



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

A Tradition of Excellence, One Student at a Time

Agenda for December 18, 2023

6:30 PM

District Board Room

6051 Ash Street

Rockford, MN 55373

1. **CALL MEETING TO ORDER**
 - A. Pledge of Allegiance
 - B. Board Roll Call
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **ANNUAL TRUTH IN TAXATION**
 - A. Truth in Taxation Presentation 3
 - B. *Public Comments*
 - C. Approval of the Certification of 2023 Payable 2024 Levy
5. **CONSENT ITEMS**
 - A. Consent--Approval of Minutes 18
 - B. Consent--Personnel 27
 - C. Consent--Approval of Bills and Wire Transfers 28
6. **SAFE & WELCOMING ENVIRONMENT**
 - A. Celebration 43
7. **HIGH STUDENT ACHIEVEMENT**
 - A. RMS-CES Principal Report 44
 - B. Superintendents Report 51
8. **FISCAL RESPONSIBILITY**
 - A. Resolution of Acknowledgement of Contributions/Donations 52
 - B. Resolution Designating a Combined Polling Place 53
 - C. Board Approval of the Strategic Plan 55
9. **EFFICIENT & EFFECTIVE OPERATIONS**
 - A. Policy Updates -- First Reading 57
 - B. Policy 213 Update 125
10. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**
 - A. Organizational Meeting of the Board of Education: Monday, January 8, 2024 at 6:30 pm in the District Office Board Room.
Board of Education Work Session: Monday, January 22, 2024 at 5:30 pm in the District Office Board Room.
Meeting of the Board of Education: Monday, January 22, 2024 at 6:30 pm in the District



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

Office Board Room.

B. Board Committee Updates

11. **ADJOURNMENT**

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

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

Rockford Board of Education

Jamie Hillstrom

Eric Gordee

Jenny Kneeland

Amy Edwards

Jessica Johnson

Beth Praska

Superintendent Jeff Ridlehoover



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: *Truth in Taxation Hearing & Approval of Final Levy*

Meeting Date: December 18, 2023

Prepared by: Mike McNulty

Date Prepared: December 8, 2022

Information Briefing Action Enclosure Item(s)

Powerpoint presentation presented by Director of Business Operations, Mike McNulty during the Truth in Taxation Hearing.

Motion needed to approve the final levy, as presented in the Truth in Taxation Hearing.

Whereas, Pursuant to Minnesota Statutes the School Board of Rockford Area Schools, ISD 883, Rockford, Minnesota, is authorized to make the following proposed tax levies for general purposes:

Maintenance (General Fund)	\$ 3,595,994.30
• Includes Referendum	
Community Service	\$124,353.97
Debt Service	\$4,933,936.87
Total Proposed School Tax Levy	\$8,654,285.14

Now Therefore, Be it resolved by the School Board of Rockford Area Schools, ISD 883, Rockford, Minnesota, that the levy to be levied in 2022 to be collected in 2023 is set at **\$8,654,285.14**. The clerk of the Rockford Area Schools board is authorized to certify the proposed levy to the County Auditor of Wright County, Minnesota.



Rockford Area Schools ISD 883

2023 Payable 2024

Truth In Taxation Public Meeting

12-18-23

#ROCKETS883





Requirements of the Truth in Taxation Public Meeting

1. Proposed property tax levy for taxes payable 2024
2. Provide information on the current budget (2023-2024).
3. Public must be given a reasonable amount of time to comment on the proposed property tax levy and budget and to ask questions.

- Minnesota Statute 275.065



Truth in Taxation Timeline

LEVY CALENDAR

- **June:** District provides data to MDE
- **August:** Set date and location of levy hearing
- **September:** Certify proposed levy
- **November:** County mails levy notices
- **December:** Public hearing & Certify final tax levy



Property Tax Statement - state provided example



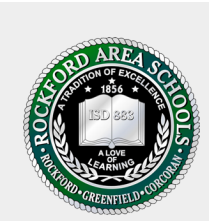
Spruce County
 Jane Smith, Auditor-Treasurer
 345 12th Street East, Box 78
 Spruceville, MN 55555-5555
 (555) 345-6789
 www.co.spruce.mn.us

TAXPAYER(S):
 John and Mary Johnson
 123 Pine Rd S
 Spruceville, MN 55555-5555

Property Information
 PIN Number: 01.234.56.789.R1 Property Address: 789 Pine Rd S
 Spruceville, MN 55555
 Property Description: Lot 1, Block 1, Spruce Acres Subdivision

PROPOSED TAXES 2023			
THIS IS NOT A BILL. DO NOT PAY.			
VALUES AND CLASSIFICATION			
Step 1	Taxes Payable Year	2022	2023
	Estimated Market Value	\$125,000	\$150,000
	Homestead Exclusion	\$	\$23,800
	Taxable Market Value	\$125,000	\$126,200
	Class	Res N/Hmstd	Res Hmstd
PROPOSED TAX			
Step 2	Property Taxes before credits	\$1,562.46	
	School building bond credit	\$ 12.00	
	Agricultural market value credit		
	Other credits		
	Property Taxes after credits	\$1,550.46	
PROPERTY TAX STATEMENT			
Step 3	Coming in 2023		
The time to provide feedback on PROPOSED LEVIES is NOW			

Proposed Property Taxes and Meetings by Jurisdiction for Your Property			
Contact Information	Meeting Information	Actual 2022	Proposed 2023
State General Tax	No meeting required	\$0	\$0
County of Spruce Spruce County Courthouse 123 Spruce St Spruceville, MN 55555 www.co.spruce.mn.us (555) 123-4567	December 2, 7:00 PM	\$438.06	\$484.18
City of Spruceville Mayor's Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 123-7654	December 1, 6:30 PM Spruceville City Hall	\$273.79	\$312.06
Spruceville School District 999 150 1st St N Spruceville, MN 55555 www.spruceville.k12.mn.us (555) 123-6789	December 9, 7:00 PM Spruceville High School Cafeteria		
Voter Approved Levies		\$289.35	\$296.68
Other Levies		\$340.11	\$374.60
<i>Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter approved property tax for 2023 may be higher than the proposed amount shown on this notice.</i>			
Metro Special Taxing Districts		\$57.76	\$58.70
Spruceville Metropolitan Council www.spruce.metrocouncil.org (555) 555-5555 Spruceville, MN 55055	December 12, 7:30 PM Spruce Park Centre 500 Pine St.		
Other Special Taxing Districts	No meeting required	\$12.80	\$13.02
Tax Incremental Tax	No meeting required	\$10.15	\$11.22
Total excluding any special assessments		\$1,422.02	\$1,550.46 9.0%



Points to Remember

1. Revenue formulas are set by the State Legislature except for voter approved referendums.
2. Local Levy and State Aid mix are set by the State Legislature.
3. An increase in local taxes does not necessarily mean an increase in revenues for the school district.





Rockford Area Schools School District Budget Current School Year Information 2023-2024



Fund Accounting Overview

All school districts' budgets are divided into separate funds, as required by law. For our District, there are 4 funds:

1. GENERAL FUND (Fund 01)

- Revenue is based on student enrollment, local referendum levy is part of the General Fund
- Provides for classroom personnel, instructional supplies & equipment, and other educational activities
- Special Education, State / Federal Mandated Programs, Extra-curricular Activities / Student Activities
- Pupil Transportation, Facilities Operation and Maintenance, Capital Expenditures and Improvements
- Health and Safety Code Compliance



Fund Accounting Overview

2. FOOD SERVICE (Fund 02)

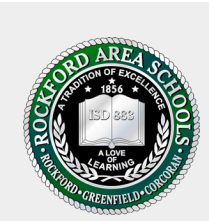
- School Breakfast and Lunch Program

3. COMMUNITY SERVICE (Fund 04)

- Levy is based on adult population in the District
- Early childhood levy is based on the number of children under 5 years of age
- Provides for enrichment programs for any age level that are not part of the K-12 education program
- Early Childhood Family Education, School Readiness , Adult Basic Education

4. DEBT SERVICE (Fund 07)

- Based on annual debt retirement schedules for the district's outstanding bonded indebtedness. Annual levy is for the payment of principal and interest on bonds as due. Current debt is a result of the voter approved Bond Issue for General Obligation school building acquisition and improvements.



FY24 budget

An updated/revised version of the budget for FY24 will be presented to the School Board once the audit is completed for FY23.





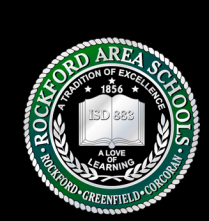
Authority for School Levies & Levy

A School District Tax Levy must be either:

- Set by State Formula -or- Voter Approved

2023 Payable 2024, recognized as revenue in Fiscal Year 2025

- Certified in 2023
- Collected in 2024



What are the main variables that cause property tax increases and decreases?

- Changes in market values, classification or class rates
- Change in property tax credits (*e.g. change in Homestead Benefit from a credit to an exclusion*)
- Voter approved referendums
- Increases or decreases in levy amounts caused by changes in state funding formulas
- The value of your property may increase or decrease
- The value of other properties may increase or decrease and change the share that your property is of the total tax base, whether your property's value changed or not.
- School Board Actions.



Rockford Area Schools

Public Comments



Rockford Area Schools

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Questions regarding Property Values/Taxes

Wright County Assessor's Office

(763) 682-7367

Hennepin County Assessor's Office

(612) 248-3000

Additional Questions?

Mike McNulty

Director of Business Operations

mcnultym@rockford.k12.mn.us



Independent School District #883

Regular School Board Meeting

November 20, 2023

Pursuant to due call and notice, the Rockford Board of Education met in a Regular School Board Meeting on Monday, November 20, 2023 in the District Board Room. Chair Gordee called the meeting to order at 6:30 pm. Members Gordee, Edwards, Kneeland, Johnson, Praska and Hillstrom were present. Also present was Superintendent Jeff Ridlehoover, Director of Buildings & Grounds James Leuer, Director of Finance and Operations Michael McNulty, and RHS Principal Paul Menard.

Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

Board Roll Call

Members present: *Gordee, Edwards, Johnson, Kneeland, Praska, and Hillstrom.* Also present were *Superintendent Jeff Ridlehoover, Director of Finance and Operation Michael McNulty, RHS Principal Paul Menard, Activities Director Dan Pratt, FFA Teacher Joe Ramstad, Building & Grounds Director James Leuer, and Band Teacher Jerald Ferdig*

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

There were no public comments.

CONSENT ITEMS

Motion by Praska, seconded by Edwards to approve the consent items. Motion carried unanimously.

- **Minutes:**
 - October 2, 2023 Work Session
 - October 16, 2023 Regular Meeting
 - November Finance Committee Meeting Minutes

- **Personnel:**

Status	First Name	Last Name	Position	Date(s)
New Hire	Julie	Virgin	MS SpEd Paraprofessional	October 25, 2023
New Hire	James	Peterson	MS SpEd Paraprofessional	October 30, 2023
New Hire	Lana	Halldorson	REAMS SpEd Teacher	October 30, 2023
New Hire	Christina	Andring	SpEd Teacher-Due Process	December 5, 2023
Rehire	Jennifer	Desmarais-Holl and	Media Specialist	November 6, 2023
Termination	Mona	Duuh	HS SpEd Paraprofessional	October 23, 2023
New Hire	Rayna	Johnson	RCC Front Desk	October 9, 2023
New Hire	Nicole	Wiebold	RCC Instructor	October 9, 2023
Retirement	Kimberly	Harris	REAMS Playground Supervisor	November 17, 2023
Retirement	Sue	Kettenacker	REAMS SpEd Teacher	February 2, 2024
Retirement	Cynthia	Miller	HS Art Teacher	September 20, 2024
Long Term Sub	Ann	Steinle	REAMS 4th Grade	1/10/2024-6/10/2024
Resignation	Shaye	Wesolek	MS SpEd Paraprofessional	November 3, 2023

