883	8780	0.00	453.82
										0883	59173	AS2	1	1180	CENTERPOINT ENERG	202403	0883	8780	0.00	31.49
										0883	59173	AS2	1	1180	CENTERPOINT ENERG	202403	0883	8780	0.00	217.19
										0883	59173	AS2	1	1180	CENTERPOINT ENERG	202403	0883	8780	0.00	186.97
										0883	59173	AS2	1	1180	CENTERPOINT ENERG	202403	0883	8780	0.00	27.92
										0883	59173	AS2	1	1180	CENTERPOINT ENERG	202403	0883	8780	0.00	372.95
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	0.00	229.03
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	0.00	19.90
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	0.00	464.45
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	0.00	74.99
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	0.00	107.00
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	0.00	80.66
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	0.00	49.48
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	0.00	919.60
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	0.00	374.85
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	0.00	21.98
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	0.00	306.43
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	407.72	0.00
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	0.00	29.98
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	0.00	496.80
										0883	59174	AS2	1	1394	MBNA/BUSINESS CAR	202403	0883	8780	0.00	101.35

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equip	0883	59174	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780	0.00	97.52
										0883	59174	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780	0.00	74.45
										0883	59174	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780	0.00	1,842.75
										0883	59174	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780	0.00	56.96
										0883	59174	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780	0.00	85.91
										0883	59174	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780	0.00	1,074.85
										0883	59174	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780	0.00	1,559.61
										0883	59174	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780	0.00	307.48
										0883	59174	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780	0.00	63.50
										0883	59174	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780	0.00	121.64
										0883	59175	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780	0.00	754.99
										0883	59176	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780	0.00	253.89
										0883	59178	AS2	1	1828		TRAEN, TODD	202403	0883	8780	0.00	86.00
										0883	59179	AS2	1	2159		DELANO PUBLIC SCHO	202403	0883	8780	0.00	4,000.00
										0883	59180	AS2	1	2208		TECH/CHECK	202403	0883	8780	0.00	3,384.24
										0883	59180	AS2	1	2208		TECH/CHECK	202403	0883	8780	0.00	2,506.29
										0883	59180	AS2	1	2208		TECH/CHECK	202403	0883	8780	0.00	6,041.27
										0883	59181	AS2	1	2216		MENARDS INC	202403	0883	8780	0.00	238.86
										0883	59182	AS2	1	3482		MSHSL	202403	0883	8780	0.00	2,200.00
										0883	59184	AS2	1	4335		4 POINT 0 SCHOOL SE	202403	0883	8780	0.00	2,702.04
										0883	59185	AS2	1	4673		INTEGRIPRINT	202403	0883	8780	0.00	701.39
										0883	59186	AS2	1	4797		MIDLAND NURSERY & I	202403	0883	8780	0.00	342.00
										0883	59186	AS2	1	4797		MIDLAND NURSERY & I	202403	0883	8780	0.00	307.80
										0883	59188	AS2	1	5149		TOLL COMPANY	202403	0883	8780	0.00	38.13
										0883	59190	AS2	1	5795	remit	MEDCO SURGICAL SUF	202403	0883	8780	0.00	87.16
										0883	59191	AS2	1	5806		UNIVERSAL ATHLETIC	202403	0883	8780	0.00	250.00
										0883	59191	AS2	1	5806		UNIVERSAL ATHLETIC	202403	0883	8780	0.00	505.00
										0883	59192	AS2	1	6356		MITEL NETSOLUTIONS	202403	0883	8780	0.00	4,198.94
										0883	59193	AS2	1	6743	remit	LEARNING A-Z	202403	0883	8780	0.00	6,481.00
										0883	59194	AS2	1	6913		NEE INVESTMENT 9, LL	202403	0883	8780	0.00	528.50
										0883	59194	AS2	1	6913		NEE INVESTMENT 9, LL	202403	0883	8780	0.00	437.20
										0883	59195	AS2	1	6994		RHINO TECHNOLOGY	202403	0883	8780	0.00	1,330.00
										0883	59196	AS2	1	7047		HINGST, LEE	202403	0883	8780	0.00	150.00
										0883	59197	AS2	1	7480		CORPORATE MECHANI	202403	0883	8780	0.00	22,980.00
										0883	59199	AS2	1	7697		MARISELA V NELSON II	202403	0883	8780	0.00	90.00
										0883	59200	AS2	1	7738		GRANITE TELECOMMU	202403	0883	8780	0.00	860.90
										0883	59201	AS2	1	7770		MN ASSOC OF SECRE	202403	0883	8780	0.00	40.00
										0883	59202	AS2	1	7771	remit	MRI SOFTWARE, LLC	202403	0883	8780	0.00	30.00

**Rockford ISD #0883  
Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt No	Bank Grp	Code	Rcd Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equip	0883	59203	AS2	1	7778	TEAMWORKS INTERN/202403	0883	8780	0.00	1,141.70
										0883	59204	AS2	1	8010	LANGUAGE LINE SERV 202403	0883	8780	0.00	12.15
										0883	59204	AS2	1	8010	LANGUAGE LINE SERV 202403	0883	8780	0.00	4.05
										0883	59205	AS2	1	8095	remit GIMKIT, INC. 202403	0883	8780	0.00	1,000.00
										0883	59206	AS2	1	8098	remit QUIZIZZ INC. 202403	0883	8780	0.00	1,200.00
										0883	59207	AS2	1	8265	DOMINO'S PIZZA 202403	0883	8780	0.00	85.09
										0883	59208	AS2	1	8323	VERICH, KAIA 202403	0883	8780	0.00	150.00
										0883	59209	AS2	1	8399	AMPION PBC 202403	0883	8780	0.00	357.23
										0883	59210	AS2	1	8402	REPUBLIC SERVICES, I202403	0883	8780	0.00	4,553.70
										0883	59211	AS2	1	8412	PERFORMANCE FOOD:202403	0883	8780	0.00	2,702.55
										0883	59212	AS2	1	8414	TUTTEO INC 202403	0883	8780	0.00	100.00
										0883	59213	AS2	1	8422	SCHOOL BUSINESS MA202403	0883	8780	0.00	600.00
										0883	59214	AS2	1	8439	COMMON THREAD CU:202403	0883	8780	0.00	330.00
										0883	59215	AS2	1	8576	GOPHER ACE 202403	0883	8780	0.00	133.25
										0883	59215	AS2	1	8576	GOPHER ACE 202403	0883	8780	0.00	91.42
										0883	59215	AS2	1	8576	GOPHER ACE 202403	0883	8780	0.00	201.08
										0883	59215	AS2	1	8576	GOPHER ACE 202403	0883	8780	0.00	392.77
										0883	59215	AS2	1	8576	GOPHER ACE 202403	0883	8780	0.00	418.62
										0883	59216	AS2	1	8623	VACKER INC. 202403	0883	8780	0.00	84.00
										0883	59217	AS2	1	8634	BYRDSEED, LLC 202403	0883	8780	0.00	149.00
										0883	59218	AS2	1	8635	PLAMAN, BRAD 202403	0883	8780	0.00	110.00
										0883	59219	AS2	1	8636	ZIMMERMAN, FRANK 202403	0883	8780	0.00	110.00
										0883	59220	AS2	1	8637	FRANTA, THOMAS 202403	0883	8780	0.00	110.00
										0883	59221	AS2	1	8638	SULLWOOD, MICHAEL 202403	0883	8780	0.00	110.00
										0883	59223	AS2	1	8641	PRICE, MATTHEW 202403	0883	8780	0.00	110.00
										0883	59224	AS2	1	4050	AFLAC 202403	0883	8780	0.00	143.40
										0883	59224	AS2	1	4050	AFLAC 202403	0883	8780	0.00	143.40
										0883	59224	AS2	1	4050	AFLAC 202403	0883	8780	0.00	66.76
										0883	59224	AS2	1	4050	AFLAC 202403	0883	8780	0.00	66.76
										0883	59227	AS2	1	1644	ISD #883 EDUCATION F202403	0883	8780	0.00	223.85
										0883	59227	AS2	1	1644	ISD #883 EDUCATION F202403	0883	8780	0.00	51.21
										0883	59227	AS2	1	1644	ISD #883 EDUCATION F202403	0883	8780	0.00	223.85
										0883	59227	AS2	1	1644	ISD #883 EDUCATION F202403	0883	8780	0.00	32.00
										0883	59228	AS2	1	1969	SCHOOL SERVICE EMF202403	0883	8780	0.00	442.89
										0883	59228	AS2	1	1969	SCHOOL SERVICE EMF202403	0883	8780	0.00	442.89
										0883	59231	AS2	1	1215	XCEL ENERGY 202403	0883	8797	0.00	23,172.68
										0883	59232	AS2	1	1828	TRAEN, TODD 202403	0883	8797	0.00	86.00
										0883	59233	AS2	1	2435	BUFFALO HIGH SCHOC202403	0883	8797	0.00	200.00

**Rockford ISD #0883  
Payment Distributions**

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	59234	AS2	1	2895		ROCKET BOOSTERS	202403	0883	8797	0.00	900.00
										0883	59235	AS2	1	4335		4 POINT 0 SCHOOL SEI	202403	0883	8797	6,231.02	0.00
										0883	59235	AS2	1	4335		4 POINT 0 SCHOOL SEI	202403	0883	8797	0.00	6,231.02
										0883	59236	AS2	1	4535		ROCKFORD/GREENFIE	202403	0883	8797	0.00	20.00
										0883	59237	AS2	1	4673		INTEGRIPRINT	202403	0883	8797	0.00	150.51
										0883	59238	AS2	1	4811		KUPHAL BRENT	202403	0883	8797	0.00	86.00
										0883	59240	AS2	1	5795	remit	MEDCO SURGICAL SUF	202403	0883	8797	0.00	127.24
										0883	59242	AS2	1	5995		CENTRAL PUBLIC SCH	202403	0883	8797	0.00	200.00
										0883	59243	AS2	1	6603		LANO EQUIPMENT -LOI	202403	0883	8797	0.00	163.12
										0883	59244	AS2	1	6791		BARFKNECHT, ALAN	202403	0883	8797	0.00	86.00
										0883	59246	AS2	1	6927		BECK, MICHAEL	202403	0883	8797	0.00	125.00
										0883	59248	AS2	1	7050		WAYZATA RESULTS, IN	202403	0883	8797	0.00	1,104.00
										0883	59249	AS2	1	7311		BROWN, JAMES	202403	0883	8797	0.00	154.00
										0883	59250	AS2	1	7611		SOURCEWELL	202403	0883	8797	0.00	75.00
										0883	59250	AS2	1	7611		SOURCEWELL	202403	0883	8797	0.00	75.00
										0883	59251	AS2	1	7697		MARISELA V NELSON II	202403	0883	8797	0.00	30.00
										0883	59252	AS2	1	7873		ON SITE COMPANIES, I	202403	0883	8797	0.00	488.00
										0883	59252	AS2	1	7873		ON SITE COMPANIES, I	202403	0883	8797	0.00	1,284.00
										0883	59252	AS2	1	7873		ON SITE COMPANIES, I	202403	0883	8797	0.00	334.00
										0883	59252	AS2	1	7873		ON SITE COMPANIES, I	202403	0883	8797	0.00	642.00
										0883	59252	AS2	1	7873		ON SITE COMPANIES, I	202403	0883	8797	0.00	308.00
										0883	59253	AS2	1	8210		HERO'S TIMING	202403	0883	8797	0.00	1,200.00
										0883	59254	AS2	1	8265		DOMINO'S PIZZA	202403	0883	8797	0.00	62.05
										0883	59255	AS2	1	8278		TROBEC'S BUS SERVIC	202403	0883	8797	0.00	1,116.00
										0883	59256	AS2	1	8355		CUB - MAPLE GROVE	202403	0883	8797	0.00	11.99
										0883	59256	AS2	1	8355		CUB - MAPLE GROVE	202403	0883	8797	0.00	94.86
										0883	59256	AS2	1	8355		CUB - MAPLE GROVE	202403	0883	8797	0.00	95.91
										0883	59256	AS2	1	8355		CUB - MAPLE GROVE	202403	0883	8797	0.00	99.69
										0883	59258	AS2	1	8642		PRINCETON HIGH SCH	202403	0883	8797	0.00	100.00
										0883	59259	AS2	1	8643		ROWAN, ADAM	202403	0883	8797	0.00	146.00
										0883	59260	AS2	1	8644		RUSSELL, MATTHEW	202403	0883	8797	0.00	146.00
										0883	59261	AS2	1	8645	remit	WINKELMANN, JOHN	202403	0883	8797	0.00	74.00
										0883	59263	AS2	1	1054	remit	CAROLINA BIOLOGICA	202403	0883	8797	0.00	29.95
										0883	59264	AS2	1	1091		SCHMITT MUSIC CENT	202403	0883	8797	0.00	42.45
										0883	59264	AS2	1	1091		SCHMITT MUSIC CENT	202403	0883	8797	0.00	23.60
										0883	59266	AS2	1	1154		MSBA	202403	0883	8797	0.00	99.00
										0883	59267	AS2	1	1165		MINNSPRA	202403	0883	8797	0.00	95.00
										0883	59268	AS2	1	1180		CENTERPOINT ENERG	202403	0883	8797	0.00	80.00

# Rockford ISD #0883

## Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equip	0883	59268	AS2	1	1180			CENTERPOINT ENERG	202403	0883	8797	0.00	80.00
										0883	59269	AS2	1	1267			MASSP	202403	0883	8797	0.00	620.00
										0883	59270	AS2	1	1828			TRAEN, TODD	202403	0883	8797	0.00	86.00
										0883	59271	AS2	1	2051			INTERMEDIATE DISTRI	202403	0883	8797	0.00	110.44
										0883	59272	AS2	1	2368			FORD, DANIEL	202403	0883	8797	0.00	110.00
										0883	59273	AS2	1	3207			REMIHOUGHTON MIFFLIN H	202403	0883	8797	0.00	2,970.00
										0883	59273	AS2	1	3207			REMIHOUGHTON MIFFLIN H	202403	0883	8797	0.00	5,325.34
										0883	59274	AS2	1	3379			ORUC, DZEVDO	202403	0883	8797	0.00	132.00
										0883	59275	AS2	1	3430			KLIMA, MIKE	202403	0883	8797	0.00	110.00
										0883	59276	AS2	1	3432			THUNSTROM, LEE	202403	0883	8797	0.00	200.00
										0883	59277	AS2	1	4325			IMSE	202403	0883	8797	0.00	2,137.86
										0883	59278	AS2	1	5277		remit	MINNEAPOLIS ATHENA	202403	0883	8797	0.00	150.00
										0883	59279	AS2	1	5507			CITY OF GREENFIELD	202403	0883	8797	0.00	841.83
										0883	59279	AS2	1	5507			CITY OF GREENFIELD	202403	0883	8797	0.00	33.00
										0883	59280	AS2	1	5709			WAWRZYNIAK, SCOTT	202403	0883	8797	0.00	110.00
										0883	59281	AS2	1	6721			DAMMER, TROY	202403	0883	8797	0.00	132.00
										0883	59282	AS2	1	7545			TEACHERS ON CALL	202403	0883	8797	0.00	1,725.84
										0883	59283	AS2	1	7697			MARISELA V NELSON II	202403	0883	8797	0.00	30.00
										0883	59283	AS2	1	7697			MARISELA V NELSON II	202403	0883	8797	0.00	30.00
										0883	59285	AS2	1	7786			REMITERRAFORM PHOENIX	202403	0883	8797	0.00	375.60
										0883	59286	AS2	1	7878			HERITAGE EMBROIDER	202403	0883	8797	0.00	366.00
										0883	59288	AS2	1	8082			OLSON, COURTNEY	202403	0883	8797	0.00	150.00
										0883	59289	AS2	1	8143			SCRIBBLES SOFTWARE	202403	0883	8797	0.00	83.30
										0883	59290	AS2	1	8222			CBIZ INVESTMENT ADV	202403	0883	8797	0.00	6.77
										0883	59290	AS2	1	8222			CBIZ INVESTMENT ADV	202403	0883	8797	0.00	6.77
										0883	59290	AS2	1	8222			CBIZ INVESTMENT ADV	202403	0883	8797	0.00	6.78
										0883	59291	AS2	1	8261			TOTAL NETWORKX, INC	202403	0883	8797	0.00	10,940.00
										0883	59293	AS2	1	8345			BUFFALO BOOKS, LLC	202403	0883	8797	0.00	298.77
										0883	59293	AS2	1	8345			BUFFALO BOOKS, LLC	202403	0883	8797	0.00	16.77
										0883	59294	AS2	1	8412			PERFORMANCE FOOD	202403	0883	8797	0.00	687.53
										0883	59294	AS2	1	8412			PERFORMANCE FOOD	202403	0883	8797	0.00	544.41
										0883	59294	AS2	1	8412			PERFORMANCE FOOD	202403	0883	8797	0.00	304.94
										0883	59295	AS2	1	8443			WOODBURN PRESS, LI	202403	0883	8797	0.00	32.80
										0883	59296	AS2	1	8487			DYKSTRA, RYAN	202403	0883	8797	0.00	110.00
										0883	59297	AS2	1	8488			GENZ, CHAD	202403	0883	8797	0.00	110.00
										0883	59298	AS2	1	8622			MINT ROOFING	202403	0883	8797	0.00	734.91
										0883	59299	AS2	1	8631			HABCHANE, SAID	202403	0883	8797	0.00	146.00
										0883	59300	AS2	1	8647			BACKLUND, MARK	202403	0883	8797	0.00	89.00