- **Approval of 284 Support Staff Seniority:**

INDEPENDENT SCHOOL DISTRICT NO. 883				
ROCKFORD AREA SCHOOLS				
LOCAL 284 EMPLOYEE SENIORITY LIST				
Category I Media Assistants				
	Roskowiak, Shea	9/26/2011	Assistant	Media
	Lehmborg Diane	9/3/2019	Assistant	Media
	Binsfeld, Kaari	8/17/2021	Assistant	Media
Category II Special Education/Title I Assistants				
	Lanars, Merry	1/17/1995	Assistant	SPED Para
	Smock, Rita	11/2/2007	Assistant	SPED Para
	Sieg, Katherine	8/29/2012	Assistant	SPED Para
	Coons, Shari	11/6/2015	Assistant	SPED Para
	Jacobson, Amy	9/13/2016	Assistant	SPED Para
	Curtis, Tonya	8/29/2017	Assistant	SPED Para
	Lee, Pang	11/27/2017	Assistant	SPED Para
	Nixon, Joyce	2/12/2018	Assistant	SPED Para
	Leuer, Kellie	8/22/2018	Assistant	SPED Para
	Stefanich, Loryssa	8/22/2018	Assistant	SPED Para
	Lockwood, Valerie	9/16/2019	Assistant	SPED Para
	Bombard, Karen	10/4/2019	Assistant	SPED Para
	Anderson Hume, Amanda	3/2/2020	Assistant	SPED Para
	Kelly, Katherine	8/17/2021	Assistant	SPED Para
	Hill, Samantha	1/10/2022	Assistant	SPED Para
	Belland, Michael	3/7/2022	Assistant	SPED Para
	Blackhawk, Briana	9/8/2022	Assistant	SPED Para
Probationary				
	Stoks, Amy	1/23/2023	Assistant	SPED Para
	Weiland, Kendra	2/23/2023	Assistant	SPED Para
	Miller, Nicole	3/6/2023	Assistant	SPED Para
	Quenemoen, Jessica	3/6/2023	Assistant	SPED Para
	Kasheimer, Patrick	11/3/1986 & 8/15/2023	Assistant	SPED Para
	Angell, Kristen	8/17/2023	Assistant	SPED Para
	Chastain, Terrie	8/17/2023	Assistant	SPED Para
	Linkert, Kayla	8/17/2023	Assistant	SPED Para
	Wesolek, Shaye	8/17/2023	Assistant	SPED Para
	Millen Luckett, Stephanie	8/24/2023	Assistant	SPED Para
	Kelly, Andrew	10/2/2023	Assistant	SPED Para
	Michlitsch, Danielle	10/2/2023	Assistant	SPED Para

	Duuh, Mona	10/9/2023	Assistant	SPED Para
Category III Early Childhood-School Readiness Assistants				
	Feyen, Lisa	9/3/2015	Assistant-EC-SR	Assistant-EC-SR
	Thorson, Courtney	9/15/2021	Assistant-EC-SR	Assistant-EC-SR
	Egbert, Cathleen	8/31/2022	Assistant-EC-SR	Assistant-EC-SR
	Johnson, Kimberly	9/23/2022	Assistant-EC-SR	Assistant-EC-SR
Probationary				
	Schroeder, Katelin	10/10/2017 & 9/1/2023	Assistant-EC-SR	Assistant-EC-SR
Category IV School Age Childcare Assistants				
	Stetter, Judy	1/13/2003	Lead-SACC	Lead-SACC
	Schroeder, Nayeli	10/1/2013	Lead-SACC	Lead-SACC
	Swanson, Sydney	8/28/2017	Lead-SACC	Lead-SACC
	Freeman, Lynn	12/4/2017	Assistant-SACC	Assistant-SACC
Category V Custodians				
	Larson, DeWayne	8/29/1988	Custodian	Custodian
	Larson, Scott	8/29/1988	Custodian	Custodian
	Solomonson, Chad	4/13/2015	Custodian	Custodian
	Gunnerson, James	4/5/2016	Custodian	Custodian
	Schroeder, Trevor	8/22/2016	Custodian	Custodian
	Jorgensen, John	10/15/2018	Custodian	Custodian
	Larson, Kris	2/14/2019	Custodian	Custodian
	Johnson, James	10/5/2020	Custodian	Custodian
	Brooks, Howie	5/24/2021	Custodian	Custodian
	Bourdon, Robert	6/7/2021	Custodian	Custodian
	Bourdon, Robert W.	12/20/2021	Custodian	Custodian
	Gusse, Logan	8/22/2022	Custodian	Custodian
Category VI Secretaries				
	Swanson, Angelica	9/17/2007 & 3/2/2015	Secretary	Secretary
	Robertson, Stacey	7/13/2016	Secretary	Secretary
	Palmer, Monica	8/5/2020	Secretary	Secretary
	Roehl, Almee	3/17/2021	Secretary	Secretary
	Reichert, Stephanie	1/25/2022	Secretary	Secretary
Probationary				
	Herou, Michelle	1/26/2022	Secretary	Secretary
	O' Hern, Michelle	8/9/2023	Secretary	Secretary
	Koskela, Olivia	8/31/2023	Secretary	Secretary
	Posted:	23-Oct		
	Board Adopted:			

- **Bills and Wire Transfers:**

October 2023 Disbursements Paid (listings attached):

Fund 01 General Fund	\$ 1,193,439.68
Fund 02 Food Service	\$ 116,061.69
Fund 04 Community Services	\$ 25,295.26
Fund 06 Building Construction	\$ 773,559.84
Fund 07 Debt Redemption	\$ 371,690.88
Fund 21 Student Activities	\$ 31,130.42
Fund 45 OPEB Trust	\$ 41.66
Total All Funds	\$ 2,511,219.43

- **Open Enrollments:**

Resident Students Attending Other Schools

Grade	Non-Resident		Number	Date Effective	Address Change/New Enrollment
	District				
7	Buffalo		877	9/5/2023	moving; sibling enrolled @ Buffalo
10	Buffalo		877	9/5/2023	persistant bullying
9	Houston		294	9/5/2023	online school
8	Houston		294	9/5/2023	online school
K	Houston		294	9/5/2023	online school
7	Buffalo		877	10/23/2023	sibling enrolled @ Buffalo

Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
11	Osseo	279	10/16/2023	NEW ENROLLMENT:struggling at Osseo, looking for smaller school setting
9	Anoka Hennepin	11	10/23/2023	family move, wants to stay @ Rockford
11	Buffalo	877	9/25/2023	family move, wants to stay @ Rockford
K	Buffalo	877	9/5/2023	NEW ENROLLMENT
2	Buffalo	877	9/5/2023	NEW ENROLLMENT
EC	Buffalo	877	9/5/2023	receiving SPED services @ Rockford
8	Buffalo	877	11/7/2023	NEW ENROLLMENT--student needed a new start
11	Buffalo	877	9/5/2023	NEW ENROLLMENT
3	Wayzata	284	9/5/2023	NEW ENROLLMENT--plan to move to Rockford
7	Osseo	279	10/2/2023	address change
5	Osseo	279	10/2/2023	address change

- **Custodial MOU:** A new Custodial MOU was presented for approval.
- **2024-2026 Calendar Approval:** The 2024-2026 School Calendars were presented for approval.
- **REAMS Roofing Bid Selection:** Roofing Bids and recommendations were presented for approval.

- **RHS 2024-2025 Course Proposal:** Roofing Bids and recommendations were presented for approval.

SAFE & WELCOMING ENVIRONMENT

- **Fall Activities Celebration:** Representatives from Girls Soccer, Football, Cross Country, Girls Tennis, Volleyball, the Fall Musical and Cheerleading gave a review of how their season went.
- **FFA Nationals Recap Celebration:** Veronica Ferdig spoke about the national FFA convention.

HIGH STUDENT ACHIEVEMENT

- **RHS Principal's Update:** RHS Principal Paul Menard presented his principals report which included SIP Goals and the Fall semester.
- **Overnight Trip Approval for Jazz Band:** RHS Band Director Jerald Ferdig requested approval for an Overnight Jazz Band Trip.

Motion by Johnson, seconded by Hillstrom to approve the Overnight Jazz Band Trip. Motion carried unanimously.

- **Superintendent Report:** Dr. Ridlehoover gave an update on the district
- **World's Best Workforce:** Dr. Jeff Ridlehoover shared our district progress related to the WBWF.

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>
Hanover Historical Society	4 books donated to the RHS Media Center--2 copies of Planks of History, Stories of the Crow River and Bridges and 2copies of Safe From the Outside World, A Newly Expanded and Revised Social History of Hanover. MN	Gneral Fund Donation
Keith & Trissa Shelton	4 rolls of white paper	Preschool Fund
Itzamari Bautista Vazquez & Abimael Bautista	Frog & Butterfly Life Cycle figurines, 4 mini hole punches, Making Friends book, Color recognition magnetic sorting set, screwdriver board	Preschool Fund
RAAA	\$3,464.00	General Fund Donation (Wrestling Account) partial payment for wrestling mats
Rockford Education Foundation	\$1,500.00	Food Service Fund (donation for RAS All Staff Breakfast)
Jane Ramstad	\$5.00	RMS FFA Fund Donation
RAAA	\$40.00	Girls Basketball Activities Fund
Luce Line Orchard	250 Aprons, Oven Mitts, Measuring Cups and Chef Hats	REAMS Kindergarten Fund, Preschool Fund and Galaxy Kids Fund
Chad Haas	Banners for baseball field (\$3017.96)	Baseball Program
Chad Haas	Tri-fold & L-screens for batting practice (\$1035.54)	Baseball Program
Chad Haas	Nike Baseball Pants (\$900)	Baseball Program
Fur Baby Barn LLC	\$500.00	RHS FFA Fund Donation (for FFA convention)
Heidi's Lifestyle Gardens & GrowHaus	\$500.00	RHS FFA Fund Donation (for FFA convention)
Stanchion Bar	\$100.00	RHS FFA Fund Donation (for FFA convention)
Miller Trucking	\$200.00	RHS FFA Fund Donation (for FFA convention)

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

Whereupon said resolution was declared duly passed and adopted.

EFFICIENT & EFFECTIVE OPERATIONS

- **Policy Updates – Second Reading:** The school board reviewed policies 524, 604, and 620R, this is a Second reading.

Motion by Johnson, seconded by Kneeland to approve all policies as presented. Motion carried unanimously.

BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS

Negotiations Committee Meeting: Tuesday, November 21, 2023 at 6:00pm in RMS-CES Conference Room 11.

Negotiations Committee Meeting: Thursday, November 30, 2023 at 3:30pm in RMS-CES Conference Room 11.

Board of Education Work Session: Monday, December 4, 2023 at 6:30pm in the Office Board Room.

Policy Committee Meeting: Monday, December 18, 2023 at 5pm in the District Office Board Room.

Levy Renewal Hearing: Monday, December 18, 2023 at 6:00pm in the District Office Board Room.

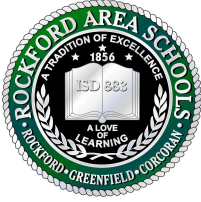
Regular Meeting of the Board of Education (Truth in Taxation Hearing): Monday, December 18, 2023 at 6:30pm in the District Office Board Room.

- Gordee- AMSD Meeting, Strategic Planning Meeting, Board Prep, MSBA Meetings, MSBA Board Chair Chat, District Tour, Northwest Suburban Meeting, Ed Foundation Event, Finance Committee Meeting.
- Edwards - Strategic Planning Meeting, district tour, Negotiations Meetings, Board Prep Calls, football.
- Kneeland - Safe Routes to School, SEE Meeting, Strategic Planning Session, District Tour, Finance Committee Meeting, MREA Summitt, Ed Foundation event.
- Johnson - Calendar Committee meeting, Board Strategic Planning, District Tour, Strategic Plan Definition Meeting, Negotiations Meetings, MAWSECO
- Praska - Negotiations Meetings, Curriculum Advisories Meeting, Strategic Planning Meeting.
- Hillstrom - MSBA Trainings (including Phase IV), MSBA Coffee and Conversation, District Tour, Strategic Planning Meeting, Strategic Plan Definition Meeting, Curriculum Advisory Accountability Meeting, Finance Committee Meeting

Johnson motioned to adjourn the meeting at 8:07 p.m. Praska seconded. Motion carried unanimously.

*Courtney Neibert
Recorder*

*Jessica Johnson
Clerk*



ROCKFORD AREA SCHOOLS
Independent School District 883
School Board Work Session Minutes
Monday, November 20, 2023

Pursuant to due call and notice, the Rockford Board of Education met in a work session on Monday, November 20, 2023 in the District Board Room. Amy Edwards called the work session meeting to order at 5:30 pm. Members Gordee, Edwards, Kneeland, Johnson, Praska and Hillstrom were present. Also present was Superintendent Jeff Ridlehoover, Director of Buildings & Grounds James Leuer, Director of Finance and Operations Michael McNulty, and RHS Principal Paul Menard.

- 2024-2026 Calendar Review
- Custodial MOU
- REAMS Roofing Bid Selection
- RHS Course Proposals for 2024-2025
- Renewal of Existing Operating Levy Discussion
- Upcoming meetings include
 - Negotiations Committee Meeting: Tuesday, November 21, 2023 at 6:00pm in RMS-CES Conference Room 11.
 - Board of Education Work Session: Monday, December 4, 2023 at 6:30pm in the Office Board Room.
 - Policy Committee Meeting: Monday, December 18, 2023 at 5pm in the District Office Board Room.
 - Regular Meeting of the Board of Education: Monday, December 18, 2023 at 6:30pm in the District Office Board Room.

Adjourned 6:27 pm

Courtney Neibert
Recorder

Jessica Johnson
Clerk



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

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

Meeting Date: December 18, 2023

Prepared by: Mike McNulty

Date Prepared: December 12, 2023

Information Briefing Action Enclosure Item(s)

November 2023 Disbursements Paid (listings attached):

Fund 01 General Fund	\$1,063,612.90
Fund 02 Food Service	\$ 92,376.43
Fund 04 Community Services	\$ 32,419.92
Fund 06 Building Construction	\$ 100,955.99
Fund 07 Debt Redemption	\$ 500
Fund 21 Student Activities	\$ 13,380.43
Fund 45 OPEB Trust	\$ 0
 Total All Funds	 \$ 1,303,245.67

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	59236	AS2	1	4535		ROCKFORD/GREENFIE	202405	0883	8930		20.00	0.00
										0883	59294	AS2	1	8412		PERFORMANCE FOOD:202405	202405	0883	8857		544.41	0.00
										0883	59294	AS2	1	8412		PERFORMANCE FOOD:202405	202405	0883	8857		687.53	0.00
										0883	59294	AS2	1	8412		PERFORMANCE FOOD:202405	202405	0883	8857		304.94	0.00
										0883	59560	AS2	1	1016		WRIGHT-HENNEPIN CC202405	202405	0883	8842		0.00	206.70
										0883	59561	AS2	1	1057		HILLYARD	202405	0883	8842		0.00	112.16
										0883	59561	AS2	1	1057		HILLYARD	202405	0883	8842		0.00	192.00
										0883	59561	AS2	1	1057		HILLYARD	202405	0883	8842		0.00	308.09
										0883	59561	AS2	1	1057		HILLYARD	202405	0883	8842		0.00	481.66
										0883	59561	AS2	1	1057		HILLYARD	202405	0883	8842		0.00	7,307.30
										0883	59561	AS2	1	1057		HILLYARD	202405	0883	8842		0.00	157.20
										0883	59562	AS2	1	1180		CENTERPOINT ENERG	202405	0883	8842		0.00	27.92
										0883	59562	AS2	1	1180		CENTERPOINT ENERG	202405	0883	8842		0.00	236.34
										0883	59563	AS2	1	1200		CUB FOODS	202405	0883	8842		0.00	16.34
										0883	59563	AS2	1	1200		CUB FOODS	202405	0883	8842		0.00	142.99
										0883	59564	AS2	1	2208		TECH/CHECK	202405	0883	8842		0.00	18,200.52
										0883	59565	AS2	1	2216		MENARDS INC	202405	0883	8842		0.00	37.29
										0883	59565	AS2	1	2216		MENARDS INC	202405	0883	8842		0.00	183.62
										0883	59566	AS2	1	2575	activit	ISD #882 - MONTICELL	202405	0883	8842		0.00	295.00
										0883	59567	AS2	1	4335		4 POINT 0 SCHOOL SEI	202405	0883	8842		0.00	76,233.96
										0883	59568	AS2	1	4366	NLS	REGION 5A SECRETAR	202405	0883	8842		0.00	710.00
										0883	59569	AS2	1	5149		TOLL COMPANY	202405	0883	8842		0.00	463.56
										0883	59571	AS2	1	6279		SHI INTERNATIONAL C	202405	0883	8842		0.00	2,394.80
										0883	59571	AS2	1	6279		SHI INTERNATIONAL C	202405	0883	8842		0.00	7,115.18
										0883	59573	AS2	1	6437		TASC	202405	0883	8842		0.00	125.00
										0883	59574	AS2	1	6623		ADVANCED IMAGING S	202405	0883	8842		0.00	5,350.00
										0883	59575	AS2	1	7545		TEACHERS ON CALL	202405	0883	8842		0.00	5,416.74
										0883	59577	AS2	1	7696		IXL LEARNING	202405	0883	8842		0.00	660.00
										0883	59578	AS2	1	7697		MARISELA V NELSON II	202405	0883	8842		0.00	45.00
										0883	59578	AS2	1	7697		MARISELA V NELSON II	202405	0883	8842		0.00	90.00
										0883	59578	AS2	1	7697		MARISELA V NELSON II	202405	0883	8842		0.00	30.00
										0883	59579	AS2	1	7779		M & D SPORTS SERVIC	202405	0883	8842		0.00	240.00
										0883	59580	AS2	1	7797		WALKER ART CENTER	202405	0883	8842		0.00	45.00
										0883	59581	AS2	1	7857		MCLEOD COMMUNITY	202405	0883	8842		0.00	1,457.70
										0883	59582	AS2	1	7858		MEEKER COMMUNITY	202405	0883	8842		0.00	1,796.17
										0883	59583	AS2	291	8133		COREMARK METALS	202405	0883	8842		0.00	719.84
										0883	59584	AS2	1	8143		SCRIBBLES SOFTWARE	202405	0883	8842		0.00	116.20
										0883	59585	AS2	1	8226	remit	PROLAWNS INC.	202405	0883	8842		0.00	2,282.00

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	59586	AS2	1	8261		TOTAL NETWORKX, INC 202405	0883	8842		0.00	1,652.50	
										0883	59587	AS2	1	8391		US OMNI & TSACG COM202405	0883	8842		0.00	259.88	
										0883	59588	AS2	1	8412		PERFORMANCE FOOD:202405	0883	8842		0.00	655.15	
										0883	59589	AS2	1	8502		ALEXANDRIA TECHNIC.202405	0883	8842		0.00	1,417.80	
										0883	59590	AS2	1	8595	remit	GILBERT MECHANICAL 202405	0883	8842		0.00	2,795.07	
										0883	59591	AS2	1	8621		CESO TRANSPORTATI(202405	0883	8842		0.00	109,752.59	
										0883	59592	AS2	1	8646		JUST MEDICAL STORE 202405	0883	8842		0.00	2,263.00	
										0883	59594	AS2	1	8664		SCHOOL LIFE 202405	0883	8842		0.00	276.12	
										0883	59595	AS2	1	8666		APEX TROPHY & AWAF202405	0883	8842		0.00	27.00	
										0883	59596	AS2	1	8674		TERRELL, AARON 202405	0883	8842		0.00	67.50	
										0883	59604	AS2	1	7981		AT&T MOBILITY 202405	0883	8857		0.00	38.23	
										0883	59605	AS2	1	8402		REPUBLIC SERVICES, I202405	0883	8857		0.00	2,962.04	
										0883	59607	AS2	1	1039		MINNESOTA ELEVATOf202405	0883	8857		0.00	492.90	
										0883	59608	AS2	1	1057		HILLYARD 202405	0883	8857		0.00	342.61	
										0883	59608	AS2	1	1057		HILLYARD 202405	0883	8857		0.00	156.88	
										0883	59608	AS2	1	1057		HILLYARD 202405	0883	8857		0.00	581.37	
										0883	59608	AS2	1	1057		HILLYARD 202405	0883	8857		0.00	548.79	
										0883	59608	AS2	1	1057		HILLYARD 202405	0883	8857		0.00	295.08	
										0883	59609	AS2	1	1113		GRAINGER 202405	0883	8857		0.00	42.03	
										0883	59609	AS2	1	1113		GRAINGER 202405	0883	8857		0.00	303.62	
										0883	59610	AS2	1	1152		RESOURCE TRAINING 202405	0883	8857		0.00	320.00	
										0883	59611	AS2	1	1159		BANKWEST-CASH 202405	0883	8857		0.00	141.00	
										0883	59612	AS2	1	1180		CENTERPOINT ENERG 202405	0883	8857		0.00	306.00	
										0883	59612	AS2	1	1180		CENTERPOINT ENERG 202405	0883	8857		0.00	2,962.96	
										0883	59612	AS2	1	1180		CENTERPOINT ENERG 202405	0883	8857		0.00	60.20	
										0883	59613	AS2	1	1215		XCEL ENERGY 202405	0883	8857		0.00	26,065.28	
										0883	59614	AS2	1	1311		MN DEPT OF LABOR AP202405	0883	8857		0.00	100.00	
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC202405	0883	8857		0.00	241.43	
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC202405	0883	8857		0.00	35.00	
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC202405	0883	8857		0.00	63.50	
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC202405	0883	8857		0.00	2,055.16	
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC202405	0883	8857		0.00	415.95	
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC202405	0883	8857		0.00	13.99	
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC202405	0883	8857		0.00	16.98	
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC202405	0883	8857		0.00	98.66	
										0883	59616	AS2301	1	1394		MBNA/BUSINESS CARC202405	0883	8857		0.00	93.63	
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC202405	0883	8857		0.00	932.50	
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC202405	0883	8857		0.00	101.25	

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	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	57.99
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	28.48
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	228.39
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	147.01
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	11.99
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	36.00
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	223.26
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	518.47
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	11.99
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	49.99
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	258.60
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	293.73
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	28.52
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	59.75
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	1,898.01
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	4,444.99
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	65.00
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	1,342.96
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	57.99
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	26.99
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	214.45
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	258.73
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	35.98
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	125.42
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	4.49
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	56.76
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	56.86
										0883	59617	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	859.65
										0883	59618	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	64.58
										0883	59619	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	28.70
										0883	59620	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	587.88
										0883	59622	AS2	1	2216		MENARDS INC	202405	0883	8857		0.00	225.75
										0883	59622	AS2	1	2216		MENARDS INC	202405	0883	8857		0.00	49.80
										0883	59622	AS2	1	2216		MENARDS INC	202405	0883	8857		10.00	0.00
										0883	59622	AS2	1	2216		MENARDS INC	202405	0883	8857		0.00	117.98
										0883	59623	AS2	31	3207	REMI	HOUGHTON MIFFLIN H	202405	0883	8857		0.00	783.00
										0883	59624	AS2	1	3679	remit	INNOVATIVE OFFICE S	202405	0883	8857		125.00	0.00
										0883	59624	AS2	1	3679	remit	INNOVATIVE OFFICE S	202405	0883	8857		0.00	3,592.00

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	59626	AS2	1	4335		4 POINT 0 SCHOOL SEI	202405	0883	8857	0.00	69,981.54	
										0883	59628	AS2	1	4763		CMSCA	202405	0883	8857	0.00	50.00	
										0883	59628	AS2	1	4763		CMSCA	202405	0883	8857	0.00	50.00	
										0883	59629	AS2	1	5124		DECKER EQUIPMENT/£	202405	0883	8857	0.00	98.15	
										0883	59630	AS2	1	5992		ECM PUBLISHERS, INC	202405	0883	8857	0.00	90.48	
										0883	59630	AS2	1	5992		ECM PUBLISHERS, INC	202405	0883	8857	0.00	139.83	
										0883	59631	AS2	1	6279		SHI INTERNATIONAL C	202405	0883	8857	0.00	256.00	
										0883	59632	AS2	1	6356		MITEL NETSOLUTIONS	202405	0883	8857	0.00	4,255.76	
										0883	59633	AS2	1	6603		LANO EQUIPMENT -LOI	202405	0883	8857	0.00	451.89	
										0883	59634	AS2	1	6623	remit	ADVANCED IMAGING S	202405	0883	8857	0.00	480.00	
										0883	59635	AS2	1	7317		AQUALAND AQARIUM C	202405	0883	8857	0.00	300.00	
										0883	59636	AS2	1	7545		TEACHERS ON CALL	202405	0883	8857	0.00	373.97	
										0883	59637	AS2	1	7697		MARISELA V NELSON II	202405	0883	8857	0.00	90.00	
										0883	59637	AS2	1	7697		MARISELA V NELSON II	202405	0883	8857	0.00	100.00	
										0883	59637	AS2	1	7697		MARISELA V NELSON II	202405	0883	8857	0.00	236.25	
										0883	59637	AS2	1	7697		MARISELA V NELSON II	202405	0883	8857	0.00	45.00	
										0883	59638	AS2	1	7738		GRANITE TELECOMMU	202405	0883	8857	0.00	887.84	
										0883	59639	AS2	1	7873		ON SITE COMPANIES, I	202405	0883	8857	0.00	488.00	
										0883	59639	AS2	1	7873		ON SITE COMPANIES, I	202405	0883	8857	231.00	0.00	
										0883	59639	AS2	1	7873		ON SITE COMPANIES, I	202405	0883	8857	0.00	308.00	
										0883	59639	AS2	1	7873		ON SITE COMPANIES, I	202405	0883	8857	366.00	0.00	
										0883	59639	AS2	1	7873		ON SITE COMPANIES, I	202405	0883	8857	963.00	0.00	
										0883	59639	AS2	1	7873		ON SITE COMPANIES, I	202405	0883	8857	0.00	1,284.00	
										0883	59639	AS2	1	7873		ON SITE COMPANIES, I	202405	0883	8857	250.50	0.00	
										0883	59639	AS2	1	7873		ON SITE COMPANIES, I	202405	0883	8857	0.00	334.00	
										0883	59639	AS2	1	7873		ON SITE COMPANIES, I	202405	0883	8857	481.50	0.00	
										0883	59639	AS2	1	7873		ON SITE COMPANIES, I	202405	0883	8857	0.00	642.00	
										0883	59640	AS2	1	8208		ACOUSTICS ASSOCIAT	202405	0883	8857	0.00	17,255.00	
										0883	59641	AS2	1	8265		DOMINO'S PIZZA	202405	0883	8857	0.00	68.41	
										0883	59641	AS2	1	8265		DOMINO'S PIZZA	202405	0883	8857	0.00	45.85	
										0883	59642	AS2	1	8399		AMPION PBC	202405	0883	8857	0.00	229.78	
										0883	59644	AS2	1	8567		PLANK ROAD PUBLISH	202405	0883	8857	0.00	123.45	
										0883	59645	AS2	1	8576		GOPHER ACE	202405	0883	8857	0.00	161.01	
										0883	59645	AS2	1	8576		GOPHER ACE	202405	0883	8857	0.00	139.23	
										0883	59645	AS2	1	8576		GOPHER ACE	202405	0883	8857	0.00	364.51	
										0883	59645	AS2	321	8576		GOPHER ACE	202405	0883	8857	0.00	147.38	
										0883	59645	AS2	1	8576		GOPHER ACE	202405	0883	8857	0.00	362.93	
										0883	59646	AS2	1	8618		ACRE	202405	0883	8857	0.00	4,598.35	