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank Grp	Code	Rcd Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	59301	AS2	1	8648	STEINHART, JEREMY	202403	0883	8797	0.00	146.00
										0883	59302	AS2	1	8650	MOELLER, DALE	202403	0883	8797	0.00	132.00
										0883	59303	AS2	1	8651	HIBBISON, MATTHEW	202403	0883	8797	0.00	150.00
										0883	59304	AS2	1	8652	JUNGLES, DAVID	202403	0883	8797	0.00	150.00
										0883	59305	AS2	1	4335	4 POINT 0 SCHOOL SEI	202403	0883	8797	1.00	0.00
										0883	59305	AS2	1	4335	4 POINT 0 SCHOOL SEI	202403	0883	8797	0.00	1.00
										0883	59306	AS2	1	7649	TSA CONSULTING GRC	202403	0883	8797	0.00	1,092.24
										0883	59306	AS2	1	7649	TSA CONSULTING GRC	202403	0883	8797	0.00	1,070.00
										0883	59306	AS2	1	7649	TSA CONSULTING GRC	202403	0883	8797	0.00	747.84
										0883	59308	AS2	1	1057	HILLYARD	202403	0883	8797	0.00	629.82
										0883	59308	AS2	1	1057	HILLYARD	202403	0883	8797	0.00	252.50
										0883	59308	AS2	1	1057	HILLYARD	202403	0883	8797	0.00	156.25
										0883	59308	AS2	1	1057	HILLYARD	202403	0883	8797	0.00	446.54
										0883	59309	AS2	1	1062	remit SCHOLASTIC INC	202403	0883	8797	0.00	142.86
										0883	59310	AS2	1	1181	CITY OF ROCKFORD	202403	0883	8797	0.00	925.59
										0883	59310	AS2	1	1181	CITY OF ROCKFORD	202403	0883	8797	0.00	10.71
										0883	59310	AS2	1	1181	CITY OF ROCKFORD	202403	0883	8797	0.00	98.55
										0883	59310	AS2	1	1181	CITY OF ROCKFORD	202403	0883	8797	0.00	690.56
										0883	59310	AS2	1	1181	CITY OF ROCKFORD	202403	0883	8797	0.00	393.00
										0883	59311	AS2	1	1192	VERIZON WIRELESS	202403	0883	8797	0.00	240.01
										0883	59312	AS2	1	1291	SAM'S CLUB DIRECT	202403	0883	8797	0.00	50.00
										0883	59313	AS2	1	1492	ADAM'S PEST CONTRC	202403	0883	8797	0.00	91.34
										0883	59313	AS2	1	1492	ADAM'S PEST CONTRC	202403	0883	8797	0.00	133.36
										0883	59313	AS2	1	1492	ADAM'S PEST CONTRC	202403	0883	8797	0.00	91.34
										0883	59314	AS2	1	1501	EDMISON, LINDA	202403	0883	8797	0.00	150.00
										0883	59316	AS2	1	1901	VERGIN SALES	202403	0883	8797	0.00	979.00
										0883	59317	AS2	1	2086	REMI RIVERSIDE INSIGHTS	202403	0883	8797	0.00	582.01
										0883	59318	AS2	1	2216	MENARDS INC	202403	0883	8797	0.00	576.95
										0883	59318	AS2	1	2216	MENARDS INC	202403	0883	8797	0.00	604.92
										0883	59319	AS2	1	2291	PIONEER	202403	0883	8797	0.00	1,130.00
										0883	59320	AS2	1	2813	AkASL ASSOC OF SCH	202403	0883	8797	0.00	195.00
										0883	59321	AS2	1	2895	ROCKET BOOSTERS	202403	0883	8797	0.00	125.00
										0883	59322	AS2	1	3207	REMI HOUGHTON MIFFLIN H	202403	0883	8797	0.00	6,173.84
										0883	59323	AS2	1	3291	remit: PEARSON	202403	0883	8797	0.00	105.00
										0883	59324	AS2	1	3679	remit INNOVATIVE OFFICE SI	202403	0883	8797	0.00	37.49
										0883	59325	AS2	g1	4335	4 POINT 0 SCHOOL SEI	202403	0883	8797	0.00	6,231.02
										0883	59327	AS2	1	4697	HUMANEX VENTURES	202403	0883	8797	0.00	700.00
										0883	59329	AS2	1	5149	TOLL COMPANY	202403	0883	8797	0.00	318.69

### Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equip	0883	59329	AS2	1	5149		TOLL COMPANY	202403	0883	8797		0.00	279.99
										0883	59330	AS2	1	5328		GAVIC, MARK	202403	0883	8797		0.00	110.00
										0883	59331	AS2	1	5806		UNIVERSAL ATHLETIC	202403	0883	8797		0.00	4,960.00
										0883	59332	AS2	1	5853	remit	ALL STATE COMMUNIC	202403	0883	8797		0.00	17,540.00
										0883	59334	AS2	1	6207		THOMAS, ROBERT	202403	0883	8797		0.00	110.00
										0883	59335	AS2	1	6623		ADVANCED IMAGING S	202403	0883	8797		0.00	5,350.00
										0883	59336	AS2	1	6673		YOUNG, DANIEL	202403	0883	8797		0.00	150.00
										0883	59337	AS2	1	7144	REMI	PIONEER CRITICAL PO	202403	0883	8797		0.00	580.00
										0883	59337	AS2	1	7144	REMI	PIONEER CRITICAL PO	202403	0883	8797		0.00	743.45
										0883	59339	AS2	1	7284		LVC COMPANIES, INC.	202403	0883	8797		0.00	180.50
										0883	59339	AS2	1	7284		LVC COMPANIES, INC.	202403	0883	8797		0.00	304.00
										0883	59339	AS2	1	7284		LVC COMPANIES, INC.	202403	0883	8797		0.00	141.40
										0883	59341	AS2	1	7697		MARISELA V NELSON II	202403	0883	8797		0.00	70.00
										0883	59341	AS2	1	7697		MARISELA V NELSON II	202403	0883	8797		0.00	90.00
										0883	59342	AS2	1	7756		HONNOLD, MARK	202403	0883	8797		0.00	83.00
										0883	59343	AS2	1	7857		MCLEOD COMMUNITY	202403	0883	8797		0.00	1,933.33
										0883	59344	AS2	1	7858		MEEKER COMMUNITY	202403	0883	8797		0.00	2,461.35
										0883	59345	AS2	1	8000		ECLIPSE PAINTING, INC	202403	0883	8797		0.00	46,000.00
										0883	59346	AS2	1	8029		SFM	202403	0883	8797		0.00	27,852.00
										0883	59347	AS2	1	8081		TURNBULL, BLAINE	202403	0883	8797		0.00	146.00
										0883	59348	AS2	1	8099		EDPUZZLE, INC.	202403	0883	8797		0.00	2,180.00
										0883	59349	AS2	1	8170	remit	US BANCORP GOVN'T I	202403	0883	8797		0.00	7,569.12
										0883	59352	AS2	1	8322		ZYCH, DANIEL	202403	0883	8797		0.00	110.00
										0883	59353	AS2	1	8391		US OMNI & TSACG COM	202403	0883	8797		0.00	251.12
										0883	59354	AS2	1	8475		ST. GEORGE, PAUL	202403	0883	8797		0.00	110.00
										0883	59356	AS2	1	8621		CESO TRANSPORTATI	202403	0883	8797		0.00	107,510.20
										0883	59357	AS2	1	8654		BRANDT, LYLE	202403	0883	8797		0.00	110.00
										0883	59358	AS2	1	8655		KLUEMPKE, NOLAN	202403	0883	8797		0.00	154.00
										0883	59360	AS2	1	8658		KLOUSE, KORY	202403	0883	8797		0.00	83.00
										0883	59361	AS2	1	8659		ANDERSON, TODD	202403	0883	8797		0.00	83.00
										Account Total:										\$7,124.74	\$498,477.24	
0883	B	02	101	000			F		Cash & Cash Equip	0883	59326	AS2	1	4387		TAHER INC - BIN# 1350	202403	0883	8797		0.00	20,387.64
										Account Total:										\$0.00	\$20,387.64	
0883	B	04	101	000			F		Cash & Cash Equip	0883	59157	AS2	1	6377		DISH	202403	0883	8780		0.00	119.08
										0883	59170	AS2	201	1096		NASCO	202403	0883	8780		0.00	23.76
										0883	59174	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780		0.00	92.70
										0883	59174	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780		0.00	813.64

Rockford ISD #0883  
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	04	101	000			F		Cash & Cash Equip	0883	59174	AS2	1	1394			MBNA/BUSINESS CARC202403	0883	8780		0.00	50.00
										0883	59174	AS2	1	1394			MBNA/BUSINESS CARC202403	0883	8780		0.00	346.18
										0883	59174	AS2	1	1394			MBNA/BUSINESS CARC202403	0883	8780		0.00	125.83
										0883	59177	AS2	1	1471			MCEA 202403	0883	8780		0.00	349.00
										0883	59183	AS2	1	3679	remit		INNOVATIVE OFFICE SI202403	0883	8780		0.00	148.62
										0883	59185	AS2	1	4673			INTEGRIPRINT 202403	0883	8780		0.00	1,638.01
										0883	59199	AS2	1	7697			MARISELA V NELSON II202403	0883	8780		0.00	90.00
										0883	59222	AS2	1	8640			SOKOLOV, YELENA 202403	0883	8780		0.00	95.69
										0883	59229	AS2	1	1012			SCHOOL SPECIALTY IN202403	0883	8797		0.00	26.90
										0883	59230	AS2	1	1200			CUB FOODS 202403	0883	8797		0.00	91.47
										0883	59230	AS2	1	1200			CUB FOODS 202403	0883	8797		0.00	149.47
										0883	59235	AS2	1	4335			4 POINT 0 SCHOOL SEI202403	0883	8797		380.10	0.00
										0883	59235	AS2	1	4335			4 POINT 0 SCHOOL SEI202403	0883	8797		0.00	380.10
										0883	59262	AS2	1	1012			SCHOOL SPECIALTY IN202403	0883	8797		0.00	20.76
										0883	59283	AS2	1	7697			MARISELA V NELSON II202403	0883	8797		0.00	90.00
										0883	59287	AS2	1	8049			RAAA BASKETBALL 202403	0883	8797		0.00	7,038.00
										0883	59287	AS2	1	8049			RAAA BASKETBALL 202403	0883	8797		0.00	1,540.00
										0883	59292	AS2	1	8266			RAAA YOUTH WRESTL 202403	0883	8797		0.00	540.00
										0883	59292	AS2	1	8266			RAAA YOUTH WRESTL 202403	0883	8797		0.00	2,175.00
										0883	59307	AS2	1	1012			SCHOOL SPECIALTY IN202403	0883	8797		0.00	84.43
										0883	59311	AS2	1	1192			VERIZON WIRELESS 202403	0883	8797		0.00	100.00
										0883	59315	AS2	1	1683			PUSH PEDAL PULL 202403	0883	8797		0.00	115.60
										0883	59325	AS2	1	4335			4 POINT 0 SCHOOL SEI202403	0883	8797		0.00	380.10
																	Account Total:				\$380.10	\$16,624.34
0883	B	06	101	000			F		Cash & Cash Equip	0883	59187	AS2	1	4937			RUSSELL SECURITY RI202403	0883	8780		0.00	4,982.00
										0883	59187	AS2	1	4937			RUSSELL SECURITY RI202403	0883	8780		0.00	39,826.00
										0883	59189	AS2	1	5165	remit		ICS CONSULTING, LLC 202403	0883	8780		0.00	52,875.92
										0883	59239	AS2	1	4937			RUSSELL SECURITY RI202403	0883	8797		0.00	16,420.00
										0883	59241	AS2	1	5853	remit		ALL STATE COMMUNIC202403	0883	8797		0.00	49,225.00
										0883	59241	AS2	1	5853	remit		ALL STATE COMMUNIC202403	0883	8797		0.00	16,245.00
										0883	59328	AS2	1	4937			RUSSELL SECURITY RI202403	0883	8797		0.00	46,798.00
										0883	59340	AS2	1	7661			HILLER COMMERCIAL F202403	0883	8797		0.00	902.40
										0883	59350	AS2	1	8253			VITALSIGNS 202403	0883	8797		0.00	8,015.00
										0883	59355	AS2	1	8481			PRAIRIE RESTORATIOI202403	0883	8797		0.00	750.00
																	Account Total:				\$0.00	\$236,039.32
														21								
0883	B	21	101	000			F		Cash & Cash Equip	0883	58533	AS2	1	2435			BUFFALO HIGH SCHOC202403	0883	8780		1,515.00	0.00
										0883	59159	AS2	1	2435			BUFFALO HIGH SCHOC202403	0883	8780		0.00	1,515.00

## Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	21	101	000			F		Cash & Cash Equiv	0883	59171	AS2	1	1102		JW PEPPER	202403	0883	8780		0.00	139.50
										0883	59171	AS2	1	1102		JW PEPPER	202403	0883	8780		0.00	253.99
										0883	59174	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780		0.00	448.34
										0883	59175	AS2	1	1394		MBNA/BUSINESS CARC	202403	0883	8780		0.00	436.85
										0883	59198	AS2	1	7528		REBEL ATHLETIC INC.	202403	0883	8780		0.00	3,266.13
										0883	59202	AS2	1	7771	remit	MRI SOFTWARE, LLC	202403	0883	8780		0.00	14.00
										0883	59230	AS2	1	1200		CUB FOODS	202403	0883	8797		0.00	51.27
										0883	59245	AS2	1	6897		MATBOSS, LLC	202403	0883	8797		0.00	599.00
										0883	59247	AS2	1	6942	remit	WALSWORTH	202403	0883	8797		0.00	437.98
										0883	59255	AS2	1	8278		TROBEC'S BUS SERVIC	202403	0883	8797		0.00	1,706.50
										0883	59257	AS2	1	8439		COMMON THREAD CU	202403	0883	8797		0.00	1,686.97
										0883	59265	AS2	1	1102		JW PEPPER	202403	0883	8797		0.00	65.00
										0883	59284	AS2	1	7776		HUQ, PREENON	202403	0883	8797		0.00	900.00
										0883	59333	AS2	1	6106	remit	NATIONAL FFA ORGAN	202403	0883	8797		0.00	400.00
										0883	59333	AS2	1	6106	remit	NATIONAL FFA ORGAN	202403	0883	8797		0.00	1,120.00
										0883	59338	AS2	1	7196		GERTEN GREENHOUSI	202403	0883	8797		0.00	2,206.55
										0883	59351	AS2	1	8265		DOMINO'S PIZZA	202403	0883	8797		0.00	68.93
										0883	59359	AS2	1	8657		NYERKEH, MULBAH	202403	0883	8797		0.00	160.00

Account Total: \$1,515.00 \$15,476.01

Report Total: \$9,019.84 \$787,004.55

## Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
AS2		59160		Wire	1	1937	PUBLIC EMPLOYEES RETIREMENT AS'		No	No	No	09/06/2023	12,006.23
AS2		59161		Wire	1	1938	TRA		No	No	No	09/06/2023	11,147.92
AS2		59162		Wire	1	6431	HR SIMPLIFIED		No	No	No	09/06/2023	2,387.15
AS2		59163		Wire	1	2006	US GOVERNMENT		No	No	No	09/06/2023	37,945.28
AS2		59164		Wire	1	1962	MINNESOTA DEPT OF REVENUE		No	No	No	09/06/2023	6,114.16
AS2		59224		Wire	1	4050	AFLAC		No	No	No	09/01/2023	420.32
AS2		59305		Check	1	4335	4 POINT 0 SCHOOL SERVICES		Yes	No	Yes	09/27/2023	0.00
AS2		59306		Wire	1	7649	TSA CONSULTING GROUP, INC.		No	No	No	09/28/2023	2,910.08
AS2		58533	104555	Check	1	2435	BUFFALO HIGH SCHOOL		Yes	No	Yes	09/06/2023	(2,000.00)
AS2		59158	105073	Check	1	7981	AT&T MOBILITY		Yes	No	No	09/06/2023	38.23
AS2		59157	105074	Check	1	6377	DISH		Yes	No	No	09/06/2023	119.08
AS2		59159	105075	Check	1	2435	BUFFALO HIGH SCHOOL		Yes	No	No	09/06/2023	2,000.00
AS2		59184	105076	Check	1	4335	4 POINT 0 SCHOOL SERVICES		Yes	No	No	09/08/2023	2,702.04
AS2		59209	105077	Check	1	8399	AMPION PBC	C Corporation	Yes	No	No	09/08/2023	357.23
AS2		59217	105078	Check	1	8634	BYRDSEED, LLC	Ind/Sole Proprietor	Yes	No	No	09/08/2023	149.00
AS2		59173	105079	Check	1	1180	CENTERPOINT ENERGY		Yes	No	No	09/08/2023	836.52
AS2		59214	105080	Check	1	8439	COMMON THREAD CUSTOM APPAREL	LLC - S Corp	Yes	No	No	09/08/2023	330.00
AS2		59197	105081	Check	1	7480	CORPORATE MECHANICAL, INC.		Yes	No	No	09/08/2023	22,980.00
AS2		59179	105082	Check	1	2159	DELANO PUBLIC SCHOOLS		Yes	No	No	09/08/2023	4,000.00
AS2		59207	105083	Check	1	8265	DOMINO'S PIZZA		Yes	No	No	09/08/2023	85.09
AS2		59220	105084	Check	1	8637	FRANTA, THOMAS	Ind/Sole Proprietor	Yes	No	No	09/08/2023	110.00
AS2		59205	105085	Check	1	8095	remit GIMKIT, INC.		Yes	No	No	09/08/2023	1,000.00
AS2		59215	105086	Check	1	8576	GOPHER ACE	LLC - S Corp	Yes	No	No	09/08/2023	1,237.14
AS2		59172	105087	Check	1	1113	GRAINGER		Yes	No	No	09/08/2023	771.54
AS2		59200	105088	Check	1	7738	GRANITE TELECOMMUNICATIONS, LLC		Yes	No	No	09/08/2023	860.90
AS2		59169	105089	Check	1	1057	HILLYARD		Yes	No	No	09/08/2023	12,176.41
AS2		59196	105090	Check	1	7047	HINGST, LEE		Yes	No	No	09/08/2023	150.00
AS2		59189	105091	Check	1	5165	remit ICS CONSULTING, LLC - 138006		Yes	No	No	09/08/2023	52,875.92
AS2		59183	105092	Check	1	3679	remit INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	09/08/2023	148.62
AS2		59185	105093	Check	1	4673	INTEGRIPRINT		Yes	No	No	09/08/2023	2,339.40
AS2		59171	105094	Check	1	1102	JW PEPPER		Yes	No	No	09/08/2023	393.49
AS2		59204	105095	Check	1	8010	LANGUAGE LINE SERVICES		Yes	No	No	09/08/2023	16.20
AS2		59193	105096	Check	1	6743	remit2 LEARNING A-Z		Yes	No	No	09/08/2023	6,481.00
AS2		59199	105097	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	No	No	09/08/2023	180.00
AS2		59174	105098	Check	1	1394	MBNA/BUSINESS CARD		Yes	No	No	09/08/2023	10,030.14
AS2		59175	105099	Check	1	1394	MBNA/BUSINESS CARD		Yes	No	No	09/08/2023	1,191.84
AS2		59176	105100	Check	1	1394	MBNA/BUSINESS CARD		Yes	No	No	09/08/2023	253.89
AS2		59177	105101	Check	1	1471	MCEA		Yes	No	No	09/08/2023	349.00
AS2		59190	105102	Check	1	5795	remit 2 MEDCO SURGICAL SUPPLY SERVICE		Yes	No	No	09/08/2023	87.16

## 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	Pay/Void		Amount
											Void	Date	
AS2		59181	105103	Check	1 2216		MENARDS INC		Yes	No	No	09/08/2023	238.86
AS2		59186	105104	Check	1 4797		MIDLAND NURSERY & LANDSCAPING,	S Corporation	Yes	No	No	09/08/2023	649.80
AS2		59168	105105	Check	1 1039		MINNESOTA ELEVATOR, INC		Yes	No	No	09/08/2023	492.90
AS2		59192	105106	Check	1 6356		MITEL NETSOLUTIONS		Yes	No	No	09/08/2023	4,198.94
AS2		59201	105107	Check	1 7770		MN ASSOC OF SECRETARIES TO THE		Yes	No	No	09/08/2023	40.00
AS2		59202	105108	Check	1 7771	remit	MRI SOFTWARE, LLC		Yes	No	No	09/08/2023	44.00
AS2		59182	105109	Check	1 3482		MSHSL		Yes	No	No	09/08/2023	2,200.00
AS2		59170	105110	Check	1 1096		NASCO		Yes	No	No	09/08/2023	23.76
AS2		59194	105111	Check	1 6913		NEE INVESTMENT 9, LLC		Yes	No	No	09/08/2023	965.70
AS2		59165	105112	Check	1 1006		NORTHWEST SUBURBAN INTEGRATIC		Yes	No	No	09/08/2023	4,409.50
AS2		59211	105113	Check	1 8412		PERFORMANCE FOODSERVICE	C Corporation	Yes	No	No	09/08/2023	2,702.55
AS2		59167	105114	Check	1 1020	remit	PITNEY BOWES GLOBAL FINANCIAL SE		Yes	No	No	09/08/2023	903.54
AS2		59218	105115	Check	1 8635		PLAMAN, BRAD	Ind/Sole Proprietor	Yes	No	No	09/08/2023	110.00
AS2		59223	105116	Check	1 8641		PRICE, MATTHEW	LLC - Partnership	Yes	No	No	09/08/2023	110.00
AS2		59206	105117	Check	1 8098	remit	QUIZIZZ INC.		Yes	No	No	09/08/2023	1,200.00
AS2		59198	105118	Check	1 7528		REBEL ATHLETIC INC.		Yes	No	No	09/08/2023	3,266.13
AS2		59210	105119	Check	1 8402		REPUBLIC SERVICES, INC.	C Corporation	Yes	No	No	09/08/2023	4,553.70
AS2		59195	105120	Check	1 6994		RHINO TECHNOLOGY GROUP		Yes	No	No	09/08/2023	1,330.00
AS2		59187	105121	Check	1 4937		RUSSELL SECURITY RESOURCE INC		Yes	No	No	09/08/2023	44,808.00
AS2		59213	105122	Check	1 8422		SCHOOL BUSINESS MANAGEMENT SE	Ind/Sole Proprietor	Yes	No	No	09/08/2023	600.00
AS2		59222	105123	Check	1 8640		SOKOLOV, YELENA		Yes	No	No	09/08/2023	95.69
AS2		59221	105124	Check	1 8638		SULLWOOD, MICHAEL	Ind/Sole Proprietor	Yes	No	No	09/08/2023	110.00
AS2		59203	105125	Check	1 7778		TEAMWORKS INTERNATIONAL, INC		Yes	No	No	09/08/2023	1,141.70
AS2		59180	105126	Check	1 2208		TECH/CHECK		Yes	No	No	09/08/2023	11,931.80
AS2		59188	105127	Check	1 5149		TOLL COMPANY		Yes	No	No	09/08/2023	38.13
AS2		59178	105128	Check	1 1828		TRAEN, TODD		Yes	No	No	09/08/2023	86.00
AS2		59212	105129	Check	1 8414		TUTTEO INC	C Corporation	Yes	No	No	09/08/2023	100.00
AS2		59191	105130	Check	1 5806		UNIVERSAL ATHLETICS SERVICES, INC		Yes	No	No	09/08/2023	755.00
AS2		59216	105131	Check	1 8623		VACKER INC.	S Corporation	Yes	No	No	09/08/2023	84.00
AS2		59208	105132	Check	1 8323		VERICH, KAIA	Ind/Sole Proprietor	Yes	No	No	09/08/2023	150.00
AS2		59166	105133	Check	1 1016		WRIGHT-HENNEPIN COOP. ELECTRIC		Yes	No	No	09/08/2023	83.85
AS2		59219	105134	Check	1 8636		ZIMMERMAN, FRANK	Ind/Sole Proprietor	Yes	No	No	09/08/2023	110.00
AS2		59227	105135	Check	1 1644		ISD #883 EDUCATION FOUNDATION		Yes	No	No	09/08/2023	530.91
AS2		59228	105136	Check	1 1969		SCHOOL SERVICE EMPLOYEES		Yes	No	No	09/08/2023	885.78
AS2		59235	105140	Check	1 4335		4 POINT 0 SCHOOL SERVICES		Yes	No	Yes	09/15/2023	6,611.12
AS2		59235	105140	Check	1 4335		4 POINT 0 SCHOOL SERVICES		Yes	No	Yes	09/27/2023	(6,611.12)
AS2		59241	105141	Check	1 5853	remit	ALL STATE COMMUNICATIONS, INC		Yes	No	No	09/15/2023	65,470.00
AS2		59244	105142	Check	1 6791		BARFKNECHT, ALAN	Ind/Sole Proprietor	Yes	No	No	09/15/2023	86.00
AS2		59246	105143	Check	1 6927		BECK, MICHAEL		Yes	No	No	09/15/2023	125.00

## Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
AS2		59249	105144	Check	1	7311	BROWN, JAMES	Ind/Sole Proprietor	Yes	No	No	09/15/2023	154.00
AS2		59233	105145	Check	1	2435	BUFFALO HIGH SCHOOL		Yes	No	No	09/15/2023	200.00
AS2		59242	105146	Check	1	5995	CENTRAL PUBLIC SCHOOLS		Yes	No	No	09/15/2023	200.00
AS2		59257	105147	Check	1	8439	COMMON THREAD CUSTOM APPAREL	LLC - S Corp	Yes	No	No	09/15/2023	1,686.97
AS2		59256	105148	Check	1	8355	CUB - MAPLE GROVE		Yes	No	No	09/15/2023	302.45
AS2		59230	105149	Check	1	1200	CUB FOODS		Yes	No	No	09/15/2023	292.21
AS2		59254	105150	Check	1	8265	DOMINO'S PIZZA		Yes	No	No	09/15/2023	62.05
AS2		59253	105151	Check	1	8210	HERO'S TIMING	Ind/Sole Proprietor	Yes	No	No	09/15/2023	1,200.00
AS2		59237	105152	Check	1	4673	INTEGRIPRINT		Yes	No	No	09/15/2023	150.51
AS2		59238	105153	Check	1	4811	KUPHAL BRENT	Ind/Sole Proprietor	Yes	No	No	09/15/2023	86.00
AS2		59243	105154	Check	1	6603	LANO EQUIPMENT -LORETTO		Yes	No	No	09/15/2023	163.12
AS2		59251	105155	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	No	No	09/15/2023	30.00
AS2		59245	105156	Check	1	6897	MATBOSS, LLC		Yes	No	No	09/15/2023	599.00
AS2		59240	105157	Check	1	5795	remit 2 MEDCO SURGICAL SUPPLY SERVICE		Yes	No	No	09/15/2023	127.24
AS2		59252	105158	Check	1	7873	ON SITE COMPANIES, INC.		Yes	No	No	09/15/2023	3,056.00
AS2		59258	105159	Check	1	8642	PRINCETON HIGH SCHOOL		Yes	No	No	09/15/2023	100.00
AS2		59234	105160	Check	1	2895	ROCKET BOOSTERS		Yes	No	No	09/15/2023	900.00
AS2		59236	105161	Check	1	4535	ROCKFORD/GREENFIELD CHAMBER C		Yes	No	No	09/15/2023	20.00
AS2		59259	105162	Check	1	8643	ROWAN, ADAM	Ind/Sole Proprietor	Yes	No	No	09/15/2023	146.00
AS2		59239	105163	Check	1	4937	RUSSELL SECURITY RESOURCE INC		Yes	No	No	09/15/2023	16,420.00
AS2		59260	105164	Check	1	8644	RUSSELL, MATTHEW	Ind/Sole Proprietor	Yes	No	No	09/15/2023	146.00
AS2		59229	105165	Check	1	1012	SCHOOL SPECIALTY INC		Yes	No	No	09/15/2023	26.90
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AS2		59247	105169	Check	1	6942	remit2 WALSWORTH		Yes	No	No	09/15/2023	437.98
AS2		59248	105170	Check	1	7050	WAYZATA RESULTS, INC.		Yes	No	No	09/15/2023	1,104.00
AS2		59261	105171	Check	1	8645	remit WINKELMANN, JOHN	Ind/Sole Proprietor	Yes	No	No	09/15/2023	74.00
AS2		59231	105172	Check	1	1215	XCEL ENERGY		Yes	No	Yes	09/15/2023	23,172.68
AS2		59300	105173	Check	1	8647	BACKLUND, MARK	Ind/Sole Proprietor	Yes	No	No	09/22/2023	89.00
AS2		59293	105174	Check	1	8345	BUFFALO BOOKS, LLC	Ind/Sole Proprietor	Yes	No	No	09/22/2023	315.54
AS2		59263	105175	Check	1	1054	remit CAROLINA BIOLOGICAL SUPPLY		Yes	No	No	09/22/2023	29.95
AS2		59290	105176	Check	1	8222	CBIZ INVESTMENT ADVISORY SERVI	LLC - C Corp	Yes	No	No	09/22/2023	20.32
AS2		59268	105177	Check	1	1180	CENTERPOINT ENERGY		Yes	No	No	09/22/2023	160.00
AS2		59279	105178	Check	1	5507	CITY OF GREENFIELD WATER & SEWE		Yes	No	No	09/22/2023	874.83
AS2		59281	105179	Check	1	6721	DAMMER, TROY	Ind/Sole Proprietor	Yes	No	No	09/22/2023	132.00
AS2		59296	105180	Check	1	8487	DYKSTRA, RYAN <sup>25</sup>	Ind/Sole Proprietor	Yes	No	No	09/22/2023	110.00
AS2		59272	105181	Check	1	2368	FORD, DANIEL	Ind/Sole Proprietor	Yes	No	No	09/22/2023	110.00
AS2		59297	105182	Check	1	8488	GENZ, CHAD	Ind/Sole Proprietor	Yes	No	No	09/22/2023	110.00