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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	59665	AS2	1	1644		ISD #883 EDUCATION F202405		0883	8930		0.00	299.50
										0883	59665	AS2	1	1644		ISD #883 EDUCATION F202405		0883	8930		0.00	299.50
										0883	59665	AS2	1	1644		ISD #883 EDUCATION F202405		0883	8930		0.00	261.50
										0883	59665	AS2	1	1644		ISD #883 EDUCATION F202405		0883	8930		0.00	270.08
										0883	59665	AS2	1	1644		ISD #883 EDUCATION F202405		0883	8930		1.00	0.00
										0883	59666	AS2	1	1969		SCHOOL SERVICE EMF202405		0883	8930		0.00	1,252.33
										0883	59666	AS2	1	1969		SCHOOL SERVICE EMF202405		0883	8930		0.00	392.12
										0883	59666	AS2	1	1969		SCHOOL SERVICE EMF202405		0883	8930		0.00	444.46
										0883	59666	AS2	1	1969		SCHOOL SERVICE EMF202405		0883	8930		0.00	429.66
										0883	59667	AS2	1	2009		EDUCATION MINNESO`202405		0883	8930		0.00	5,430.96
										0883	59675	AS2	1	8119		GIS BENEFITS, INC. 202405		0883	8930		0.00	630.42
										0883	59675	AS2	1	8119		GIS BENEFITS, INC. 202405		0883	8930		0.00	272.16
										0883	59675	AS2	1	8119		GIS BENEFITS, INC. 202405		0883	8930		0.00	432.53
										0883	59675	AS2	1	8119		GIS BENEFITS, INC. 202405		0883	8930		0.00	4,176.93
										0883	59675	AS2	1	8119		GIS BENEFITS, INC. 202405		0883	8930		0.00	261.62
										0883	59677	AS2	1	6069		METLIFE 202405		0883	8930		0.00	2,055.02
										0883	59678	AS2	1	2470		MSRS 202405		0883	8930		0.00	8,227.22
										0883	59679	AS2	1	7649		TSA CONSULTING GRC202405		0883	8930		0.00	3,524.56
										0883	59679	AS2	1	7649		TSA CONSULTING GRC202405		0883	8930		0.00	3,416.38
										0883	59679	AS2	1	7649		TSA CONSULTING GRC202405		0883	8930		0.00	7,805.65
										0883	59681	AS2	1	8119		GIS BENEFITS, INC. 202405		0883	8930		0.00	630.42
										0883	59681	AS2	1	8119		GIS BENEFITS, INC. 202405		0883	8930		0.00	272.16
										0883	59681	AS2	1	8119		GIS BENEFITS, INC. 202405		0883	8930		0.00	432.53
										0883	59681	AS2	1	8119		GIS BENEFITS, INC. 202405		0883	8930		0.00	4,176.93
										0883	59681	AS2	1	8119		GIS BENEFITS, INC. 202405		0883	8930		0.00	261.62
										0883	59682	AS2	1	6069		METLIFE 202405		0883	8930		0.00	2,055.02
										0883	59686	AS2	1	2470		MSRS 202405		0883	8930		0.00	8,227.22
										0883	59687	AS2	1	1962		MINNESOTA DEPT OF I202405		0883	8930		0.00	17,405.63
										0883	59688	AS2	1	1937		PUBLIC EMPLOYEES R202405		0883	8930		0.00	20,707.79
										0883	59689	AS2	1	1938		TRA 202405		0883	8930		0.00	54,950.33
										0883	59690	AS2	1	2006		US GOVERNMENT 202405		0883	8930		0.00	104,779.14
										0883	59691	AS2	1	7649		TSA CONSULTING GRC202405		0883	8930		0.00	3,524.56
										0883	59691	AS2	1	7649		TSA CONSULTING GRC202405		0883	8930		0.00	3,789.72
										0883	59691	AS2	1	7649		TSA CONSULTING GRC202405		0883	8930		0.00	7,905.65
										0883	59692	AS2	1	1962		MINNESOTA DEPT OF I202405		0883	8930		0.00	20,614.69
										0883	59693	AS2331	1	2006		US GOVERNMENT 202405		0883	8930		0.00	120,332.04
										0883	59694	PAYR	1	1937		PUBLIC EMPLOYEES R202405		0883	8930		0.00	21,852.61
										0883	59695	PAYR	1	1938		TRA 202405		0883	8930		0.00	60,787.64

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	59696	AS2	1	1014	remit	MASA/MASE	202405	0883	8930	0.00	45.00	
										0883	59697	AS2	1	1030		MESPA	202405	0883	8930	0.00	962.00	
										0883	59698	AS2	1	1079		OFFICE DEPOT	202405	0883	8930	0.00	566.99	
										0883	59699	AS2	1	1102		JW PEPPER	202405	0883	8930	0.00	130.49	
										0883	59700	AS2	1	1154		MSBA	202405	0883	8930	0.00	210.00	
										0883	59701	AS2	1	1165		MINNSPRA	202405	0883	8930	0.00	100.00	
										0883	59702	AS2	1	1219		APEC	202405	0883	8930	0.00	1,816.34	
										0883	59703	AS2	1	1424		WEST MUSIC	202405	0883	8930	0.00	265.00	
										0883	59704	AS2	1	1841		WRIGHT TECHNICAL C	202405	0883	8930	0.00	816.48	
										0883	59705	AS2	1	3679	remit	INNOVATIVE OFFICE S	202405	0883	8930	0.00	515.00	
										0883	59706	AS2	1	5149		TOLL COMPANY	202405	0883	8930	0.00	38.13	
										0883	59707	AS2	1	5796		REGENTS OF THE UNI	202405	0883	8930	0.00	130.00	
										0883	59709	AS2	1	6797		CHILDREN'S THEATRE	202405	0883	8930	0.00	1,121.00	
										0883	59710	AS2	1	6913		NEE INVESTMENT 9, LL	202405	0883	8930	0.00	301.04	
										0883	59710	AS2	1	6913		NEE INVESTMENT 9, LL	202405	0883	8930	0.00	224.52	
										0883	59711	AS2	1	7545		TEACHERS ON CALL	202405	0883	8930	0.00	4,904.11	
										0883	59712	AS2	1	7697		MARISELA V NELSON II	202405	0883	8930	0.00	157.50	
										0883	59712	AS2	1	7697		MARISELA V NELSON II	202405	0883	8930	0.00	30.00	
										0883	59713	AS2	1	7778		TEAMWORKS INTERN/	202405	0883	8930	0.00	1,835.15	
										0883	59714	AS2	1	7786	REMIT	TERRAFORM PHOENIX	202405	0883	8930	0.00	209.04	
										0883	59715	AS2	1	8265		DOMINO'S PIZZA	202405	0883	8930	0.00	88.07	
										0883	59716	AS2	1	8412		PERFORMANCE FOOD:	202405	0883	8930	0.00	304.94	
										0883	59716	AS2	1	8412		PERFORMANCE FOOD:	202405	0883	8930	0.00	687.53	
										0883	59718	AS2	1	8500		HINCKLEY-FINLAYSON	202405	0883	8930	0.00	100.00	
										0883	59719	AS2	1	8676		LESSONPIX, INC.	202405	0883	8930	0.00	36.00	
										0883	59720	AS2	1	1057		HILLYARD	202405	0883	8930	0.00	96.65	
										0883	59720	AS2	1	1057		HILLYARD	202405	0883	8930	0.00	48.03	
										0883	59720	AS2	1	1057		HILLYARD	202405	0883	8930	0.00	365.71	
										0883	59720	AS2	1	1057		HILLYARD	202405	0883	8930	0.00	1,191.42	
										0883	59721	AS2	1	1219		APEC	202405	0883	8930	0.00	7,073.99	
										0883	59721	AS2	1	1219		APEC	202405	0883	8930	0.00	1,649.41	
										0883	59722	AS2	1	1230		RATWIK, ROSZAK & M/	202405	0883	8930	0.00	1,320.37	
										0883	59724	AS2	1	1274	remit	MINNESOTA DEPARTM	202405	0883	8930	0.00	290.00	
										0883	59726	AS2	1	1792		THREE RIVERS PARK	202405	0883	8930	0.00	982.80	
										0883	59728	AS2	1	4335		4 POINT 0 SCHOOL SEI	202405	0883	8930	0.00	77,338.48	
										0883	59728	AS2	341	4335		4 POINT 0 SCHOOL SEI	202405	0883	8930	0.00	15,641.03	
										0883	59729	AS2	1	5192	remit	LEXIA LEARNING	202405	0883	8930	0.00	4,798.00	
										0883	59731	AS2	1	5806		UNIVERSAL ATHLETIC	202405	0883	8930	0.00	301.02	

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	59731	AS2	1	5806		UNIVERSAL ATHLETIC	202405	0883	8930		0.00	269.99																						
										0883	59732	AS2	1	5992		ECM PUBLISHERS, INC	202405	0883	8930		0.00	90.48																						
										0883	59732	AS2	1	5992		ECM PUBLISHERS, INC	202405	0883	8930		0.00	156.28																						
										0883	59733	AS2	1	6603		LANO EQUIPMENT -LOI	202405	0883	8930		0.00	690.47																						
										0883	59735	AS2	1	7545		TEACHERS ON CALL	202405	0883	8930		0.00	3,603.72																						
										0883	59736	AS2	1	7697		MARISELA V NELSON II	202405	0883	8930		0.00	90.00																						
										0883	59736	AS2	1	7697		MARISELA V NELSON II	202405	0883	8930		0.00	45.00																						
										0883	59737	AS2	1	7771	remit	MRI SOFTWARE, LLC	202405	0883	8930		0.00	604.00																						
										0883	59738	AS2	1	7780	REMI	TEACHER SYNERGY, L	202405	0883	8930		0.00	30.49																						
										0883	59739	AS2	1	8261		TOTAL NETWORKX, INC	202405	0883	8930		0.00	652.50																						
										0883	59740	AS2	1	8595	remit	GILBERT MECHANICAL	202405	0883	8930		0.00	1,221.50																						
										0883	59740	AS2	1	8595	remit	GILBERT MECHANICAL	202405	0883	8930		0.00	381.00																						
										0883	59741	AS2	1	8673		STEADFAST INNOVATI	202405	0883	8930		0.00	20.00																						
										0883	59743	AS2	1	1180		CENTERPOINT ENERG	202405	0883	8930		0.00	846.90																						
										0883	59743	AS2	1	1180		CENTERPOINT ENERG	202405	0883	8930		0.00	1,774.59																						
										0883	59744	AS2	1	1181		CITY OF ROCKFORD	202405	0883	8930		0.00	10.71																						
										0883	59744	AS2	1	1181		CITY OF ROCKFORD	202405	0883	8930		0.00	93.61																						
										0883	59744	AS2	1	1181		CITY OF ROCKFORD	202405	0883	8930		0.00	1,147.89																						
										0883	59744	AS2	1	1181		CITY OF ROCKFORD	202405	0883	8930		0.00	521.44																						
										0883	59745	AS2	1	1565		NORCOSTCO, INC.	202405	0883	8930		0.00	509.39																						
										0883	59746	AS2	1	2208		TECH/CHECK	202405	0883	8930		0.00	1,358.60																						
										0883	59748	AS2	1	5507		CITY OF GREENFIELD	202405	0883	8930		0.00	1,299.87																						
										0883	59748	AS2	1	5507		CITY OF GREENFIELD	202405	0883	8930		0.00	208.50																						
										0883	59749	AS2	1	7033		MINNETESOL	202405	0883	8930		0.00	235.00																						
										0883	59749	AS2	1	7033		MINNETESOL	202405	0883	8930		0.00	235.00																						
										0883	59751	AS2	1	8100	remit	REINDERS, INC.	202405	0883	8930		0.00	1,762.06																						
										0883	59751	AS2	1	8100	remit	REINDERS, INC.	202405	0883	8930		0.00	3,447.50																						
										0883	59752	AS2	1	8143		SCRIBBLES SOFTWARE	202405	0883	8930		0.00	120.90																						
										0883	59753	AS2	1	8261		TOTAL NETWORKX, INC	202405	0883	8930		0.00	1,556.00																						
										0883	59756	AS2	1	8681		DELANO BASKETBALL	202405	0883	8930		0.00	100.00																						
										0883	59757	AS2	1	1192		VERIZON WIRELESS	202405	0883	8930		0.00	240.17																						
										0883	59758	AS2	1	8170	remit	US BANCORP GOVNT I	202405	0883	8930		0.00	7,569.12																						
Account Total:																																									\$3,984.88	\$1,063,612.90		
0883	B	02	101	000			F		Cash & Cash Equip	0883	59627	AS2	1	4387		TAHER INC - BIN# 1350	202405	0883	8857		0.00	92,330.43																						
										0883	59755	AS2	1	8680		BITTERMAN, ERIC	202405	0883	8930		0.00	46.00																						
35																																												
Account Total:																																											\$0.00	\$92,376.43
0883	B	04	101	000			F		Cash & Cash Equip	0883	59563	AS2	1	1200		CUB FOODS	202405	0883	8842		0.00	103.36																						

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 Equiv	0883	59563	AS2	1	1200		CUB FOODS	202405	0883	8842		0.00	97.54																				
										0883	59567	AS2	1	4335		4 POINT 0 SCHOOL SEI	202405	0883	8842		0.00	2,079.10																				
										0883	59570	AS2	1	6029		KIDZART	202405	0883	8842		0.00	324.00																				
										0883	59572	AS2	1	6313		MINNESOTA COMMUNI	202405	0883	8842		0.00	99.00																				
										0883	59575	AS2	1	7545		TEACHERS ON CALL	202405	0883	8842		0.00	82.36																				
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	354.08																				
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	64.26																				
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	235.04																				
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	333.68																				
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	255.17																				
										0883	59621	AS2	1	1471		MCEA	202405	0883	8857		0.00	499.00																				
										0883	59626	AS2	1	4335		4 POINT 0 SCHOOL SEI	202405	0883	8857		0.00	2,079.10																				
										0883	59643	AS2	1	8415	remit	SPORTS IMPORTS	202405	0883	8857		0.00	19,962.00																				
										0883	59708	AS2	1	6031		POSTMASTER	202405	0883	8930		0.00	1,364.37																				
										0883	59711	AS2	1	7545		TEACHERS ON CALL	202405	0883	8930		0.00	104.63																				
										0883	59723	AS2	1	1266		SAFE COMMUNITIES O	202405	0883	8930		0.00	30.00																				
										0883	59728	AS2	1	4335		4 POINT 0 SCHOOL SEI	202405	0883	8930		0.00	2,079.10																				
										0883	59730	AS2	1	5416		GRIMM DESIGN, LLC	202405	0883	8930		0.00	1,760.00																				
										0883	59735	AS2	1	7545		TEACHERS ON CALL	202405	0883	8930		0.00	209.25																				
										0883	59750	AS2	1	7316		CONSTANTINE DANCE	202405	0883	8930		0.00	204.80																				
										0883	59757	AS2	1	1192		VERIZON WIRELESS	202405	0883	8930		0.00	100.08																				
Account Total:																																								\$0.00	\$32,419.92	
0883	B	06	101	000			F		Cash & Cash Equiv	0883	59576	AS2	1	7661		HILLER COMMERCIAL F	202405	0883	8842		0.00	5,809.20																				
										0883	59630	AS2	1	5992		ECM PUBLISHERS, INC	202405	0883	8857		0.00	1,220.85																				
										0883	59717	AS2	1	8481		PRAIRIE RESTORATIO	202405	0883	8930		0.00	750.00																				
										0883	59725	AS2	1	1437		KOIVISTO ELECTRICAL	202405	0883	8930		0.00	22,108.50																				
										0883	59747	AS2	1	5165	remit	ICS CONSULTING, LLC	202405	0883	8930		0.00	31,433.45																				
										0883	59754	AS2	1	8508		NEW LOOK CONTRACT	202405	0883	8930		0.00	39,633.99																				
Account Total:																																									\$0.00	\$100,955.99
0883	B	07	101	000			F		Cash & Cash Equiv	0883	59625	AS2	1	4194		US BANK	202405	0883	8857		0.00	500.00																				
Account Total:																																									\$0.00	\$500.00
0883	B	21	101	000			F		Cash & Cash Equiv	0883	59563	AS2	1	1200		CUB FOODS	202405	0883	8842		0.00	49.62																				
										0883	59563	AS2	1	1200		CUB FOODS	202405	0883	8842		0.00	33.51																				
										0883	59593	AS2	1	8649	remit	PITSCO EDUCATION, L	202405	0883	8842		0.00	379.26																				
										0883	59606	AS2	1	1159		BANKWEST-CASH	202405	0883	8857		0.00	234.00																				
										0883	59615	AS2	1	1349		SPORT DECALS	202405	0883	8857		0.00	445.50																				
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857		0.00	720.19																				

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Cr	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	21	101	000					F Cash & Cash Equiv	0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857	0.00	5,148.00	
										0883	59616	AS2	1	1394		MBNA/BUSINESS CARC	202405	0883	8857	0.00	766.12	
										0883	59647	AS2	1	8672		JJ TRAINED CORPORA	202405	0883	8857	0.00	400.00	
										0883	59727	AS2	1	4069		TAHO SPORTS WEAR	202405	0883	8930	0.00	200.00	
										0883	59731	AS2	1	5806		UNIVERSAL ATHLETIC	202405	0883	8930	0.00	1,466.85	
										0883	59734	AS2	1	7420		CF-ADVERTISING	202405	0883	8930	0.00	3,358.00	
										0883	59742	AS2	1	8677		REV ROBOTICS LLC	202405	0883	8930	0.00	179.38	
																			Account Total:		\$0.00	\$13,380.43
																			Report Total:		\$3,984.88	\$1,303,245.67

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		59675		Wire	1 8119		GIS BENEFITS, INC.	S Corporation	No	No	No	11/15/2023	5,773.66
AS2		59677		Wire	1 6069		METLIFE		No	No	No	11/15/2023	2,055.02
AS2		59678		Wire	1 2470		MSRS		No	No	No	11/01/2023	8,227.22
AS2		59679		Wire	1 7649		TSA CONSULTING GROUP, INC.		No	No	No	11/07/2023	14,746.59
AS2		59681		Wire	1 8119		GIS BENEFITS, INC.	S Corporation	No	No	No	11/15/2023	5,773.66
AS2		59682		Wire	1 6069		METLIFE		No	No	No	11/15/2023	2,055.02
AS2		59686		Wire	1 2470		MSRS		No	No	No	11/01/2023	8,227.22
AS2		59687		Wire	1 1962		MINNESOTA DEPT OF REVENUE		No	No	No	11/01/2023	17,405.63
AS2		59688		Wire	1 1937		PUBLIC EMPLOYEES RETIREMENT AS'		No	No	No	11/01/2023	20,707.79
AS2		59689		Wire	1 1938		TRA		No	No	No	11/01/2023	54,950.33
AS2		59690		Wire	1 2006		US GOVERNMENT		No	No	No	11/01/2023	104,779.14
AS2		59691		Wire	1 7649		TSA CONSULTING GROUP, INC.		No	No	No	11/07/2023	15,219.93
AS2		59692		Wire	1 1962		MINNESOTA DEPT OF REVENUE		No	No	No	11/16/2023	20,614.69
AS2		59693		Wire	1 2006		US GOVERNMENT		No	No	No	11/16/2023	120,332.04
AS2		59236	105161	Check	1 4535		ROCKFORD/GREENFIELD CHAMBER C		Yes	No	Yes	11/15/2023	(20.00)
AS2		59294	105202	Check	1 8412		PERFORMANCE FOODSERVICE	C Corporation	Yes	No	Yes	11/13/2023	(1,536.88)
AS2		59567	105450	Check	1 4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	11/03/2023	78,313.06
AS2		59574	105451	Check	1 6623		ADVANCED IMAGING SOLUTIONS		Yes	No	No	11/03/2023	5,350.00
AS2		59589	105452	Check	1 8502		ALEXANDRIA TECHNICAL & COMMUNIT		Yes	No	No	11/03/2023	1,417.80
AS2		59595	105453	Check	1 8666		APEX TROPHY & AWARDS, LLC	Ind/Sole Proprietor	Yes	No	No	11/03/2023	27.00
AS2		59562	105454	Check	1 1180		CENTERPOINT ENERGY		Yes	No	No	11/03/2023	264.26
AS2		59591	105455	Check	1 8621		CESO TRANSPORTATION, LLC	LLC - S Corp	Yes	No	No	11/03/2023	109,752.59
AS2		59583	105456	Check	1 8133		COREMARK METALS	C Corporation	Yes	No	No	11/03/2023	719.84
AS2		59563	105457	Check	1 1200		CUB FOODS		Yes	No	No	11/03/2023	443.36
AS2		59590	105458	Check	1 8595	remit	GILBERT MECHANICAL CONTRACTOR:	LLC - Partnership	Yes	No	No	11/03/2023	2,795.07
AS2		59576	105459	Check	1 7661		HILLER COMMERCIAL FLOORS		Yes	No	No	11/03/2023	5,809.20
AS2		59561	105460	Check	1 1057		HILLYARD		Yes	No	No	11/03/2023	8,558.41
AS2		59566	105461	Check	1 2575	activities	ISD #882 - MONTICELLO		Yes	No	No	11/03/2023	295.00
AS2		59577	105462	Check	1 7696		IXL LEARNING		Yes	No	No	11/03/2023	660.00
AS2		59592	105463	Check	1 8646		JUST MEDICAL STORE INC.	S Corporation	Yes	No	No	11/03/2023	2,263.00
AS2		59570	105464	Check	1 6029		KIDZART		Yes	No	No	11/03/2023	324.00
AS2		59579	105465	Check	1 7779		M & D SPORTS SERVICES		Yes	No	No	11/03/2023	240.00
AS2		59578	105466	Check	1 7697		MARISELA V NELSON INTERPRETING		Yes	No	No	11/03/2023	165.00
AS2		59581	105467	Check	1 7857		MCLEOD COMMUNITY SOLAR ONE LLC		Yes	No	No	11/03/2023	1,457.70
AS2		59582	105468	Check	1 7858		MEEKER COMMUNITY SOLAR ONE LLC		Yes	No	No	11/03/2023	1,796.17
AS2		59565	105469	Check	1 2216		MENARDS INC		Yes	No	No	11/03/2023	220.91
AS2		59572	105470	Check	1 6313		MINNESOTA COMMUNITY ED. ASSOC.		Yes	No	No	11/03/2023	99.00
AS2		59588	105471	Check	1 8412		PERFORMANCE FOODSERVICE	C Corporation	Yes	No	No	11/03/2023	655.15
AS2		59593	105472	Check	1 8649	remit	PITSCO EDUCATION, LLC	LLC - C Corp	Yes	No	No	11/03/2023	379.26