## Rockford ISD #0883 Payment Reg by Bank and Check

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AS2		59303	105185	Check	1 8651		HIBBISON, MATTHEW	Ind/Sole Proprietor	Yes	No	No	09/22/2023	150.00
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AS2		59284	105187	Check	1 7776		HUQ, PREENON		Yes	No	No	09/22/2023	900.00
AS2		59277	105188	Check	1 4325		IMSE		Yes	No	No	09/22/2023	2,137.86
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AS2		59265	105191	Check	1 1102		JW PEPPER		Yes	No	No	09/22/2023	65.00
AS2		59275	105192	Check	1 3430		KLIMA, MIKE	Ind/Sole Proprietor	Yes	No	No	09/22/2023	110.00
AS2		59283	105193	Check	1 7697		MARISELA V NELSON INTERPRETING		Yes	No	No	09/22/2023	150.00
AS2		59269	105194	Check	1 1267		MASSP		Yes	No	No	09/22/2023	620.00
AS2		59278	105195	Check	1 5277	remit	MINNEAPOLIS ATHENA AWARDS		Yes	No	No	09/22/2023	150.00
AS2		59267	105196	Check	1 1165		MINNSPRA		Yes	No	No	09/22/2023	95.00
AS2		59298	105197	Check	1 8622		MINT ROOFING	S Corporation	Yes	No	No	09/22/2023	734.91
AS2		59302	105198	Check	1 8650		MOELLER, DALE	Ind/Sole Proprietor	Yes	No	Yes	09/22/2023	132.00
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AS2		59294	105202	Check	1 8412		PERFORMANCE FOODSERVICE	C Corporation	Yes	No	No	09/22/2023	1,536.88
AS2		59287	105203	Check	1 8049		RAAA BASKETBALL		Yes	No	No	09/22/2023	8,578.00
AS2		59292	105204	Check	1 8266		RAAA YOUTH WRESTLING		Yes	No	No	09/22/2023	2,715.00
AS2		59264	105205	Check	1 1091		SCHMITT MUSIC CENTER		Yes	No	No	09/22/2023	66.05
AS2		59262	105206	Check	1 1012		SCHOOL SPECIALTY INC		Yes	No	No	09/22/2023	20.76
AS2		59289	105207	Check	1 8143		SCRIBBLES SOFTWARE	C Corporation	Yes	No	No	09/22/2023	83.30
AS2		59301	105208	Check	1 8648		STEINHART, JEREMY	Ind/Sole Proprietor	Yes	No	No	09/22/2023	146.00
AS2		59282	105209	Check	1 7545		TEACHERS ON CALL		Yes	No	No	09/22/2023	1,725.84
AS2		59285	105210	Check	1 7786	REMIT	TERRAFORM PHOENIX II ARCADIA		Yes	No	Yes	09/22/2023	375.60
AS2		59276	105211	Check	1 3432		THUNSTROM, LEE		Yes	No	No	09/22/2023	200.00
AS2		59291	105212	Check	1 8261		TOTAL NETWORKX, INC.	S Corporation	Yes	No	No	09/22/2023	10,940.00
AS2		59270	105213	Check	1 1828		TRAEN, TODD		Yes	No	No	09/22/2023	86.00
AS2		59280	105214	Check	1 5709		WAWRZYNIAK, SCOTT	Ind/Sole Proprietor	Yes	No	No	09/22/2023	110.00
AS2		59295	105215	Check	1 8443		WOODBURN PRESS, LLC	LLC - S Corp	Yes	No	No	09/22/2023	32.80
AS2		59325	105216	Check	1 4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	09/29/2023	6,611.12
AS2		59313	105217	Check	1 1492		ADAM'S PEST CONTROL INC		Yes	No	No	09/29/2023	316.04
AS2		59335	105218	Check	1 6623		ADVANCED IMAGING SOLUTIONS		Yes	No	No	09/29/2023	5,350.00
AS2		59320	105219	Check	1 2813		AkASL ASSOC OF SCHOOLS LIBRARIES	Other	Yes	No	No	09/29/2023	195.00
AS2		59332	105220	Check	1 5853	remit	ALL STATE COMMUNICATIONS, INC		Yes	No	No	09/29/2023	17,540.00
AS2		59361	105221	Check	1 8659		ANDERSON, TODD	Ind/Sole Proprietor	Yes	No	No	09/29/2023	83.00

## Rockford ISD #0883 Payment Reg by Bank and Check

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AS2		59356	105223	Check	1	8621	CESO TRANSPORTATION, LLC	LLC - S Corp	Yes	No	No	09/29/2023	107,510.20
AS2		59310	105224	Check	1	1181	CITY OF ROCKFORD		Yes	No	No	09/29/2023	2,118.41
AS2		59351	105225	Check	1	8265	DOMINO'S PIZZA		Yes	No	No	09/29/2023	68.93
AS2		59345	105226	Check	1	8000	ECLIPSE PAINTING, INC.		Yes	No	No	09/29/2023	46,000.00
AS2		59314	105227	Check	1	1501	EDMISON, LINDA	Ind/Sole Proprietor	Yes	No	No	09/29/2023	150.00
AS2		59348	105228	Check	1	8099	EDPUZZLE, INC.	C Corporation	Yes	No	No	09/29/2023	2,180.00
AS2		59330	105229	Check	1	5328	GAVIC, MARK	Ind/Sole Proprietor	Yes	No	No	09/29/2023	110.00
AS2		59338	105230	Check	1	7196	GERTEN GREENHOUSES & GARDEN C		Yes	No	No	09/29/2023	2,206.55
AS2		59340	105231	Check	1	7661	HILLER COMMERCIAL FLOORS		Yes	No	No	09/29/2023	902.40
AS2		59308	105232	Check	1	1057	HILLYARD		Yes	No	No	09/29/2023	1,485.11
AS2		59342	105233	Check	1	7756	HONNOLD, MARK	Ind/Sole Proprietor	Yes	No	No	09/29/2023	83.00
AS2		59322	105234	Check	1	3207	REMIT HOUGHTON MIFFLIN HARCOURT		Yes	No	No	09/29/2023	6,173.84
AS2		59327	105235	Check	1	4697	HUMANEX VENTURES		Yes	No	No	09/29/2023	700.00
AS2		59324	105236	Check	1	3679	remit INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	09/29/2023	37.49
AS2		59360	105237	Check	1	8658	KLOUSE, KORY	Ind/Sole Proprietor	Yes	No	No	09/29/2023	83.00
AS2		59358	105238	Check	1	8655	KLUEMPKE, NOLAN	Ind/Sole Proprietor	Yes	No	No	09/29/2023	154.00
AS2		59339	105239	Check	1	7284	LVC COMPANIES, INC.		Yes	No	No	09/29/2023	625.90
AS2		59341	105240	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	No	No	09/29/2023	160.00
AS2		59343	105241	Check	1	7857	MCLEOD COMMUNITY SOLAR ONE LLC		Yes	No	No	09/29/2023	1,933.33
AS2		59344	105242	Check	1	7858	MEEKER COMMUNITY SOLAR ONE LLC		Yes	No	No	09/29/2023	2,461.35
AS2		59318	105243	Check	1	2216	MENARDS INC		Yes	No	No	09/29/2023	1,181.87
AS2		59333	105244	Check	1	6106	remit NATIONAL FFA ORGANIZATION		Yes	No	No	09/29/2023	1,520.00
AS2		59359	105245	Check	1	8657	NYERKEH, MULBAH		Yes	No	No	09/29/2023	160.00
AS2		59323	105246	Check	1	3291	remit2 PEARSON		Yes	No	No	09/29/2023	105.00
AS2		59319	105247	Check	1	2291	PIONEER		Yes	No	No	09/29/2023	1,130.00
AS2		59337	105248	Check	1	7144	REMIT PIONEER CRITICAL POWER		Yes	No	No	09/29/2023	1,323.45
AS2		59355	105249	Check	1	8481	PRAIRIE RESTORATION, INC.	C Corporation	Yes	No	No	09/29/2023	750.00
AS2		59315	105250	Check	1	1683	PUSH PEDAL PULL		Yes	No	No	09/29/2023	115.60
AS2		59317	105251	Check	1	2086	REMIT2 RIVERSIDE INSIGHTS		Yes	No	No	09/29/2023	582.01
AS2		59321	105252	Check	1	2895	ROCKET BOOSTERS		Yes	No	No	09/29/2023	125.00
AS2		59328	105253	Check	1	4937	RUSSELL SECURITY RESOURCE INC		Yes	No	No	09/29/2023	46,798.00
AS2		59312	105254	Check	1	1291	SAM'S CLUB DIRECT		Yes	No	No	09/29/2023	50.00
AS2		59309	105255	Check	1	1062	remit SCHOLASTIC INC		Yes	No	No	09/29/2023	142.86
AS2		59307	105256	Check	1	1012	SCHOOL SPECIALTY INC		Yes	No	No	09/29/2023	84.43
AS2		59346	105257	Check	1	8029	SFM		Yes	No	No	09/29/2023	27,852.00
AS2		59354	105258	Check	1	8475	ST. GEORGE, PAUL <sup>27</sup>	Ind/Sole Proprietor	Yes	No	No	09/29/2023	110.00
AS2		59326	105259	Check	1	4387	TAHER INC - BIN# 135092		Yes	No	No	09/29/2023	20,387.64
AS2		59334	105260	Check	1	6207	THOMAS, ROBERT		Yes	No	No	09/29/2023	110.00

## Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
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AS2		59347	105262	Check	1	8081	TURNBULL, BLAINE	Ind/Sole Proprietor	Yes	No	No	09/29/2023	146.00
AS2		59331	105263	Check	1	5806	UNIVERSAL ATHLETICS SERVICES, INC		Yes	No	No	09/29/2023	4,960.00
AS2		59349	105264	Check	1	8170	remit US BANCORP GOVN'T LEASING & FINA	C Corporation	Yes	No	No	09/29/2023	7,569.12
AS2		59353	105265	Check	1	8391	US OMNI & TSACG COMPLIANCE SERV	C Corporation	Yes	No	No	09/29/2023	251.12
AS2		59316	105266	Check	1	1901	VERGIN SALES		Yes	No	No	09/29/2023	979.00
AS2		59311	105267	Check	1	1192	VERIZON WIRELESS		Yes	No	No	09/29/2023	340.01
AS2		59350	105268	Check	1	8253	VITALSIGNS	S Corporation	Yes	No	No	09/29/2023	8,015.00
AS2		59336	105269	Check	1	6673	YOUNG, DANIEL	Ind/Sole Proprietor	Yes	No	No	09/29/2023	150.00
AS2		59352	105270	Check	1	8322	ZYCH, DANIEL	Ind/Sole Proprietor	Yes	No	No	09/29/2023	110.00

Bank Total: \$777,984.71

Report Total: \$777,984.71



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

**Subject: Open Enrollments**

Meeting Date: October 16, 2023

Prepared by: Business Office

Date Prepared: October 11, 2023

Indormation     Briefing     Action     Enclosure Item(s)

**Resident Students Attending Other Schools**

Grade	Non-Resident District	Number	Date Effective	Address Change/New Enrollment
2	Osseo	279	9/5/2023	building in Corcoran--Osseo is closer than Rockford
10	Osseo	279	9/5/2023	no reason shared
4	Buffalo-Hanover-Montrose	877	9/5/2023	family move, wanted to stay @ Buffalo
K	Buffalo-Hanover-Montrose	877	9/5/2023	family move, wanted to stay @ Buffalo

**Non-Resident Students Attending Rockford**

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
1	Buffalo-Hanover-Montrose	877	9/25/2023	New enrollment; will be purchasing a home in Rockford
8	Buffalo-Hanover-Montrose	877	9/25/2023	New enrollment; will be purchasing a home in Rockford
K	Buffalo-Hanover-Montrose	877	9/25/2023	New enrollment; will be purchasing a home in Rockford
9	Buffalo-Hanover-Montrose	877	9/25/2023	New enrollment; will be purchasing a home in Rockford
1	Buffalo-Hanover-Montrose	877	9/25/2023	New enrollment; will be purchasing a home in 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: 2023-24 Approval of Tenure**

Meeting Date: Oct 16, 2023

Prepared By: Human Resources Office

Date Prepared: Oct 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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The following licensed staff are eligible for tenure:

- Samatha Bloom
- Derek Bratsch
- Meghan Larson
- Kacie Penick
- Joseph Ramstad
- Aaron Rickart
- Allyson Stall
- Stephanie Sauer
- Abbey Veldhuizen



**ROCKFORD AREA PUBLIC SCHOOLS  
SPECIAL EDUCATION  
PARAPROFESSIONAL HANDBOOK**

# Welcome to Rockford Area Schools!

## ISD #883 Mission Statement

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

We welcome you to the Rockford School District. It’s a pleasure to have you join our team! Special Education paraprofessionals are an integral team member, assisting students with Special Education needs to meet their educational goals. This handbook will assist you in answering any questions, however, you will also find that as a member of the Rockford Schools team, you have resources in your colleagues who possess a wealth of knowledge.

Thank you!

Dr. Jeffery Ridlehoover, Superintendent

Mr. Paul Menard, Rockford High School, IB World School

Mr. Paul Warzecha, Rockford Middle School Center for Environmental Studies

Mrs. Brenda Nyhus, Rockford Elementary Arts Magnet School

Mrs. Emily Seitzer, Special Education Supervisor

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# Introduction

## The Purpose of this Handbook

This handbook was created to provide paraprofessionals with information and resources to be successful in their careers. This handbook should not be considered a training module or replace the yearly required training, but rather treated as a wealth of information and strategies for paraprofessionals.

Potential uses for this handbook include:

- A resource to enhance communication among teachers and paraprofessionals;
- A reference for requirements established by state and federal rules and regulations;
- A resource to enhance and improve classroom and behavior management and promote independence;
- A reference for characteristics of disabilities.

## IDEA

The Individuals with Disabilities Education Act (IDEA) is the federal law that supports special education and related service programming for children and youth with disabilities. It was originally known as the Education of Handicapped Children Act, passed in 1975. In 1990, amendments to the law were passed, effectively changing the name to IDEA. In 1997 and again in 2004, additional amendments were passed to ensure equal access to education.

This federal legislation is designed to ensure that children with disabilities be granted a free appropriate public education (FAPE) in the least restrictive environment (LRE). IDEA does the following:

- Ensures that all children with an identified disability receive special education and related services to address their individual needs.
- Ensures that children with disabilities are prepared for employment and independent living.
- Ensures that the rights of children with disabilities and their families are protected under the law.
- Assesses and ensures the efforts of institutions providing services to persons with disabilities.
- Provides assistance to states, localities, federal agencies, and educational service agencies in providing for the education of children with disabilities.

Source: [IDEA Section 1400](#)

Your role, as a Rockford school employee, will be to participate on a team of professionals who implement the Individuals with Disabilities Education Act (IDEA) for students identified as eligible for special education services [\(MN Rule 125A.08\)](#)

Your specific responsibilities may vary, but you will spend your days working with students. Your role may be one of a behavior manager, an instructional assistant, or any number of other duties designed to help ensure students with disabilities are able to meet academic standards and have a successful school experience.

Consistent with [MN Statute 125A.08 \(section c, 1-3\)](#), this handbook supports the training requirements for paraprofessionals. Yearly, paraprofessionals must receive training in the following areas:

- emergency procedures
- building orientation
- confidentiality
- vulnerability and reporting
- disability and behavior-specific information related to the student with whom the paraprofessional is working
- how a student's disability affects the student's education and behavior
- following lesson plans
- implementing follow-up instructional activities

## Description of Paraprofessionals in Schools

Special Education is defined as “specially designed instruction, at no cost to the parent, to meet the unique needs of a handicapped child, including classroom instruction, home instruction, and instruction in hospitals and institutions”. Therefore a district must adapt its content, methodology, and delivery of instruction (C.F.R. § 300.39.(a)(1). Classroom teachers, special education teachers, and paraprofessionals work collaboratively as “flexible” teams to maximize their efforts to increase student achievement and independence. Note that throughout this handbook, the term “paraprofessional” will be synonymous with “special education paraprofessional”.

Paraprofessionals are traditionally supervised by a licensed teacher or an administrator who is responsible for the education of students with disabilities. Your role is to work with students. General classroom maintenance and beautification are not part of your job. A teacher may ask you to make classroom copies in an emergency, but this is not part of your overall responsibility. As a paraprofessional, you are an essential part of a special education team, and as such, you are valued for the contribution you make to student success.

The following is a sample of a special education paraprofessional responsibilities:

- Provide instructional support in small groups or 1:1 student interactions
- Assist teachers in a resource room and/or classroom setting
- Provide one-to-one instruction and/or support
- Make daily accommodations and modifications specified in the IEP
- Support implementation of behavior plans
- Supervise students in hallways, the bus, or other non-instructional settings
- Collaborate with other professionals to help ensure student success

- Collect data on individuals with exceptional learning needs
- Provide personal care assistance
- Reinforce a concept the teacher has taught
- Reteach components of a lesson under the supervision of teacher
- Implement behavior management strategies

Training may be provided to you in areas such as instructional methods, teamwork, behavior management, facilitating interactions between peers and the student with a disability, use of technology, maintaining confidentiality, fostering independence in children, and providing personal care.

Special Education Teachers: They have training and required licensure to meet the needs of students receiving special education services. A special education teacher will likely be your immediate supervisor and determine your schedule and plan lessons for students.

The following are a sample of a special education teacher's responsibilities:

- Develop the IEP (Individualized Education Program)
- Plan activities and lessons for students
- Communicate all plans, policies, and instructions to parents, paraprofessionals, and general education teachers
- Communicate information about individual students and data privacy
- Administer assessments for student evaluation
- Plan behavior management strategies
- Monitor progress on goals and objectives
- Coordinate related services
- Manage due process mandates
- Meet as need or regularly with paraprofessionals

General Education Classroom Teachers: They typically teach groups of students per grade level or content area. You may work in a general education classroom assisting the teacher with the needs of special education students.

The following is a sample of a general education teacher's responsibilities:

- Primary instructor
- Content expert
- Attend and participate in IEP Meetings
- Provide accommodations and modifications in the general education classroom
- Collaborate with Special Education Teachers

## Common Acronyms and Terms

As a paraprofessional, you will likely hear a variety of acronyms and terms that may be unfamiliar. Below is a list of common acronyms and terms that are used in special education.

### Acronyms

Acronym	Meaning
ABA	Applied Behavior Analysis
ADA	American with Disabilities Act
AT	Assistive Technology
BA	Behavior Analyst
BIP/PBSP	Behavior Intervention Plan/Positive Behavior Support Plan
CBM	Curriculum Based Measure
ESY	Extended School Year
FAPE	Free and Appropriate Public Education
FBA	Functional Behavior Assessment
FERPA	Family Educational Rights and Privacy Act
IDEA	Individuals with Disabilities Education Act
IEP	Individual Education Program
IFSP	Individual Family Service Plan
LRE	Least Restrictive Environment
OT	Occupational Therapist
PBS	Positive Behavior Supports
PLAAFP	Present Level of Academic Achievement and Functional Performance
PT	Physical Therapist
SLP	Speech Language Pathologist

## Terms

Term	Description
Eligibility	Student document that identifies whether or not a student meets the criteria for special education services under one of 13 disability categories. Eligibility must be determined every 3 years once a student is made eligible for services.
IEP	Individual Education Program is a written document that is developed for each eligible student with a disability and documents the specially designed instruction and related services. The IEP is developed, reviewed, and revised at least annually.
Annual IEP Goal	A measurable statement of desired student progress
Progress Monitoring	Data that is collected to monitor a student's progress toward annual IEP goals.
BIP/PBSP	Behavior Intervention Plan/Positive Behavior Support Plan. A plan comprising practical and specific strategies designed to increase or reduce definable behavior. These strategies address preventative techniques, replacement behaviors, how to respond to or resolve behaviors, and crisis management, if necessary.

# Confidentiality and FERPA

## Confidentiality Considerations

One of the most important aspects of ethical behavior for paraprofessionals is the handling of confidential information about students and their families. During the normal course of daily activities, you will come in contact with a wide variety of information about students. Information may include test scores, behavior, attendance, family matters, as well as other kinds of personal information.

**You are required by law to keep this information private.**

IDEA ([34 CFR 300.623](#)) addresses a school district's obligations to protect the confidentiality of student information. The Minnesota Data Practices Act ([MN Statute 13.02 Subd.7](#)) prohibits the unauthorized sharing of personal information. The Family Educational Rights and Privacy Act (FERPA) forbids the disclosure of information about students. It is necessary for you to follow the spirit and the letter of each law. The list below is a practical application of data privacy.

- Families have permission to learn about their child, NOT other children within the classroom or school
- Never discuss students with others while out in the community (ex. at the grocery store, at the park).
- Never discuss information about a student with other faculty members unless they have a need to know the information.
- Never share information in hallways, faculty lounges, and wherever someone could overhear you.
- Always err on the side of NOT disclosing information when you have a question.
- If you have a question about what kind of information you are allowed to access, speak with your building supervisor or principal.

The purpose of confidentiality is to protect our students and is not just about following the law. As parents, we would not want our children discussed in the teacher's lounge or in the office where others could hear. It is important that we protect educational records and personally identifiable information about our students.

## Communication with Teachers/Staff

Confidentiality of student information should always be considered when discussing students with teachers, staff, and even other students within the school. Information or concerns about students should only be discussed with those individuals with a legitimate educational interest in the student. If you are unsure who has a legitimate educational interest, ask your supervisor.

Examples of questions you may be asked and how might respond:

Question	Possible Response
“Is Mindy doing better now that she isn’t in Ms. Schneider’s class all day?”	“I appreciate that you’re concerned about Mindy, but unfortunately I can’t talk about that” <b>OR</b> “I’m not sure if I can share that with you since you aren’t her teacher this year. Could you ask Ms. Houck about it? Thanks for understanding.”
“Does Jesse need special math classes this year?”	“I can’t share information about student placements, sorry”. <b>OR</b> “Information like that is confidential, so I can’t talk with you about it. Thanks for understanding.”
“Is there anything I can do to support Nicole when I see her on the playground or in the lunchroom?”	“That’s a great question! I would suggest that you check with her case manager.”

## Communication with Parents/Community Members

Communication with parents and other community members should be directed to the special education teacher unless he or she has directed you otherwise. At times, this might be difficult as people often expect that a paraprofessional will communicate with them either at school or in the community.

Examples of questions you may be asked and how might respond:

Question	Possible Response
“Is Levi in Special Ed?”	“That’s not something I can share with you, sorry.” <b>OR</b> “Information like that is confidential, so I can’t talk with you about it. Thanks for understanding.”
“Why do you have to be at recess with Hunter?”	“Sorry, I can’t discuss that with anyone outside of school.” <b>OR</b>

	“Part of my job is to protect student confidentiality, so I can’t explain that.”
“I noticed that there is a boy in Ms. Shoop’s class that is pushing other kids and yelling all the time. Is anyone doing anything about this?”	“I’m sorry, but I can’t talk about students outside of school. Thanks for understanding.” OR “I appreciate your curiosity, but unfortunately I can’t share that information with you.”

## Abuse and Neglect

[MN Statute 626.556, The Reporting Maltreatment of Minors Act, requires school employees to report suspected child abuse and/or neglect.](#) In most cases, schools have procedures in place for you to make a report. Be sure you understand the procedures in your school. In Minnesota, you are charged with a misdemeanor if you fail to report. It is not your responsibility to determine whether or not abuse or neglect occurred; it is simply to report your suspicions and observations. Your identity is protected by law when you make a report. This is an important responsibility and should be taken very seriously by you.

**Neglect** is the most common form of maltreatment in Minnesota. It is usually the failure of the child’s caregiver to:

- Supply the child with necessary food, clothing, shelter, medical, mental healthcare, education, or appropriate supervision
- Protect the child from conditions or actions that endanger the child
- Take steps to ensure that a child is educated according to the law

Here are some signs that may suggest a caregiver is being neglectful:

- Malnutrition
- Poor hygiene
- Inadequate clothing for weather conditions
- Poor school attendance
- Injuries that are untreated
- Constant fatigue or listlessness

**Physical Abuse** is defined by the state of Minnesota as “...any physical injury or threat of harm or substantial injury, inflicted by a caregiver upon a child other than by accidental means. Physical abuse can range from minor bruises to severe internal injuries and death.” At times a child will make statements that indicate physical abuse has occurred. In other cases, you may notice marks on the child’s body.

**Sexual Abuse** is the subjection of a child to a criminal sexual act or threatened act. Behavioral signs can differ depending on the age and maturity level of the student and the relationship of the child to the abuser but they may include the following:

- Difficulty walking, sitting, or complaints of genital pain
- Frequent urinary tract infections

- Suddenly acting younger and more immature
- Acting more sexually mature than the student's age would indicate
- Repeated toileting accidents that occur after the child has previously mastered these skills

**Emotional Abuse** is harm to the child's psychological capacity or emotional stability evidenced by an observable and substantial impairment of the child's functioning and is considered abuse in Minnesota.

Signs are, for instance:

- Very high or very low body weight
- Sleep disorders
- Depression/Anxiety
- Lack of concern for physical appearance

These signs do not always indicate abuse. But remember, the statute requires you to report if you suspect abuse. The best way to determine if a student is experiencing neglect or abuse is to listen. Listen to what the student says and what the student does not say. Also, pay close attention if the student's behavior changes abruptly.

The importance of the safeguards in ADA and IDEA, which protect the rights of students with disabilities, legislation concerning confidentiality and a student's right to privacy, and your role as a mandated reporter of abuse and neglect, cannot be overstated. Make sure you understand them and adhere to them.

**How do I report Abuse or Neglect?** Contact the School Counselor, Case Manager or Administrator for more information regarding reporting procedures.

# What is a Disability?

Americans with Disabilities Act defines (US EEOC, 2009) an individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment;
- Is regarded as having such an impairment

Minnesota defines a person with a disability is any person who:

- Has a physical, sensory or mental impairment which materially limited one or more major life activities;
- Has a record of such an impairment;
- Is regarded as having such an impairment;
- Or is discriminated against because of an association with a person with a disability (Minn. Stat. § 363).

## **Autism Spectrum Disorder (ASD)**

Autism Spectrum Disorder is a neurodevelopmental disorder that affects how an individual processes information and interprets the world. Core features of autism are persistent deficits in social interaction and communication and restricted, repetitive or stereotyped patterns of behavior, interests or activities. Each individual with ASD displays a unique combination of characteristics, ranging from mild to severe, requiring individually determined educational and treatment programming.

## **Blind-Visually Impaired (BVI)**

"Visually impaired" means a medically verified visual impairment accompanied by limitations in sight that interfere with acquiring information or interaction with the environment to the extent that special education instruction and related services may be needed." A student with visual impairments and a functional need may be considered for special education under the Blind – Visually Impaired (BVI) category.

## **Deaf-Blind (D/B)**

Deaf-Blindness means concomitant hearing and visual impairments. The combination causes severe communication and other developmental and educational needs that cannot be accommodated in special education programs solely for children with deafness or children with blindness.

## **Deaf and Hard of Hearing (D/HH)**

Deaf/Hard of Hearing means a medically verified diminished sensitivity to sound that is expressed in terms of standard audiological measures. Students with an identified hearing loss qualify for special education services if the hearing loss affects educational, communicative, or social functioning.

## **Developmental Cognitive Disabilities (DCD)**

Developmental Cognitive Disability is defined as a condition that results in intellectual functioning significantly below average and is associated with concurrent deficits in adaptive behavior that require special education and related services.

### **Developmental Delay (DD)**

Developmental Delay (DD) is defined as a child up to age seven who is experiencing a measurable delay in development according to diagnostic instruments and procedures that fit the Developmental Delay (DD) disability category.

### **Emotional or Behavior Disorder (EBD)**

Emotional or Behavioral Disorders are defined as students who need specialized services for emotional or behavioral support for a wide range of complex and challenging emotional or behavioral conditions. Medical, biological, and psychological conditions as well as genetic dispositions can affect these students' ability to learn and function in school.

### **Other Health Disabilities (OHD)**

Other Health Disabilities include a wide range of chronic or acute health conditions, including Attention Deficit/Hyperactivity Disorder (AD/HD), that can range from mild to severe. Medications, treatments, therapies, and repeated hospitalizations can affect a student's ability to learn and function at school. A student with such a condition may be considered for special education under the OHD category.

### **Physically Impaired (PI)**

Physically Impaired is defined as having a medically diagnosed, chronic, physical impairment, either congenital or acquired, that may adversely affect physical or academic functioning and result in the need for special education and related services.

### **Severely Multiply Impaired (SMI)**

Severe Multiple Impairment is defined as meeting the criteria for two or more of six categorical areas: deaf or hard of hearing, physically impaired, developmental cognitive disability (severe/profound), visually impaired, emotional or behavioral disorders and autism spectrum disorders.

### **Specific Learning Disabilities (SLD)**

Specific Learning Disability is a disorder in one or more of the basic psychological processes involved in understanding or in using spoken or written language. The disability may be exhibited as an imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations. SLD also includes conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia.

### **Speech and Language Impairment (SLI)**

Speech and Language Impairments are defined as speech/language impairment as "a communication disorder such as stuttering, impaired articulation, language impairment or a voice impairment that adversely affects a student's educational performance."

### **Traumatic Brain Injury (TBI)**

Traumatic brain injury is an acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both. TBI adversely affects a child's

educational performance. Traumatic brain injury applies to open or closed head injuries resulting in impairments in one or more areas, such as: cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem-solving; sensory, perceptual, and motor abilities; psychosocial behavior; physical functions; information processing; and speech. Traumatic brain injury does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma.

# Roles and Responsibilities of Paraprofessionals

## Responsibilities of a Paraprofessional

The responsibilities of a paraprofessional can vary between districts, schools, and even between classrooms. The special education teacher, principal, or other staff members will identify the daily responsibilities of the paraprofessionals they supervise. In some cases, you might be given a Responsibility Matrix that outlines the responsibilities of the teacher and the paraprofessional. Once those responsibilities are outlined, it is important that you review them, and ask questions to clarify any information that is unclear.