Rockford ISD #0883 Payment Reg by Bank and Check

											Pay/Void			
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount	
AS2		59585	105473	Check	1 8226	remit	PROLAWNS INC.	S Corporation	Yes	No	No	11/03/2023	2,282.00	
AS2		59568	105474	Check	1 4366	NLS	REGION 5A SECRETARY		Yes	No	No	11/03/2023	710.00	
AS2		59594	105475	Check	1 8664		SCHOOL LIFE	C Corporation	Yes	No	No	11/03/2023	276.12	
AS2		59584	105476	Check	1 8143		SCRIBBLES SOFTWARE	C Corporation	Yes	No	No	11/03/2023	116.20	
AS2		59571	105477	Check	1 6279		SHI INTERNATIONAL CORP.		Yes	No	No	11/03/2023	9,509.98	
AS2		59573	105478	Check	1 6437		TASC		Yes	No	No	11/03/2023	125.00	
AS2		59575	105479	Check	1 7545		TEACHERS ON CALL		Yes	No	No	11/03/2023	5,499.10	
AS2		59564	105480	Check	1 2208		TECH/CHECK		Yes	No	No	11/03/2023	18,200.52	
AS2		59596	105481	Check	1 8674		TERRELL, AARON		Yes	No	No	11/03/2023	67.50	
AS2		59569	105482	Check	1 5149		TOLL COMPANY		Yes	No	No	11/03/2023	463.56	
AS2		59586	105483	Check	1 8261		TOTAL NETWORKX, INC.	S Corporation	Yes	No	No	11/03/2023	1,652.50	
AS2		59587	105484	Check	1 8391		US OMNI & TSACG COMPLIANCE SERV	C Corporation	Yes	No	No	11/03/2023	259.88	
AS2		59580	105485	Check	1 7797		WALKER ART CENTER		Yes	No	No	11/03/2023	45.00	
AS2		59560	105486	Check	1 1016		WRIGHT-HENNEPIN COOP. ELECTRIC		Yes	No	No	11/03/2023	206.70	
AS2		59604	105487	Check	1 7981		AT&T MOBILITY		Yes	No	No	11/07/2023	38.23	
AS2		59605	105488	Check	1 8402		REPUBLIC SERVICES, INC.	C Corporation	Yes	No	No	11/07/2023	2,962.04	
AS2		59606	105489	Check	1 1159		BANKWEST-CASH		Yes	No	No	11/08/2023	234.00	
AS2		59626	105490	Check	1 4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	11/10/2023	72,060.64	
AS2		59640	105491	Check	1 8208		ACOUSTICS ASSOCIATES, INC.		Yes	No	No	11/10/2023	17,255.00	
AS2		59646	105492	Check	1 8618		ACRE	S Corporation	Yes	No	No	11/10/2023	4,598.35	
AS2		59634	105493	Check	1 6623	remit	ADVANCED IMAGING SOLUTIONS		Yes	No	No	11/10/2023	480.00	
AS2		59642	105494	Check	1 8399		AMPION PBC	C Corporation	Yes	No	No	11/10/2023	229.78	
AS2		59635	105495	Check	1 7317		AQUALAND AQARIUM CENTER INC.		Yes	No	No	11/10/2023	300.00	
AS2		59611	105496	Check	1 1159		BANKWEST-CASH		Yes	No	No	11/10/2023	141.00	
AS2		59612	105497	Check	1 1180		CENTERPOINT ENERGY		Yes	No	No	11/10/2023	3,329.16	
AS2		59628	105498	Check	1 4763		CMSCA		Yes	No	No	11/10/2023	100.00	
AS2		59629	105499	Check	1 5124		DECKER EQUIPMENT/SCHOOL FIX		Yes	No	No	11/10/2023	98.15	
AS2		59641	105500	Check	1 8265		DOMINO'S PIZZA		Yes	No	No	11/10/2023	114.26	
AS2		59630	105501	Check	1 5992		ECM PUBLISHERS, INC.		Yes	No	No	11/10/2023	1,451.16	
AS2		59645	105502	Check	1 8576		GOPHER ACE	LLC - S Corp	Yes	No	No	11/10/2023	1,175.06	
AS2		59609	105503	Check	1 1113		GRAINGER		Yes	No	No	11/10/2023	345.65	
AS2		59638	105504	Check	1 7738		GRANITE TELECOMMUNICATIONS, LLC		Yes	No	No	11/10/2023	887.84	
AS2		59608	105505	Check	1 1057		HILLYARD		Yes	No	No	11/10/2023	1,924.73	
AS2		59623	105506	Check	1 3207	REMIT	HOUGHTON MIFFLIN HARCOURT		Yes	No	No	11/10/2023	783.00	
AS2		59624	105507	Check	1 3679	remit	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	11/10/2023	3,467.00	
AS2		59647	105508	Check	1 8672		JJ TRAINED CORPORATION	C Corporation	Yes	No	No	11/10/2023	400.00	
AS2		59633	105509	Check	1 6603		LANO EQUIPMENT ³⁹ LORETTO		Yes	No	No	11/10/2023	451.89	
AS2		59637	105510	Check	1 7697		MARISELA V NELSON INTERPRETING		Yes	No	No	11/10/2023	471.25	
AS2		59616	105511	Check	1 1394		MBNA/BUSINESS CARD		Yes	No	No	11/10/2023	22,487.39	

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
AS2		59617	105512	Check	1	1394	MBNA/BUSINESS CARD		Yes	No	No	11/10/2023	859.65
AS2		59618	105513	Check	1	1394	MBNA/BUSINESS CARD		Yes	No	No	11/10/2023	64.58
AS2		59619	105514	Check	1	1394	MBNA/BUSINESS CARD		Yes	No	No	11/10/2023	28.70
AS2		59620	105515	Check	1	1394	MBNA/BUSINESS CARD		Yes	No	No	11/10/2023	587.88
AS2		59621	105516	Check	1	1471	MCEA		Yes	No	No	11/10/2023	499.00
AS2		59622	105517	Check	1	2216	MENARDS INC		Yes	No	No	11/10/2023	383.53
AS2		59607	105518	Check	1	1039	MINNESOTA ELEVATOR, INC		Yes	No	No	11/10/2023	492.90
AS2		59632	105519	Check	1	6356	MITEL NETSOLUTIONS		Yes	No	No	11/10/2023	4,255.76
AS2		59614	105520	Check	1	1311	MN DEPT OF LABOR AND INDUSTRY		Yes	No	No	11/10/2023	100.00
AS2		59639	105521	Check	1	7873	ON SITE COMPANIES, INC.		Yes	No	No	11/10/2023	764.00
AS2		59644	105522	Check	1	8567	PLANK ROAD PUBLISHING, INC.	C Corporation	Yes	No	No	11/10/2023	123.45
AS2		59610	105523	Check	1	1152	RESOURCE TRAINING & SOLUTIONS		Yes	No	No	11/10/2023	320.00
AS2		59631	105524	Check	1	6279	SHI INTERNATIONAL CORP.		Yes	No	No	11/10/2023	256.00
AS2		59615	105525	Check	1	1349	SPORT DECALS		Yes	No	No	11/10/2023	445.50
AS2		59643	105526	Check	1	8415	SPORTS IMPORTS	S Corporation	Yes	No	No	11/10/2023	19,962.00
AS2		59627	105527	Check	1	4387	TAHER INC - BIN# 135092		Yes	No	No	11/10/2023	92,330.43
AS2		59636	105528	Check	1	7545	TEACHERS ON CALL		Yes	No	No	11/10/2023	373.97
AS2		59625	105529	Check	1	4194	US BANK		Yes	No	No	11/10/2023	500.00
AS2		59613	105530	Check	1	1215	XCEL ENERGY		Yes	No	No	11/10/2023	26,065.28
AS2		59667	105531	Check	1	2009	EDUCATION MINNESOTA ROCKFORD		Yes	No	No	11/15/2023	5,430.96
AS2		59665	105532	Check	1	1644	ISD #883 EDUCATION FOUNDATION		Yes	No	No	11/15/2023	1,129.58
AS2		59666	105533	Check	1	1969	SCHOOL SERVICE EMPLOYEES		Yes	No	No	11/15/2023	2,518.57
AS2		59702	105534	Check	1	1219	APEC		Yes	No	No	11/17/2023	1,816.34
AS2		59709	105535	Check	1	6797	CHILDREN'S THEATRE COMPANY		Yes	No	No	11/17/2023	1,121.00
AS2		59715	105536	Check	1	8265	DOMINO'S PIZZA		Yes	No	No	11/17/2023	88.07
AS2		59718	105537	Check	1	8500	HINCKLEY-FINLAYSON HIGH SCHOOL		Yes	No	No	11/17/2023	100.00
AS2		59705	105538	Check	1	3679	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	11/17/2023	515.00
AS2		59699	105539	Check	1	1102	JW PEPPER		Yes	No	No	11/17/2023	130.49
AS2		59719	105540	Check	1	8676	LESSONPIX, INC.	S Corporation	Yes	No	No	11/17/2023	36.00
AS2		59712	105541	Check	1	7697	MARISELA V NELSON INTERPRETING		Yes	No	No	11/17/2023	187.50
AS2		59696	105542	Check	1	1014	MASA/MASE		Yes	No	No	11/17/2023	45.00
AS2		59697	105543	Check	1	1030	MESPA		Yes	No	No	11/17/2023	962.00
AS2		59701	105544	Check	1	1165	MINNSPRA		Yes	No	No	11/17/2023	100.00
AS2		59700	105545	Check	1	1154	MSBA		Yes	No	No	11/17/2023	210.00
AS2		59710	105546	Check	1	6913	NEE INVESTMENT 9, LLC		Yes	No	No	11/17/2023	525.56
AS2		59698	105547	Check	1	1079	OFFICE DEPOT		Yes	No	No	11/17/2023	566.99
AS2		59716	105548	Check	1	8412	PERFORMANCE FOODSERVICE	C Corporation	Yes	No	No	11/17/2023	992.47
AS2		59708	105549	Check	1	6031	POSTMASTER		Yes	No	No	11/17/2023	1,364.37
AS2		59717	105550	Check	1	8481	PRAIRIE RESTORATION, INC.	C Corporation	Yes	No	No	11/17/2023	750.00

Rockford ISD #0883 Payment Reg by Bank and Check

											Pay/Void		
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
AS2		59707	105551	Check	1 5796		REGENTS OF THE UNIVERSITY OF MINN		Yes	No	No	11/17/2023	130.00
AS2		59711	105552	Check	1 7545		TEACHERS ON CALL		Yes	No	No	11/17/2023	5,008.74
AS2		59713	105553	Check	1 7778		TEAMWORKS INTERNATIONAL, INC		Yes	No	No	11/17/2023	1,835.15
AS2		59714	105554	Check	1 7786	REMIT	TERRAFORM PHOENIX II ARCADIA		Yes	No	No	11/17/2023	209.04
AS2		59706	105555	Check	1 5149		TOLL COMPANY		Yes	No	No	11/17/2023	38.13
AS2		59703	105556	Check	1 1424		WEST MUSIC	S Corporation	Yes	No	No	11/17/2023	265.00
AS2		59704	105557	Check	1 1841		WRIGHT TECHNICAL CENTER		Yes	No	No	11/17/2023	816.48
AS2		59728	105558	Check	1 4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	11/20/2023	95,058.61
AS2		59721	105559	Check	1 1219		APEC		Yes	No	No	11/20/2023	8,723.40
AS2		59734	105560	Check	1 7420		CF-ADVERTISING		Yes	No	No	11/20/2023	3,358.00
AS2		59732	105561	Check	1 5992		ECM PUBLISHERS, INC.		Yes	No	No	11/20/2023	246.76
AS2		59740	105562	Check	1 8595	remit	GILBERT MECHANICAL CONTRACTOR: LLC - Partnership		Yes	No	No	11/20/2023	1,602.50
AS2		59730	105563	Check	1 5416		GRIMM DESIGN, LLC		Yes	No	No	11/20/2023	1,760.00
AS2		59720	105564	Check	1 1057		HILLYARD		Yes	No	No	11/20/2023	1,701.81
AS2		59725	105565	Check	1 1437		KOIVISTO ELECTRICAL		Yes	No	No	11/20/2023	22,108.50
AS2		59733	105566	Check	1 6603		LANO EQUIPMENT -LORETTO		Yes	No	No	11/20/2023	690.47
AS2		59729	105567	Check	1 5192	remit	LEXIA LEARNING		Yes	No	No	11/20/2023	4,798.00
AS2		59736	105568	Check	1 7697		MARISELA V NELSON INTERPRETING		Yes	No	No	11/20/2023	135.00
AS2		59724	105569	Check	1 1274	remit1	MINNESOTA DEPARTMENT OF HEALTH		Yes	No	No	11/20/2023	290.00
AS2		59737	105570	Check	1 7771	remit	MRI SOFTWARE, LLC		Yes	No	No	11/20/2023	604.00
AS2		59722	105571	Check	1 1230		RATWIK, ROSZAK & MALONEY, P.A.		Yes	No	No	11/20/2023	1,320.37
AS2		59742	105572	Check	1 8677		REV ROBOTICS LLC	LLC - S Corp	Yes	No	No	11/20/2023	179.38
AS2		59723	105573	Check	1 1266		SAFE COMMUNITIES OF WRIGHT CTY		Yes	No	No	11/20/2023	30.00
AS2		59741	105574	Check	1 8673		STEADFAST INNOVATION, LLC	LLC - S Corp	Yes	No	No	11/20/2023	20.00
AS2		59727	105575	Check	1 4069		TAHO SPORTS WEAR		Yes	No	No	11/20/2023	200.00
AS2		59738	105576	Check	1 7780	REMIT	TEACHER SYNERGY, LLC		Yes	No	No	11/20/2023	30.49
AS2		59735	105577	Check	1 7545		TEACHERS ON CALL		Yes	No	No	11/20/2023	3,812.97
AS2		59726	105578	Check	1 1792		THREE RIVERS PARK DISTRICT		Yes	No	No	11/20/2023	982.80
AS2		59739	105579	Check	1 8261		TOTAL NETWORKX, INC.	S Corporation	Yes	No	No	11/20/2023	652.50
AS2		59731	105580	Check	1 5806		UNIVERSAL ATHLETICS SERVICES, INC		Yes	No	No	11/20/2023	2,037.86
AS2		59755	105581	Check	1 8680		BITTERMAN, ERIC		Yes	No	No	11/22/2023	46.00
AS2		59743	105582	Check	1 1180		CENTERPOINT ENERGY		Yes	No	No	11/22/2023	2,621.49
AS2		59748	105583	Check	1 5507		CITY OF GREENFIELD WATER & SEWE		Yes	No	No	11/22/2023	1,508.37
AS2		59744	105584	Check	1 1181		CITY OF ROCKFORD		Yes	No	No	11/22/2023	1,773.65
AS2		59750	105585	Check	1 7316		CONSTANTINE DANCE CLASSES	S Corporation	Yes	No	No	11/22/2023	204.80
AS2		59756	105586	Check	1 8681		DELANO BASKETBALL		Yes	No	No	11/22/2023	100.00
AS2		59747	105587	Check	1 5165	remit	ICS CONSULTING, LLC - 138006		Yes	No	No	11/22/2023	31,433.45
AS2		59749	105588	Check	1 7033		MINNETESOL		Yes	No	No	11/22/2023	470.00
AS2		59754	105589	Check	1 8508		NEW LOOK CONTRACTING, INC	S Corporation	Yes	No	No	11/22/2023	39,633.99