Some examples of questions that you might ask your direct supervisor are:

- Who will provide me with my weekly or daily schedule?
- Will I be working in multiple classrooms or have any duties outside of your classroom?
- How do you prefer that I bring questions or concerns to you?
- Will I be collecting data for the students I work with? What are the procedures?
- What is the procedure if I need to take a day off?
- What staff development will I be expected to participate in?
- What are the district’s policies and regulations regarding harassment, teasing, or bullying?
- What is the evaluation procedure for my work?

### Examples of Possible Responsibilities:

Supervision of Groups of Students	Behavioral Supports	Delivery of Instruction/Services
<ul style="list-style-type: none"> <li>● Assist individual students on arrival and/or departure</li> <li>● Supervise individual students during lunch</li> <li>● Supervise individual students during recess</li> <li>● Monitor students during</li> </ul>	<ul style="list-style-type: none"> <li>● Implement positive behavior management strategies using the same emphasis and techniques as the teacher, including observing and rewarding student</li> </ul>	<ul style="list-style-type: none"> <li>● Provide instruction based on provided lesson plans</li> <li>● Read/repeat tests or directions to students</li> <li>● Read with students</li> <li>● Support classroom teacher in providing</li> </ul>

<ul style="list-style-type: none"> <li>● Accompany students to hall passing periods</li> <li>● Circulate in the classroom to provide behavioral supports where needed</li> <li>● Enforce class and school rules</li> <li>● Facilitate appropriate social interactions among students</li> <li>● Supervise individual students while on field trips</li> </ul>	<ul style="list-style-type: none"> <li>● Provide reinforcement and support according to IEPs/Individualized Behavior Plans</li> <li>● Provide physical proximity for students with behavior problems</li> <li>● Assist students who are self-managing behavior (e.g. provide cues, prompts)</li> <li>● Help students develop/self-monitor organizational skills</li> <li>● Provide cues, prompts to students to use impulse/anger control strategies</li> <li>● Provide cues, prompts to students to employ specific prosocial skills</li> </ul>	<ul style="list-style-type: none"> <li>● accommodations as outlined in the IEP</li> <li>● Help students work on individual projects</li> <li>● Support students' participation in classroom activities (e.g. using the computer, gathering materials, cooperative groups)</li> <li>● Re-teach/reinforce instructional concepts introduced by teachers to small groups or individual students</li> <li>● Provide prompts during instruction as outlined by the teacher to promote student independence.</li> <li>● Provide instruction based on provided lesson plans</li> </ul>
<b>Data Collection/Reporting</b>	<b>Activity Preparation/Follow-up</b>	<b>Health/Personal Related Services</b>
<p>Observe and record:</p> <ul style="list-style-type: none"> <li>● Student progress in academic areas</li> <li>● Individual student behaviors</li> <li>● Student health needs</li> <li>● Student food/liquid intake</li> <li>● Student bathroom use/needs</li> <li>● Student use of communication skills, adaptive equipment or devices</li> </ul>	<ul style="list-style-type: none"> <li>● Create, prepare and organize supplies and materials</li> <li>● Prepare classroom displays</li> <li>● Help prepare and clean up snacks</li> <li>● Help students clean up after activities</li> <li>● Collect completed work from students/ return papers to students</li> </ul>	<ul style="list-style-type: none"> <li>● Follow a personal care plan</li> <li>● Assist students using the restroom</li> <li>● Transfer, turn, position lift students</li> <li>● Assist student to use wheelchair, stander, other mobility devices</li> <li>● Provide support with assistive technology</li> </ul>

## Attitude

All employees convey an image of the school to other professionals, to parents, and to the community as a whole. We want this to be a positive image. The special education paraprofessional is as much a part of creating this image as is the certificated staff member. Therefore, your actions, speech, and dress should be appropriate and professional at all times. Show your support for the special education program as well as your supervising teacher verbally, enthusiastically, and actively. For example, just remembering to smile and being

friendly towards others can make a difference, as well as looking for ways to assist others.

When working with students, having a sense of humor, praising their efforts, and using positive statements show students that you care about them and that you enjoy what you are doing.

Remember, all staff members are responsible for the welfare of ALL students. Be willing to take initiative. Show responsibility by looking ahead at what needs to be done. Listen to directions and if unclear about what is being asked, ask questions! Work only on teaching concepts the teacher has set for the student. If unclear, ask questions.

## **Attendance**

Attendance and punctuality convey how seriously you take your job. Your supervising teacher and the students you work with count on you being at work and on time every day. Whenever possible, personal appointments should be scheduled after work hours. Talk with your supervising teacher on how to notify them in case of an absence.

# **Classroom Considerations**

## **Classroom Expectations and Routines**

As a paraprofessional, it will be important for you to understand and support schoolwide and/or classroom expectations, as well as the classroom routines for each classroom or school setting that you work in. School or classroom expectations identify behaviors that make the school or classroom a good place for students to learn. Classroom routines are established ways for students to complete a task such as sharpening pencils, requesting help, or turning in assignments.

When working with students, all staff should be positive models of the expectations, as well as provide students with praise for following the expectations. If a student is struggling to follow an expectation, it is important to provide feedback to the student to help them correct their behavior. This might include reminding them of the expectation, explaining how they need to change their current behavior to meet the expectation, or having them practice the correct way to demonstrate the expectation. Check with your direct supervisor to identify what approach he or she prefers that you take with students.

Examples of questions that you might ask your direct supervisor are:

- What are the school and classroom expectations?
- What is my role in supporting or teaching the classroom expectations?
- Are there classroom routines that I need to be aware of, and how are those routines taught to students?
- Do any of the students I work with have Behavior Intervention Plans? If so, how do I implement those?

## Instruction

As a paraprofessional you may be providing instruction to students under the direction of the special education teacher. This could be academic instruction, such as reading or math, behavioral instruction, or even social skills instruction. You might also be preparing instructional materials for lessons. There are a wide variety of instructional strategies and techniques that are effective with students with disabilities. The special education teacher will select the instructional method to be used.

Before teaching a lesson, it is helpful to review the lesson and ask yourself questions such as:

- Do I know what the goal of the lesson is?
- Are the directions clear for myself and for the students?
- Do I have the materials I need ready?
- Do I know how to implement the lesson as outlined? If not, could I ask the teacher to demonstrate for me?
- Do I know what prompts I might need to use?
- Do I understand how the students will show that they have learned the material?
- Do I know what to do if the students aren't getting it?
- Do I know what data or work samples I need to collect?

## Student Accommodations

### Understanding Accommodations

Accommodations are tools and procedures that provide equal access to instruction and assessment for students with disabilities. "Access" is the opportunity and ability for an individual to participate in the instruction, discussions, activities, products, and assessment provided to all students within a public school. Accommodations are provided to "level the playing field." Without accommodations, students with disabilities may not be able to access grade-level instruction or participate fully on assessments. They are intended to offset the effects of the disability and to provide students with the opportunity to demonstrate knowledge and skills. Accommodations are intended to reduce, or even eliminate, the effects of a student's disability. They do not, however, reduce learning expectations and should not give a false picture of what a student knows and can do.

### Implementing Accommodations

When working with students, you might be asked to implement or support student accommodations in a special or general education setting. The special education teacher will indicate what the student's IEP accommodations are and how they should be implemented. It is important to remember that when implementing accommodations, they must be followed as outlined. This helps to ensure that the student is getting equitable educational support to "level the playing field," allows them to show what they are able to do, and work toward student independence. If you are unsure of what an accommodation means, or if a teacher you are working with asks you to change the accommodation, be sure to talk to your direct supervisor about it.

## Levels of Support

While serving as a paraprofessional, you must walk the tightrope between assisting and enabling. Think back to a time when you struggled to learn something and the achievement you felt when you were successful, like your first bike ride. Students need to experience that same achievement. Now remember when you tried to learn something that was too hard and you needed help, like getting your car to start when the battery is dead. Students need to know that there is someone who will help them when they need it. This is the tension inherent in your job. When is helping necessary and when do we let the student struggle a bit? At times paraprofessionals give students more assistance than they need in an attempt to be helpful. Students have learned that if they say something is too hard, sit there and do nothing, an adult may rescue them. This is called “learned helplessness” and can create a very dependent student. Be very careful to provide the least level of support that is needed at the time in order to encourage independent behavior. There is no acid test to determine when help is necessary and when it is not. If you work with a student and are not sure, talk it over with your team.

**INDEPENDENT:** The student knows how to do this task without any help from you.

**INDIRECT VERBAL:** An indirect verbal prompt tells the student that something is expected but not exactly what. Example: “What next?” “Now what?” Start here when using increasing hierarchy.

**DIRECT VERBAL:** This is a direct statement of what we expect the student to do or say. Example: "Come here." "Put the glass on the counter." This level of prompt requires that the student be able to follow your direction. If the indirect verbal assist didn't work, move to this level.

**GESTURE:** Pointing, facial expression, mouthing words silently or otherwise indicating with a motion what you want the student to do.

**MODELING:** Modeling is simply showing the student what you want him or her to do. You do not physically touch the student. In order for modeling to work, the student must know how to imitate another person's actions.

**PARTIAL PHYSICAL ASSIST:** Less intense or intrusive than a full physical assist. If full physical assistance is hand-over-hand, the partial physical assist can be visualized as providing minimal supportive guidance- touching the wrist to stabilize handwriting.

**FULL PHYSICAL ASSIST:** Hand-over-hand assistance to complete the targeted response. This is usually used when the target response is motor in nature. For example, a full physical assist might entail putting your hand on the student's hand and moving the student's hand through the action of writing his or her name.

## Service Delivery Models

Every student has special education services based on their individual needs. These services can be organized in categories of service delivery models. Service delivery models range from minimal support (consultation in the general education classroom) to more extensive support, where students spend most of their day in a special education setting. Below is a general overview of the most common service delivery models:

### **Inclusive Instructional Setting**

A student participating in the inclusive instructional setting will be a full-time participant in the regular education classroom and have all the special education services delivered in that regular education classroom. The student does not leave the regular education setting as all or most of the student's special education services come to his regular education classroom.

### **Cooperative Teaching Model**

In the cooperative teaching model, the special education teacher co-teaches with the regular education teacher in the regular classroom. The students with IEPs receive adaptive instruction and materials from the special education teacher as part of the instruction in the regular classroom. The special education teacher is co-teaching the class and is providing individualized instruction required by each student's IEP, and the instruction is delivered in the regular education environment.

### **Pull-Out Services**

Pull-out services typically happen in a setting outside the general education classroom. The student goes to the provider's (special education teacher or related service provider) classroom to work one-on-one or in a small group setting. The specialist provides the instruction, and depending on the student's needs, instruction may or may not be integrated with the general education curriculum.

### **Consultation Services**

Consultation services are provided by a related service provider which assists other professionals in meeting a student's IEP goals and objectives. The individual who receives the consulting is not the student but another professional. Consulting is a type of service delivery that is best used to ensure that a student has multiple opportunities in a day to use a particular skill.

### **Self-Contained Classrooms**

Self-contained classrooms are classrooms specifically designated for children with disabilities. Self-contained programs are usually indicated for children with disabilities who may be able to participate in the general education classroom for a limited amount of time or may not be able to participate in general education programs at all due to their disability.

## Federal Instructional Settings

The Federal Instructional Setting is the location and the amount of time that the student with an IEP/IFSP receives special education services. The Federal Setting is based on the age of the student and the amount of special education services they receive.

Ages 3-6	Ages: 6-21
31 Regular early childhood or kindergarten program at least 80% of the day	00 No IEP/IFSP/IIIP
32 Regular early childhood or kindergarten program 40-79% of the day	01 Outside regular classroom less than 21% of the school day
33 Regular early childhood or kindergarten program less than 40% of the day	02 Outside regular classroom 21-60% of the school day
41 Separate class	03 Outside regular classroom more than 60% of school day
42 Separate school	04 Public separate day school facility greater than 50% of the school day
43 Residential Facility	05 Private separate day school facility greater than 50% of the school day
44 Service Provider Location	06 Public residential facilities greater than 50% of the school day
45 Home	07 Private residential facilities greater than 50% of the school day
	08 Homebound placement

# Collaboration Considerations

## Collaborating With School Professionals

You may encounter a variety of other professionals while working as a paraprofessional. The student's team must determine through an evaluation and team discussion the need for any of these services.

- Speech / Language Pathologists (SLP) – Speech and Language Pathologists help students to improve their expressive and receptive language as well as other skills such as articulation and social communication.
- Developmental Adaptive Physical Education Teachers (DAPE) – DAPE teachers work with students receiving special services to meet their physical education needs.
- Occupational and Physical Therapists (OT and PT) – OTs and PTs help students develop skills to become physically independent.
- School Social Workers (SWK) – Social Workers have an understanding of students and work to bridge the needs of school and home.
- Licensed School Nurses – Nurses meet the medical needs of students while they are at school.
- School Psychologists (School Psych) – School Psychs assess students to determine their level of intellectual functioning. They may also offer counseling sessions or teach small groups of students to learn to manage their emotions.
- Teacher of Deaf and Hard of Hearing (TDHH) – A TDHH works with students who have varying degrees of hearing loss to teach strategies and advocacy skills to be a more successful student and adults.
- Teacher of the Blind/Visually Impaired – A BVI Teacher works with students who are visually impaired, including, but not limited to, teaching Braille.
- Teacher of Physically Impaired (PI) – Students with medically diagnosed physical impairments may also work with a Teacher of the Physically Impaired.
- Audiologist – An audiologist may assist with checking a student's hearing levels and recommending and maintaining necessary amplification devices.
- Behavior Analyst - A BA is an expert in analyzing behavior and providing recommendations to intervene
- Lead Teachers/Coordinators – Leads coordinate the activities of teachers. Not all schools have a lead teacher.

# Acknowledgment of Para Handbook

I have read and understand the contents of the Rockford Special Education Paraprofessional Handbook. I understand that I am responsible for the information contained in this handbook. If I have specific questions I can ask my supervising teacher, principal or special education supervisor.

---

Signature

Date

---

Printed Name

Building



# 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](http://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



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

May 30 - Seniors last day

<b>1st Qtr.</b>	September 5 to November 3 =	41
<b>2nd Qtr.</b>	November 7 to January 19 =	43
<b>3rd. Qtr.</b>	January 23 to March 21 =	42
<b>4th Qtr.</b>	April 1 to June 4 =	46
		<b>172 days</b>
<b>May 31 - Commencement</b>		

<b>New Staff Days</b>	8/15, 8/16	
<b>Workshop Week</b>	8/28, 8/29, 8/30, 8/31	4
<b>SD Days/Work Days</b>	10/18, 11/06, 1/15, 1/22 3/22 (.5), 6/05 (.5)	5
		<b>172</b>
		<b>+ 181</b>
<b>2 PM days = 16 hrs</b>		<b>183</b>

REAMS EVENTS	DATES	HOURS
Assessment Days	9/05, 9/06	16 hrs
Fall Conferences	11/6, 11/9	8 hrs
Spring Conferences	3/14, 3/18	8 hrs
Kindergarten Round Up	03/07	

RMS-CES EVENTS	DATES	HOURS
Open House	8/30	4 hrs
Fall Conferences	10/17	4 hrs
Winter Conferences	1/11	4 hrs
STEM, Art and Academic Showcase	4/18	4 hrs

RHS EVENTS	DATES	HOURS
Open House	8/30	4 hrs
Fall Conferences	10/26	4 hrs
Spring Conferences	3/14	4 hrs
Curriculum Night	12/12	4 hrs
Commencement	5/31	Extra

Approved 2-23-2022

## **PART I – INFORMATION**

### **Arrival and Dismissal Hours**

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

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](http://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](http://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](http://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](http://www.rockford.k12.mn.us). Students may select a 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.