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	
AS2		59745	105590	Check	1 1565		NORCOSTCO, INC.		Yes	No	No	11/22/2023	509.39
AS2		59751	105591	Check	1 8100	remit	REINDERS, INC.		Yes	No	No	11/22/2023	5,209.56
AS2		59752	105592	Check	1 8143		SCRIBBLES SOFTWARE	C Corporation	Yes	No	No	11/22/2023	120.90
AS2		59746	105593	Check	1 2208		TECH/CHECK		Yes	No	No	11/22/2023	1,358.60
AS2		59753	105594	Check	1 8261		TOTAL NETWORKX, INC.	S Corporation	Yes	No	No	11/22/2023	1,556.00
AS2		59758	105595	Check	1 8170	remit	US BANCORP GOVN'T LEASING & FINA	C Corporation	Yes	No	No	11/28/2023	7,569.12
AS2		59757	105596	Check	1 1192		VERIZON WIRELESS		Yes	No	No	11/28/2023	340.25
Bank Total:												\$1,216,620.54	
PAYR		59694		Wire	1 1937		PUBLIC EMPLOYEES RETIREMENT AS:		No	No	No	11/16/2023	21,852.61
PAYR		59695		Wire	1 1938		TRA		No	No	No	11/16/2023	60,787.64
Bank Total:												\$82,640.25	
Report Total:												\$1,299,260.79	



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

Subject: Celebration – RMS-CES

Meeting Date: December 18, 2023

Prepared by:

Date Prepared:

Information Briefing Action Enclosure Item(s)

Brenden Buchholtz's leadership will be celebrated for his role as an 8th grade leader on Student Council. Brenden has done a fabulous job in his role of Vice-President and will be speaking to the board to give a student update regarding several things that we have going on at RMS-CES, which will segway into the RMS-CES Principal's report.



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

Subject: RMS-CES Principals Report

Meeting Date: December 18, 2023

Prepared by: RMS-CES Principal Paul Warzecha

Date Prepared:

Information Briefing Action Enclosure Item(s)

Principal Paul Warzecha will be adding on the student update from Vice President Bucholtz including topics such as professional development, building updates, and things that we are looking forward to in 2024.

[December 18th, 2023 Update](#)



RMS-CES December Update

December 18th, 2023



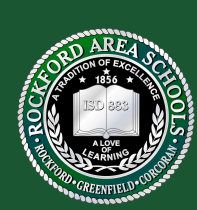
In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally minded citizens



Acknowledgement of Staff Leaders

Building Leadership Team: Jamie Madson, Hannah Oliverius, Elise Werth, Molly Wirth, Britta Bauer, Janaee Udalla, Abbi Budde, Amy Bellanger

PLC Leaders: Kristine Mateyka, Cassie Korzendorfer, Rachel Sharp, Jan Hendrickson, Holly Biorn, Tracy Sanner



Staff Development



NORTHWEST SUBURBAN INTEGRATION SCHOOL DISTRICT
A Global Community Learning and Growing Together

- Kara Baldwin, University of Minnesota Cedar Creek
- Heather Lyke, Executive Director NWSISD
- Learning Framework
- Evidence Based Communication
 - Common Building Practices
 - C.E.R.
 - Google Citations





Building Updates

- Media Center Updates
- Rockwall/Gymnastics Updates
- Instructional Technology
- Stop & Think Process
- Safety & Security
- Communication/Publication
- Planners & Organization





What's ahead in 2024

- Begin the good work of improving what physical education looks like through the addition of the rock wall
- Snow Week
- 8th Grade Celebration
- Excited to watch people and prairie grow
- Journey of Continuous Improvement



Thank You.



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

Subject: Superintendent's Report

Meeting Date: December 18, 2023

Prepared by: Superintendent's Office

Date Prepared: December 6, 2023

Information Briefing Action Enclosure Item(s)

Dr. Jeff Ridlehoover to give updates



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Acknowledgement of Contributions Resolution

Meeting Date: December 18, 2023

Prepared by: Business Office

Date Prepared: December 14, 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>
Anonymous Donations	\$144.00	Football Activity Fund
Rocket Boosters	\$428.00	Robotics Activity Fund
Rocket Boosters	\$3,790.19	Activities Gift Fund
Rocket Boosters	\$461.10	Dance Activity Fund
Culvers	\$528.00	Robotics Activity Fund
Hamel VFW	\$300.00	RHS Band Activity Fund
Ronald Jorgenson Family Trust (Tanya D'Amico, Trustee)	\$200.00	Dance Activity Fund
McEachern Family	Art Museum Cards	Preschool Program
Dickman Family	\$50 Lakeshore Learning Gift Card	Preschool Program



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

Subject: Resolution Designating a Combined Polling Place

Meeting Date: December 18, 2023

Prepared by: Superintendent’s Office

Date Prepared: December 6, 2023

Information Briefing Action Enclosure Item(s)

Legislation adopted in 2017 requires school districts to establish combined polling places annually. School districts have the authority to establish combined polling places for those elections in which no election is to be held in the school district. Amendments to Minnesota Statutes Section 205A.11 requires school boards to annually designate, by resolution, combined polling places for stand-alone school district elections regardless as to whether an election is held in the following calendar year. The locations of combined polling places have also been limited to those locations designated for use as a polling place by a county or municipality.

The Minnesota Secretary of State Office recommends that school board address the polling place resolution sometime after the November election and at least 90 days before the presidential primary.

This combined location has not been changed from the previous resolution and is also currently designated for use as a polling place by the City of Rockford. Below is the resolution that needs your annual approval to follow legislation.

RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.
2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election.

Each combined polling place must be a polling place that has been designated by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: Rockford Community Center
 7600 County Road 50
 Rockford, Minnesota

This combined polling place serves all territory in Independent School District No. 883 located in the City of Rockford, the City of Greenfield, the City of Corcoran, the City of Medina, the City of Maple Grove, the City of Independence, and the City of Hanover; and Rockford and Franklin Townships; Wright and Hennepin Counties, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.



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

Subject: Board Approval of the Strategic Plan

Meeting Date: December 18, 2023

Prepared by: Superintendent's Office

Date Prepared: December 6, 2023

Information Briefing Action Enclosure Item(s)

Dr. Jeff Ridlehoover to present the new Strategic Plan for Board Approval

Rockford Area Schools Strategic Directions

<u>Strategic Direction</u>	<u>Definition</u>	<u>Rationale</u>
Student Achievement and Growth	Provide high quality instruction, curriculum, and professional development for staff, to impact our students through a robust learning experience.	Through continuous improvement, provide each and every student with a comprehensive education that gives students opportunities to pursue their own personal/professional goals and aspirations.
Healthy and Supportive Environment	Promote respect and collaboration in order to foster secure relationships where all people feel valued and safe. Cultivating a culture to empower all to share new and innovative ideas, and advocate for their own wellbeing, as well as the wellbeing of others.	People do better when they feel better.
Community, School and Family Partnerships	Strengthen and grow supportive and trusting relationships through community outreach and partnerships that encourage collaboration to drive school and community growth.	Community and family engagement promotes school success and satisfaction. Partnerships based on mutual trust and support help to foster this involvement.
Culture of Collective Purpose	Through interconnectedness & interdependence, we create a school community where each person belongs, contributes and feels a sense of ownership.	To create a culture of connectedness where each individual understands their unique value and vital role as part of the school community.
Stewardship of Resources	Strategically investing our resources in a responsible and efficient way that ensures the best possible educational experience for students while also promoting sustainability and ethical financial practices.	To create systems and structures that allow our resources, for quality educational experiences, to be maximized and provide transparency and trust throughout the school community.



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

Subject: Policy Update – First Reading

Meeting Date: December 18, 2023

Prepared by: Superintendent’s Office

Date Prepared: December 14, 2023

Information
 Briefing
 Action
 Enclosure Item(s)

Below is a summary of the changes to a list of policies. This is a **first read** of the following policy:

406	Public and Private Personnel Data	
506	Student discipline	
507	Corporal Punishment and Prone Restraint	
524	Internet Acceptable Use and Safety Policy	
604	Instructional Curriculum	
620R	Credit for Learning	
550R	Kindergarten Early Admission	
440R	Lactation Support	New Policy



Adopted:
Reviewed:
Revised:

123 LACTATION SUPPORT

I. PURPOSE

In recognition of the well documented health advantages of breastfeeding for infants and mothers, Rockford Area School provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide time and space for lactating employees to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.
- B. A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in designated refrigerators provided in the lactation room or other location.
- C. Supervisors are responsible for alerting pregnant and breastfeeding employees about the company's worksite lactation support program, and for negotiating protocols that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.
- D. Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the company.
- E. Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and area around it. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.



- F. Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk using [*company provided refrigerator/personal storage coolers*].

- G. When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

Legal References:

Cross References:



Adopted: 10/08/01

Reviewed: 2014

Revised: 07/23/18, 2022, 12/18/2023

Orig. 1995

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants (“personnel”).

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject. and to school district staff who need it to conduct the business of the school district.
- C. “Confidential” means the data are not public and are not accessible to the subject.
- D. “Parking space leasing data” means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- F. “Finalist” means an individual who is selected to be interviewed by the school board for a



position.

- G. "Protected health information" means individually identifiable health information as defined in 45 ~~C.F.R.~~ [Code of Federal Regulations, section 160.103](#), that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 ~~Code of Federal Regulations, C.F.R.~~ [Parts 160, 162 and 164](#). "Protected health information" excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.
- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendent, and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee's Social Security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. contract fees;
 - 6. actual gross pension;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;



11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on current and former applicants for employment by the school district is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;



4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for a public employment.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, Section 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
 3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.



- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

Data relating to a complaint or charge against a public official is public only if:

1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data ~~may~~must be disseminated to labor organizations to the extent ~~the responsible authority determines is the dissemination is necessary for the labor organization~~ to conduct elections, investigate and process grievances~~notify employees of fair share fee assessments~~ and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8,



must be disseminated to an exclusive representative under the terms of that subdivision.

- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. a pre-petition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1; or
 - 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district must report to the board of teaching or the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision 2, and shall, upon written request from the licensing board having jurisdiction over a license, provide the licensing board with information about the teacher or administrator from the school district's files,



any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, [section 122A.20](#), subdivision 2.

- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes, [Chapter 268](#).
- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes, [Chapter 260E](#), data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
 1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes, [Chapter 13](#). Data that are released under this paragraph must not include data on the student.
- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 [C.F.R. code of Federal Regulations](#), Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations - and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of



operation for the school district or government entity.

- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes 13.41, subdivision 5, and must provide the PELSB and the licensing division at MDE with the necessary and relevant information to enable the PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes Chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Superintendent as the authority responsible for personnel data.