**2023-2024 LUNCH PRICES**

- Adult/Second Full Student Breakfast \$2.25
- Adult/Second Full Student Lunch \$4.95
- Milk \$.60
- Second Entree Only \$3.00
- Other Ala Carte Items \$1.00-\$3.00

**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 negative balance of \$5 or greater as indicated by their account.

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. Details on negative account balances and unpaid meal charges can be found in **Appendix 7**.

**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](http://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](http://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](http://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](http://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](http://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](http://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](http://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.

## 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](http://www.rockford.k12.mn.us).

## Telephone Access

*Refer to district Policy 524*

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 are prohibited from using cell phones and other electronic communication devices during classroom instructional time, unless directed to do so by the classroom teacher or staff member. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. **In the case of an emergency, please contact the school office instead of contacting your child directly.**

Cell phone expectations are designed to ensure that cell phones do not hinder the learning environment or disrupt positive social interactions. By adhering to these guidelines students, parents, and school staff contribute to a school community that values education, engagement, and respectful behavior.

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

## 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](http://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
<b>TOTAL</b>	<b>50</b>

### 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](http://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](http://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 phy ed 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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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

### 1. Policy Cross Reference Table

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

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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:

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.

Students who are eligible scholastically will be notified by letter and invited to an informational meeting to review the remainder of the selection process.

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. 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.

Faculty and staff will be given a list of all scholastically eligible students to rate accordingly regarding character and leadership qualities.

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.

The chapter advisor will tally the rating scores for each candidate.

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.

Students will be notified by mail of the decision of the selection committee.

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 651.296.128

**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 of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting meal shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

### 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 Minnesota Statutes section 124D.111, it must make breakfast and 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 meal account 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. Rockford Area School District #883 -- Policy 534R In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.
- 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. 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; Rockford Area School District #883 -- Policy 534R In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.
  - 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 will post this policy on the school district's website or the website of the organization where the meal is served, 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 Regulation

### 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.

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

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.<sup>1</sup>
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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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**

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

- 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 2023-2024

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We have received a copy of the 2023-2024 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

The following are addendums to the handbook for the 23-24 school year and will be brought as a part of the 24-25 handbook for approval. The following proposed changes apply only to the Middle School.

- **Bus/Van Drop Off & Pick up:** All students traveling through the Northwest Suburban Integration School District Transportation process will be dropped off and picked up along the curb on door 1. Students coming to RMS-CES from the Rockford Area Schools Boundary will be picked up / dropped off on the bus loop in the upper lot and enter the building through door 13 near the 8th-grade hallway.
- **Visitor/Early Pickup** must come in door 4 and use the newly constructed secure entry. Any visitor going to Door 1 wishing to visit the Middle School office will be asked to walk around. Similarly, all visitors to the District Office must enter through Door 1.
- **Cell Phone/Electronic Device Reminder:** Cell phones are a distraction to the learning environment and we recommend that cell phones be kept at home, in a locker, or off and away so that they cannot be seen or accessed within the learning environment. Please refer to the [Middle School Cell Phone Expectations](#) document for additional information.
- **Backpacks:** Please know that each student will be provided a school-issued locker to store their personal belongings, backpacks, coats, etc. Due to safety and space considerations, we expect each middle school student to leave their bags, backpacks, fanny packs, purses, etc in their locker during the day. Students should not bring these items to class or leave them in the hallway or common spaces. Please know that fifth graders will be allowed to use backpacks during the first two weeks of school as they learn how to use combination locks during class.
- **Planners:** As you already know, we have started to teach organizational skills through the use of a school-wide planner that everyone will be asked to use. This will also serve as their hall pass. Please know in an effort to be transparent with our students, our parents and our staff we will make this learning visible via the RMS-CES Academic Planners - Parent View. As a parent, you can ask to see your child's planner and they should be writing the learning target, homework, and/or test dates in their planner. Thank you for your support in encouraging the process of staying organized and summarizing the day's learning.
- **Lunch:** If a parent chooses to visit their child for lunch they must stop in the main office and review and sign the expectation for lunch visitors. Due to space limitations in our lunchroom area, we have designated an alternative space for such occasions other than the lunchroom.

#### **Applies District Wide:**

- **Background Check:** All volunteers must contact the district office to complete a background check before volunteering at any site in the district. Please fill out the [RAS Parent Volunteer Form](#) if you are interested.
- The district will share the [1 to 1 District Issued Device Handbook](#) with parents and students each year. Parents must sign the permission slip and students must complete the Digital learning pledge before a Chromebook is issued.



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

**ITEM: 5A**

**Subject: Elementary Principal's Report**

Meeting Date: October 16, 2023

Prepared by: Brenda Nyhus

Date Prepared: October 10, 2023

Information       Briefing       Action       Enclosure Item(s)

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**REAMS Celebration:**

Tamsin Olson and Brenda Nyhus will share highlights of the new Theater program at REAMS.



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

**Subject: City of Greenfield Acknowledgment**

Meeting Date: October 16, 2023

Prepared by: Superintendent's Office

Date Prepared: October 12, 2023

Information     Briefing     Action     Enclosure Item(s)

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The Board to thank the City of Greenfield for their partnership



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

**Subject: Superintendent's Report**

Meeting Date: October 16, 2023

Prepared by: Superintendent's Office

Date Prepared: October 12, 2023

Information     Briefing     Action     Enclosure Item(s)

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Dr. Jeff Ridlehoover to give updates



INDEPENDENT SCHOOL DISTRICT 883  
ROCKFORD AREA SCHOOLS  
BOARD OF EDUCATION

ITEM: 6A

**Subject: Elementary Principal's Report**

Meeting Date: October 16, 2023

Prepared by: Brenda Nyhus

Date Prepared: October 10, 2023

Information       Briefing       Action       Enclosure Item(s)

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**Start to the School Year**

**Literacy Update**

**REAMS 20 Year Celebration Activities:**

- **Aerial Photo**
- **Holiday Light Show**
- **All School Song**



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

**Subject: Acknowledgement of Contributions Resolution**

Meeting Date: October 16, 2023

Prepared by: Business Office

Date Prepared: October 10, 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>
Running Tangents	\$500.00	Cross Country Activities Fund
Rockford Education Foundation	\$315.54	General Fund (Battle of the Books)
Meredith & Ben Ellison	Magnetic Numbers & letters	Preschool Fund
Jaclyn & Anthony Penn	Triangular short pencils	Preschool Fund
Kylene & Tyler Hammer	Book and circle spots	Preschool Fund
Reina Castro Ponce & Diego Medina Marin	Glue sticks, paints, crayons, copy paper	Preschool Fund
Chad Haas	\$2000 in Landscaper services to work on baseball field	Baseball Program



ROCKFORD AREA SCHOOLS  
INDEPENDENT SCHOOL DISTRICT 883  
BOARD OF EDUCATION

**Subject:** *Resolution adopting the Rockford School District's LTFM 10-year plan.*

Meeting Date: October 16, 2023

Prepared by: Mike McNulty

Date Prepared: October 6, 2023

Information       Briefing       Action       Enclosure Item(s)

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Recommend approving the Resolution Adopting the District's LTFM 10-year plan (Long Term Maintenance Plan).

MDE needs another approval as a box was checked that needs to be removed.

**INDEPENDENT SCHOOL DISTRICT NO. 883  
(ROCKFORD AREA SCHOOLS)  
WRIGHT AND HENNEPIN COUNTIES, MINNESOTA**

**RESOLUTION ADOPTING THE SCHOOL DISTRICT'S  
LONG-TERM FACILITIES MAINTENANCE PLAN**

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

1. Authority to Fund Long-Term Facilities Maintenance Plan. It is hereby determined and declared as follows:

(a) Minnesota Statutes, Section 123B.595, as amended ("Section 123B.595") establishes a long-term facilities maintenance revenue program for school districts, charter schools, intermediate districts and other cooperative units to fund a ten-year facility plan developed by a school district, intermediate school district, or cooperative. A school district may use revenue under Section 123B.595 for (i) deferred capital expenditures and maintenance projects necessary to prevent further erosion of facilities; (ii) increasing accessibility of district facilities; (iii) health and safety capital projects under Minnesota Statutes, Section 123B.57; or (iv) by board resolution, to transfer money from the general fund reserve for long-term facilities maintenance for long-term facilities maintenance to the debt redemption fund to pay the amounts needed to meet, when due, principal and interest on general obligation bonds issued under subdivision 5 of Section 123B.595.

(b) The District has developed at ten-year plan for long-term facilities maintenance consistent with Section 123B.595 (the "Long-Term Facilities Maintenance Plan" or "Plan").

(c) The District has issued bonds to help finance the Plan.

(d) The Plan includes: (i) provisions for implementing a health and safety program that complies with health, safety, and environmental regulations and best practices, including indoor air quality management and remediation of lead hazards, and (ii) a debt service schedule demonstrating that the debt service revenue required to pay the principal and interest on the bonds each year will not exceed the projected long-term facilities revenue for that year.

2. Adoption of Long-Term Facilities Maintenance Plan. The District hereby adopts the Long-Term Facilities Maintenance Plan.

3. Authorization to Submit Long-Term Facilities Maintenance Plan to the Commissioner for Approval.

(a) District administration is hereby authorized and directed to submit the Plan to the Commissioner of the Minnesota Department of Education (the "Commissioner") and such additional documents and information as may be necessary to secure the approval of the

Commissioner for the Plan and the issuance of general obligation bonds to finance the Plan, as required by Section 123B.595.

(b) The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Section 123B.595 and otherwise to take such actions as necessary to comply with that statute. The Chair, District Clerk, Superintendent or Director of Finance & Operations are authorized to execute any applicable Minnesota Department of Education forms.

Adopted by the Board of Education of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota, this 21st day of May, 2023.

ATTEST:

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District Board Clerk

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District Board Chair


STATE OF MINNESOTA            )  
  )  
COUNTIES OF                    ) SS  
WRIGHT AND HENNEPIN         )

I, the undersigned, being the duly qualified and acting School District Clerk of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota (the “District”), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the Board of Education of the District held on March 21, 2022, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the adoption of the District’s long-term facilities maintenance plan.

WITNESS My hand officially as such School District Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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School District Clerk  
Independent School District No. 883  
(Rockford Area Schools)  
Wright and Hennepin Counties, Minnesota

 DEPARTMENT OF EDUCATION	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only										ED - 02478-07												
<b>Instructors:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.																								
District Info.		Enter Information		District Info.		Enter Information																		
District Name:		Rockford Area Schools		Date:	6/14/2023																			
District Number:		883		Email:	mcnultym@rockford.k12.mn.us																			
District Contact Name:		Mike McNulty																						
Contact Phone #		763-477-7511																						
Expenditure Categories													2022 (previous year)	Base Year (2023)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.																								
Finance Code	Category (1)																							
347	Physical Hazards	\$1,545	\$1,591	\$1,639	\$57,964	\$1,739	\$1,791	\$1,845	\$1,900	\$1,957	\$2,016	\$2,076	\$2,139											
349	Other Hazardous Materials	\$3,399	\$3,501	\$3,606	\$3,714	\$3,826	\$3,940	\$4,059	\$4,180	\$4,306	\$4,435	\$4,568	\$4,705											
352	Environmental Health and Safety Management	\$2,163	\$2,228	\$2,295	\$2,364	\$2,434	\$2,508	\$2,583	\$2,660	\$2,740	\$2,822	\$2,907	\$2,994											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
363	Fire Safety	\$16,686	\$17,187	\$17,702	\$18,233	\$18,780	\$19,344	\$19,924	\$20,522	\$21,137	\$21,771	\$22,425	\$23,097											
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
Total Health and Safety Capital Projects		\$23,793	\$24,506	\$25,242	\$82,275	\$26,780	\$27,582	\$28,411	\$29,262	\$30,140	\$31,045	\$31,976	\$32,935											
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year																								
Finance Code	Category (2)																							
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151																								
Finance Code	Category (3)																							
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
Remodeling for Gender-Neutral Single-User Restrooms																								
Finance Code	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025																							
UFARS Coding Pending	Remodeling for gender-neutral single user restroom per site.	na	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
Total Remodeling for Gender-Neutral Single User Projects		\$0	\$0	\$0	0	0	0	0	0	0	0	0	0											
Finance Code	Category (4)																							
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
Deferred Capital Expenditures and Maintenance Projects																								
Finance Code	Category (5)																							
368	Building Envelope	\$22,866	\$50,000	\$450,000	\$50,000	\$51,500	\$53,045	\$54,636	\$56,275	\$57,964	\$59,703	\$61,494	\$183,333											
369	Building Hardware and Equipment	\$150,277	\$125,000	\$125,000	\$25,000	\$25,750	\$26,523	\$27,318	\$28,138	\$28,982	\$29,851	\$30,747	-\$8,333											
370	Electrical	\$0	\$25,000	\$25,000	\$28,000	\$28,840	\$29,705	\$30,596	\$31,514	\$32,460	\$33,436	\$34,436	\$29,000											
379	Interior Surfaces	\$127,720	\$600,000	\$525,000	\$20,000	\$20,600	\$21,218	\$21,855	\$22,510	\$23,185	\$23,881	\$24,597	-\$198,333											
380	Mechanical Systems	\$72,100	\$100,000	\$100,000	\$100,000	\$60,000	\$61,800	\$780,000	\$150,000	\$154,500	\$159,135	\$163,909	\$60,000											
381	Plumbing	\$38,110	\$100,000	\$60,000	\$10,000	\$10,300	\$10,609	\$10,927	\$11,255	\$11,593	\$11,941	\$12,299	-\$33,333											
382	Professional Services and Salary	\$50,645	\$50,000	\$300,000	\$27,350	\$28,171	\$29,016	\$29,886	\$30,783	\$31,706	\$32,657	\$33,637	\$103,133											
383	Roof Systems	\$0	\$0	\$1,500,000	\$25,000	\$25,750	\$30,000	\$450,000	\$25,000	\$25,750	\$26,523	\$27,318	\$533,333											
384	Site Projects	\$95,378	\$0	\$125,000	\$225,000	\$30,000	\$30,900	\$31,827	\$32,782	\$33,765	\$34,778	\$35,822	\$142,500											
Total Deferred Capital Expense and Maintenance		\$557,096	\$1,050,000	\$3,210,000	\$510,350	\$280,911	\$292,815	\$1,437,046	\$388,257	\$399,905	\$411,902	\$424,259	\$811,300											
Total Annual 10-Year Plan Expenditures													\$580,889	\$1,074,506	\$3,235,242	\$592,625	\$307,690	\$320,397	\$1,465,456	\$417,519	\$430,045	\$442,947	\$456,235	\$844,235
Fund Balance Section																								
Fund 01																								
Beginning Fund Balance 01-467-XX		\$311,935	\$353,208	\$374,853	\$416,598	\$152,247	\$172,870	\$179,259	-\$961,761	-\$1,053,505	-\$1,156,117	-\$1,269,647	-\$1,725,882											
LTFM Fiscal Year Revenue - Levy		\$426,358	\$204,122	\$226,485	\$225,747	\$216,118	\$215,110	\$213,565	\$214,452	\$215,545	\$216,845	\$0	\$0											
LTFM Fiscal Year Revenue - AID if Applicable		\$195,804	\$92,029	\$90,502	\$102,527	\$112,195	\$111,677	\$110,871	\$111,323	\$111,888	\$112,572	\$0	\$0											
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
LTFM Transfer OUT if applicable - Special Legislation FY 20 and FY 21		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
LTFM Estimated Fiscal Year Expenditures		\$580,889	\$274,506	\$275,242	\$592,625	\$307,690	\$320,397	\$1,465,456	\$417,519	\$430,045	\$442,947	\$456,235	\$844,235											
Ending Fiscal Year Fund Balance 01-467-XX		\$353,208	\$374,853	\$416,598	\$152,247	\$172,870	\$179,259	-\$961,761	-\$1,053,505	-\$1,156,117	-\$1,269,647	-\$1,725,882	-\$2,570,117											
Fund 06																								
Beginning Fund Balance 06-467-XX		\$0	\$3,935,000	\$3,475,987	\$875,503	\$200,604	\$200,604	\$200,604	\$200,604	\$200,604	\$200,604	\$200,604	\$200,604											
LTFM Fiscal Year Bonded Revenue		\$3,935,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
Other Transfers		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
LTFM Estimated Fiscal Year Expenditures		\$0	\$1,099,013	\$3,260,443	\$674,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											
Ending Fiscal Year Fund Balance 06-467-XX		\$3,935,000	\$2,835,987	\$215,503	\$200,604	\$200,604	\$200,604	\$200,604	\$200,604	\$200,604	\$200,604	\$200,604	\$200,604											



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

**Subject: Assurance of Compliance with State and Federal Law  
Prohibiting Discrimination**

Meeting Date: October 16, 2023

Prepared by: Superintendent's Office

Date Prepared: October 12, 2023

Information     Briefing     Action     Enclosure Item(s)

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**Assurance of Compliance Equity Laws**

As part of the Assurance of Compliance, all districts must verify that there is a copy of each of the following laws in every building in the district. Below are links to the required laws. Please check with an advocate or Minnesota Department of Education Assurance of Compliance contact if you feel a link is out of date.

**Federal Laws**

1. [Title VI of the Civil Rights Act of 1964 \(42 USC § 2000d, et. seq.; 34 C.F.R. Part 100\)](#)
2. [Title VII of the Civil Rights Act of 1964 \(42 USC § 2000e, et. seq.; P.L. 88-352\)](#)
3. [Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act \(within Title VII\) \(42 USC § 2000e\(k\)\)](#)
4. [Title IX of the Education Amendments of 1972 \(20 USC §§ 1681-1688; 34 C.F.R. Part 106\)](#)
5. [Age Discrimination Act of 1975 \(29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 621\)](#)
6. [Section 504 of the Rehabilitation Act of 1973 \(29 USC § 794; 34 C.F.R. Part 104\)](#)
7. [American with Disabilities Act \(42 USC § 12101, et. seq.\)](#)
8. [Denial of Equal Educational Opportunity Prohibited \(20 USC § 1703\)](#)
9. [Fair Housing Act \(42 USC § 3601, et. seq.\)](#)
10. [Age Discrimination in Employment Act of 1967 \(42 USC § 6101 and 6102; 34 C.F.R. part 110\)](#)
11. [Prohibition against Discrimination Based on Business \(20 USC § 1684\)](#)



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

**State Laws**

1. [Minnesota Human Rights Act \(Minn. Stat. § 363A\)](#)
2. [Minnesota Statutes, section 121A.031, prohibits student bullying](#)
3. [Minnesota Statutes, section 121A.03 – requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence](#)
4. [Minnesota Statutes, section 121A.04 – prohibits sex discrimination in athletic programs](#)
5. [Minnesota Rules, part 3500.0550 – relating to Inclusive Educational Program Plan](#)
6. [Minnesota Rules, Chapter 3535.0100-.0180; 3535.2300-.2800; 3535.3000-.3700 – relating to equality of education opportunity, school desegregation, and prohibition of discriminatory practices](#)

The MDE no longer requires the paper copy of the Assurance of Compliance certificate. However, it is important to note that by submitting the Assurance of Compliance online that the district is verifying that the Human Resources Director will electronically sign this assurance on behalf of the school board. Though the paper copy is no longer required, the approval of the board is per [Minnesota Rule 3535.9910](#).

Approval of the Assurance of Compliance is recommended and the Human Resources Director will sign it and submit it on behalf of the district.



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

**Subject: Policy Updates First Read**

Meeting Date: October 16, 2023

Prepared by: Superintendent's Office

Date Prepared: October 13, 2023

Information     Briefing     Action     Enclosure Item(s)

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Below is a list of policies with updates. This is a **first read** of the following policy:

- Policy 524
- Policy 604
- Policy 620R



Adopted: 11/19/01

Reviewed: 2019, 2022

Revised: 02/19/20, 3/21/22, 9/19/2022, 08/21/23

Orig. 1996

## **524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.



**V. UNACCEPTABLE USES**

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
    - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
    - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
    - c. materials that use language, images, or content that are inappropriate in the education setting or disruptive to the educational process;
    - d. information or materials that could cause damage or danger of disruption to the educational process;
    - e. materials that use language, images, or content that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
  2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
  4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
  5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
  6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses,



identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
  - (1) such information is classified by the school district as directory information, and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
  - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter", "Instagram," "Snapchat," and "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage



licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer or personal device while using school district network (including wireless), and will not plagiarize works they find on the Internet.

9. Users will not use the school district system or school district computers for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations are, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

**VI. FILTER**

- A. With respect to any of its computers with Internet access while connected through the school district network, the school district will monitor the online activities of both minors



and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
  2. Child pornography; or
  3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

#### **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

#### **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.



- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

**IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, and the parent or guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

**X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

**XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.



- B. This notification shall include the following:
1. Notification that Internet use is subject to compliance with school district policies.
  2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district compact disks, digital video disks, hard drives or servers.
    - b. Information retrieved through school district computers, networks or online resources.
    - c. Personal property used to access school district computers, networks or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  4. Notification that, even though the school district may use technical means to limit Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
  7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

**XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the



school district system and of the Internet if the student is accessing the school district system from home or a remote location.

- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  - 1. A copy of the user notification form provided to the student user.
  - 2. A description of parent/guardian responsibilities.
  - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  - 4. A statement that the Internet Use Agreement must be signed by the user, and the parent or guardian prior to use by the student.
  - 5. A statement that the school district's acceptable use policy is available for parental review.

### **XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
  - 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  - 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
  - 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  - 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  - 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.



- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
  - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

**XIV. SCHOOL-ISSUED DEVICES**

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
  - 1. any location-tracking feature of a school-issued device;
  - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
  - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  - 2. the activity is permitted under a judicial warrant;
  - 3. the school district is notified or becomes aware that the device is missing or stolen;
  - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  - 5. the activity is necessary to comply with federal or state law, including but not



limited to Minnesota Statutes section 121A.031; or

6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

#### **XV. CELL PHONE USE**

1. Students are prohibited from using cell phones and other electronic communication devices during the instructional time, unless directed to do so by the classroom teacher or staffmember. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.

2. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

3. Cell phone expectations are designed to ensure that cell phones do not hinder the learning environment or disrupt positive social interactions. By adhering to these guidelines students, parents, and school staff contribute to a school community that values education, engagement, and respectful behavior.

***[Note: This language aligns with the provisions found in the MSBA Model Student Handbook. As an alternative to stating specific cell phone rules in a school district policy, a school board could choose to direct school administration to establish cell phone rules. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings.]***

#### **XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

#### **XVII. IMPLEMENTATION; POLICY REVIEW**

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

B. The administration shall revise the user notifications, including student and parent



notifications, if necessary, to reflect the adoption of these guidelines and procedures.

- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
*Doninger v. Niehoff*, 527 F.3d 41 (2<sup>nd</sup> Cir. 2008)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Kowalski v. Berkeley County Sch.*, 652 F.3d 565 (4<sup>th</sup> Cir. 2011)  
*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3<sup>rd</sup> Cir. 2011)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

**Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District  
Property by Nonschool Persons)



Adopted: 02/11/02

Reviewed: 2017, 2022

Revised: 04/15/19, 9/19/2022, 08/21/23

Orig. 1995

## 604 INSTRUCTIONAL CURRICULUM

### I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

### II. GENERAL STATEMENT OF POLICY

A. Instruction must be provided in at least the following subject areas:

1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
2. Mathematics and science;
3. Social studies, including history, geography, economics, government, and citizenship that includes civics (see II.I);
4. Health and physical education;
5. The arts;
6. Career and technical education; and
7. World languages.

B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and ~~all~~ courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.

C. ~~Elementary-Public elementary~~ and middle schools ~~shall~~ must offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five arts areas: media arts, dance, music, theater, and visual arts.

D. The school district must establish and regularly review its own standards for career and technical education (CTE) programs. Standards must align with CTE frameworks developed by the Department of Education, standards developed by national CTE organizations, or recognized industry standards.



- DE. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- EF. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- FG. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- H. The school district or charter school may not discriminate against or discipline a teacher or principal on the basis of incorporating into curriculum contributions of persons in a federally protected class or state protected class when the included contribution is in alignment with standards and benchmarks adopted under Minnesota Statutes, sections 120B.021 and 120B.023.

### **III. REQUIRED ACADEMIC STANDARDS**

- A. The following subject areas are required for statewide accountability:
  - 1. language arts;
  - 2. mathematics, encompassing algebra II, integrated mathematics III, or an equivalent in high school, and to be prepared for the three credits of mathematics in grades 9 through 12, the grade 8 standards include the completion of algebra;
  - 3. science, including earth and space science, life science, and the physical sciences, including chemistry and physics;
  - 4. social studies, including history, geography, economics, and government and citizenship that includes civics;
  - 5. physical education;
  - 6. health, for which locally developed academic standards apply; and
  - 7. the arts.
- B. Elementary and middle schools must offer at least three and require at least two of the following five arts areas: dance, media arts, music, theater, and visual arts. High schools must offer at least three and require at least one of the following five arts areas: media arts, dance, music, theater, and visual arts.

### **IIIIV. PARENTAL CURRICULUM REVIEW**

The school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school



personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

#### **IV. CPR AND AED INSTRUCTION**

The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum.

- A. In the school district's discretion, training and instruction may result in CPR certification.
- B. CPR and AED instruction must include CPR and AED training that have been developed:
  - 1. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
  - 2. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
- C. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
- D. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

#### **V. COLLEGE AND CAREER PLANNING**

- A. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
  - 1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as team work, collaboration, creativity, communication, critical thinking, and good work habits;



2. emphasize academic rigor and high expectations and inform the student and the student's parent or guardian, if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;
3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
5. help students access education and career options;
6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.

B. The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.

C. Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college-ready.



D. When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.

E. If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.

F. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student's plan under this provision shall continue while a student is enrolled.

**VI. ~~CIVICS TEST~~**

~~A. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student's transcript that the student answered at least 30 of 50 civics test questions correctly.~~

~~B. "Civics test questions" means 50 of the 100 questions that, as of January 1, 2015, United States Citizenship and Immigration Services officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state's civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota's Legacy website by August 1 of that year.~~

~~C. The school district may exempt a student with disabilities from this requirement if the student's IEP team determines the requirement is inappropriate and establishes an alternative requirement.~~

~~D. The school district may administer the civics test questions in a language other than English to students who qualify for English learner services.~~

~~E. The school district may administer civics test questions as part of the social studies curriculum.~~

~~F. The school district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.~~



~~G. The school district cannot charge a fee related to this requirement.~~

**Legal References:**

Minn. Stat. § 120A.22 (Compulsory Instruction)  
[Minn. Stat. § 120B.101 \(Curriculum\)](#)  
Minn. Stat. § 120B.20 (Parental Curriculum Review)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.022 (Elective Standards)  
[Minn. Stat. § 120B.023 \(Benchmarks Implement, Supplement Statewide Academic Standards\)](#)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment Personal Learning Plans)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

**Cross References:**

MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 605 (Alternative Programs)



**Rockford Area School District #883 -- Policy 620R**

Adopted: 7/15/02

Reviewed: 2019

Revised: 04/20/20, 11/21/2022, 08/21/23

Orig. 1998

**620R CREDIT FOR LEARNING**

***[Note: School districts statutorily are required to provide students with credit for approved post-secondary courses, as set forth in Section V; ~~online learning courses, as set forth in Section VI~~; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII).]***

**I. PURPOSE**

~~The purpose of this policy is to~~ This policy recognizes student achievement ~~which that~~ occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. ~~The purpose of this~~ This policy also ~~is to~~ recognizes student achievement ~~which that~~ occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. ~~The purpose of T~~his policy ~~also is to~~ address ~~es~~ the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

**II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, and online courses and programs.

**III. DEFINITIONS**

~~A. A.~~ "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).

~~B.~~ "Concurrent enrollment" means ~~nonsectarian courses in which an eligible pupil under subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.~~

~~A-C.~~ "Course" means ~~a course or program.~~

~~B.~~ "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a

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~~student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.~~

~~C. "Commissioner" means the Commissioner of MDE.~~

~~D. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.~~

~~E.D. "Eligible institution" means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.~~

~~F.E. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.~~

~~G. "Online learning" is a form of digital learning delivered by an approved online learning provider.~~

~~H. "Online learning provider" is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is certified or approved by MDE to provide online learning courses.~~

~~I. F. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.~~

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**IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS**

**A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools**

1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least **24** credits from the school district.

**B. Transfer of Academic Requirements from Other Schools**

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified

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transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.

- a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
  - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least *insert number* 4 semesters of credits from the school district.
  - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
  - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
- a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
  - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
  - c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.



- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
- e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank

C. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

**V. POST-SECONDARY ENROLLMENT CREDIT**

- A. ~~A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes, section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement may be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.~~
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program ~~that meets or exceeds a graduation standard or requirement shall~~ must be counted toward the graduation ~~and credit~~ requirements and subject area requirements of the district of a student completing the Minnesota Academic Standards.
  - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
  - 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
  - 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
  - 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

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5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.

~~C. C.~~ A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

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~~D.~~ By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11.

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#### ~~VII. CREDIT FROM ONLINE LEARNING COURSES~~

~~A.~~ Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

~~B.~~ Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.

~~C.~~ When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

#### ~~VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS~~

~~Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.~~

#### ~~VIII. ADVANCED ACADEMIC CREDIT~~

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- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student’s transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student’s transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

**IXVIII. WEIGHTED GRADES**

A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging will be weighted with an additional multiplication factor of .66 and this weighted factor will be calculated into the students weighted grade point average (GPA). as follows:

- ~~1. A grade awarded in an Advanced Placement course will be increased by .66 grade points.~~
- ~~2. A grade awarded in an Honors course will be increased by .66 grade points.~~
- ~~3. A grade awarded in a College in the Schools course will be increased by .66 grade points.~~
- ~~4. A grade awarded in a course taken through a Post-Secondary Enrollment Options program deemed equivalent to a Rockford High School College in the Schools or AP course will be increased by .66 grade points.~~

B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade. The complete list of weighted courses can be found on the high school website, by navigating to Student Services, then RHS Weighted Classes.

**IXIX. PROCESS FOR AWARDING CREDIT**

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- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, ~~online learning course~~, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

- Legal References:**
- Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
  - Minn. Stat. § 120B.021 (Required Academic Standards)
  - Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
  - Minn. Stat. § 120B.14 (Advanced Academic Credit)
  - Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
  - Minn. Stat. § 123B.445 (Nonpublic Education Council)
  - Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
  - Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
  - [Minn. Stat. § 124D.094 \(Online Instruction Act\)](#)
  - [Minn. Stat. § 124D.095 \(Online Learning Option\)](#)
  - Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
  - Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
  - Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
  - Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
  - Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

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Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

**Cross References:**

MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 624 (Online [Learning Options Instruction](#))

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