The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 13.02 (Definitions)
 - Minn. Stat. § 13.03 (Access to Government Data)
 - Minn. Stat. § 13.05 (Duties of Responsible Authority)
 - Minn. Stat. § 13.37 (General Nonpublic Data)
 - Minn. Stat. § 13.39 (Civil Investigation Data)
 - Minn. Stat. § 13.41 (Licensing Data – Public Data)
 - Minn. Stat. § 13.43 (Personnel Data)
 - Minn. Stat. § 13.601, subd. 3 (Applicants for Employment)
 - Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
 - Minn. Stat. § 122A.20, subd. 2 (Mandatory Reporting)
 - Minn. Stat. § 122A.40, subs. 13 and 16 (Employment; Contracts; Termination)
 - Minn. Stat. § 123B.03 (Background Check)
 - Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts) Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
 - Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
 - Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
 - Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 - Minn. Stat. Ch. 268 (Unemployment Insurance)
 - Minn. R. Pt. 1205 (Data Practices)
 - P.L. 104-191 (HIPAA)
 - 45 C.F.R. Parts 160, 162 and 164 (HIPAA Regulations)

- Cross References:**
- MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
 - MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 - MSBA/MASA Model Policy 722 (Public Data Requests)
 - MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)



Adopted: 12/19/05

Reviewed: 2019, 2022

Revised: 02/19/20, 9/20/2021, 11/21/2022, 8/21/23

Orig. 1995

506 STUDENT DISCIPLINE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. DEFINITIONS



- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

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



[website.](#)

IV. AREAS OF RESPONSIBILITY

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



H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

I. Reasonable Force Reports

1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

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

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;



- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

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



- usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 4. Violation of the school district's Hazing Prohibition Policy;
 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 6. Violation of the school district's Student Attendance Policy;
 7. Opposition to authority using physical force or violence;
 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment, Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
 9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
 10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
 11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
 12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
 13. Violation of the school district's Weapons Policy;
 14. Violation of the school district's Violence Prevention Policy;
 15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
 16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;



17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;~~Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;~~
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a



message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that is are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;



- 44. Violation of the school district's one-to-one device rules and regulations;
- 45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
- 46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 - 1. a student causes or is likely to cause serious physical harm to other students or staff;
 - 2. the student's parent or guardian specifically consents to the use of recess detention; or
 - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.



VIII. DISCIPLINARY ACTION OPTIONS

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

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;



- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

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

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

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

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

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon



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

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Responsibility for and custody of a student removed from class. *Student is to go to a designated area as determined by the building principal or designee when removed from the classroom. Students may arrive to the designated room on their own or with staff escort. The student is to work on assigned work while in in-school suspension. Teachers are expected to send work for the student while in in-school suspension. After removal from class, the supervising staff member at that assigned time has control and responsibility for student.*
- D. Procedures for return of a student to a specific class from which the student was removed. *To return to a class from which a student was removed, student must have at a minimum a meeting with the principal or designee, but may also include a meeting with parent, teacher and student, and principal or designee. A student must have a written referral, phone call home and a meeting with the principal and/or designee to return to class. A contract for readmission may also be required.*
- E. Procedures for Notification. *To notify students and parents/guardians of violations of the rules of conduct and resulting disciplinary action, the teacher and/or principal or designee will contact home.*

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

- F. Disabled Students; Special Provisions.
 - 1. *If there is a need for further assessment, interventions with parents, teachers, counselors, administrators, student concern's meeting will be documented;*
 - 2. *Depending on length of removal from class, Individual Education Plan (IEP) review may be initiated by student's case manager. IEP review is required if removal exceeds five (5) consecutive days or ten (10) days cumulative.*
 - 3. *If there is a need for a student referral for further special education services, interventions with parents, teachers, counselors, administrators, student concern's meeting will be documented;*
- G. Procedures for detecting and addressing chemical abuse problems of students while on School Premises. *Student will be referred to principal or designee, school liaison officer or student concerns team and possibly to a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26; and Teacher reporting procedures to the chemical abuse preassessment team will follow Minn. Stat. § 121A.29.*



- H. Procedures for immediate and appropriate interventions tied to violations of the Code of Student Conduct will follow current discipline policy.
- I. Procedures determined appropriate for encouraging early involvement of parents or guardians in attempts to improve a student's behavior. For improvement of student behavior, parents may be contacted via email, phone calls, or conference, which can be initiated either by teachers, the counselor, administrator or the parent when appropriate.
- J. Procedures determined appropriate for encouraging Early Detection of Behavioral Problems. To encourage early detection of behavior problems, referrals should be made to the dean of students, counselor, principal, or Student Concerns Team.

IX. DISMISSAL

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

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

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

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 - 1. Willful violation of any reasonable school board regulation, including those found in this policy;
 - 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 - 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
- C. Suspension Procedures
 - 1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or



less, where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate



assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.



11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and



a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision



by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

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

X. ADMISSION OR READMISSION PLAN

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

XI. NOTIFICATION OF POLICY VIOLATIONS

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

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction,



intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

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

XIII. STUDENTS WITH DISABILITIES

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

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

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

XIV. OPEN ENROLLED STUDENTS

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

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in



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

XVI. REVIEW OF POLICY

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

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
 - Minn. Stat. § 120B.232 (Character Development Education)
 - Minn. Stat. § 121A.26 (School Preassessment Teams)
 - Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
 - Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
 - Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
 - Minn. Stat. § 121A.60(Definitions)
 - Minn. Stat. § 121A.61 (Discipline and Removal of Students From Class)
 - Minn. Stat. § 122A.42 (General Control of Schools)
 - Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
 - Minn. Stat. § 124D.03 (Enrollment Options Program)
 - Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
 - Minn. Stat. Ch. 125A (Special Education and Special Program)
 - Minn. Stat. § 152.22, Subd. 6 (Definitions)
 - Minn. Stat. § 152.23 (Limitations)
 - Minn. Stat. Ch. 260A (Truancy)
 - Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
 - 20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
 - 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
 - 34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

- Cross References:**
- MSBA/MASA Model Policy 413 (Harassment and Violence)
 - MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
 - MSBA/MASA Model Policy 501 (School Weapons)
 - MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
 - MSBA/MASA Model Policy 503 (Student Attendance)
 - MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)



MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles;
Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



Adopted: 09/17/01

Reviewed: 2001

Revised: 04/30/07, 2022, 08/21/23, 12/18/23

Orig. 1995

507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon students.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student [except as provided below](#).

III. DEFINITIONS

1. "Corporal punishment" means conduct involving:
 - a. hitting or spanking a person with or without an object; or
 - b. unreasonable physical force that causes bodily harm or substantial emotional harm.
2. "Prone restraint" means placing a child in a face-down position.

IV. PROHIBITIONS

1. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not use prone [or compressive](#) restraint [except that the restrictions on prone and compressive restraints do not apply under the circumstances enumerated in Minnesota Statutes, section 609.06, subdivision 1\(1\). All peace officers, including those who are school resource officers or otherwise agents of a school district, may use force as reasonably necessary to carry out official duties, including, but not limited to, making arrests and enforcing orders of the court.](#)
3. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head,



throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.

4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582.

V. EXCEPTIONS

A teacher ~~or~~, school principal, [and other school staff](#) may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)
[Op. Atty. Gen. 169f \(August 22, 2023\) \(School Pupils: Discipline\)](#)
[Op. Atty. Gen. 169f Supp. \(September 20, 2023\) \(School Pupils: Discipline\)](#)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)



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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 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.

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 (2nd 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 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd 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: 4/21/14

Revised: 12/18/23

550R KINDERGARTEN EARLY ADMISSION

I. PURPOSE

The purpose of early admission is to identify children who have characteristics associated with advanced development in the areas of academic, behavioral, social, and intellectual functioning. The early admission evaluation process attempts to minimize risk associated with beginning school before a child is ready and to identify the children most likely to be successful.

Strong candidates for early admission display skills beyond their expected age level. While pre-academic and academic skills are important (i.e., letter awareness and/or reading), advanced development in multiple areas is critical. For example, it is important for children to interact with peers appropriately, handle parent/guardian separation, and behave appropriately in situations which produce frustration.

~~The purpose of this policy is to provide a procedure for requests for early admission into kindergarten.~~

II. GENERAL STATEMENT OF POLICY

Minnesota Statute 120A.20 requires kindergarten students to be at least five years of age on or before September 1 unless a school board has established a policy for early entrance. This policy applies to parents/guardians who desire to enroll their child in kindergarten prior to the legal entrance age of five years 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 process~~ for determining early entrance into kindergarten has been established by the Board of Education of Independent School District #883, Rockford Minnesota.

III. PROCEDURE

~~In order to gain early admission to kindergarten, a prospective student must satisfy the following requirements.——~~

A. APPLICATION PROCESS

Kindergarten applicants must be five years of age and first grade applicants must be six years of age on or before September 30 of the year in which admission is requested.

If the above age requirements are met, children may be considered for early entrance to kindergarten/first grade according to the following procedures:



1. Contact the building principal in the year the parent or guardian wishes their child to enter kindergarten/grade one.
2. The building principal will meet with the parent or guardian to learn about the child, discuss goals, provide information regarding the implications of early admission, and explain the process and criteria for early admission.
3. The Parent(s) or guardian(s) may choose to complete and return an application form, accompanied by the non-refundable assessment fee to the Superintendent. These applications will be accepted from February 1 until May 1 the year preceding anticipated, annual enrollment.

The Superintendent shall select appropriate evaluators for the early admission assessment of students. All evaluators assessing the intellectual functioning and social competencies will be required to have a current school psychologist license. Evaluators assessing the academic readiness skills will hold a current Minnesota teaching license.

Early admission evaluations of students shall not be performed by any school district personnel during regular school hours.

As evaluation for early entrance is not a part of regular school services, the fee charged by Rockford Area Schools shall be paid by the parent or guardian. Rockford Area Schools will contract with an approved school psychologist and licensed teacher to perform the assessments. The amount shall be reviewed annually by the evaluators and Superintendent. Parents/guardians who are not able to pay the fee should contact the Superintendent to discuss possible options.

~~A. All prospective students are required to participate in early childhood screening.~~

~~B. Each child must meet the cut-off birth date of five years on or before September 30 of the year in which admission is requested.~~

B. EVALUATION PROCESS

1. Parent/Guardian will attain the early admission application from the elementary school office.
2. Parent/Guardian return a completed application form, and evaluation fee, to the Office of the Superintendent.
3. After the May 1 deadline, the evaluators will then contact the parent or guardian in a timely fashion and schedule a time for the evaluation.
4. After completing the assessment, the early admission team, comprised of district administrators and the contracted evaluators, will convene to review the assessment results and make the early admission decision.

Data in the following areas will be considered:

- **Intellectual Functioning:** Superior general cognitive functioning as measured by a technically sound standardized test of intelligence. Children will need to score at or above the 95th percentile.
- **Academic Readiness:** Superior school readiness skills in the areas of letter identification, letter sounds, number recognition, copying letters and numbers, and attention span will be carefully measured.



- **Social Competencies:** Scoring above average in all areas of the Social Skills Improvement System (parent questionnaire) AND above average on the social development teacher questionnaire (provided to the child's preschool teacher).
- **Pre-School History:** Information regarding the child's performance in any preschool program.
- **Previous Testing (if any):** The results of any individual psycho-educational testing completed prior to the initiation of this process.

5. The building principal will contact the parent/guardian to inform them of the decision no later than July 30 of the year of requested early admission.

6. The Superintendent will send a written report to the parent/guardian. A copy of the report will also be sent to the building principal.

C. GRADE LEVEL PLACEMENT

The final decision about the grade level placement of a student is made by the early admission team. The team will review all written records that pertain to the student's previous school experiences and level of functioning.

Decisions of the early admission team are final and are made with the best interest of the child involved. If there are questions related to a placement decision, parents/guardians may contact the Superintendent.

- ~~A.— Parents must apply in writing to the elementary principal by May 1. Exceptions will only be made for parents who move into the district after May 1 and prior to August 15 of the year being considered.~~
- ~~B.— The parents/guardians will meet with the principal, school psychologist and a representative of the kindergarten teachers for a formal interview to determine the child's general school readiness. If the child attended a preschool program, a written evaluation from the child's preschool teacher should be included for review. The team will either terminate the process or move to the next step.~~
- ~~C.— A certified staff member will screen the child using the Boehm Concept Test and a kindergarten screening assessment used with students in September upon their entrance into kindergarten. The child will need to score 90% or higher on the Boehm test and know 90% of their letters and numbers. A staff member will also evaluate social skills (separation from parent, attention to task, ability to concentrate, etc.) while working with the child. The team will either terminate the process or move to the next step.~~
- ~~D.— A school psychologist will conduct an individual assessment using the Wechsler Preschool & Primary Scale of Intelligence (WPPSI 4). The psychological assessments will be done outside normal school hours, and parents are responsible for the psychologist's~~



~~fees. The fees must be paid prior to the assessments and may be reduced for families who qualify for reduced lunches/educational benefits or at no charge for families qualifying for free lunches/education benefits. An intellectual assessment conducted by an outside agency will be considered by the team, but does not fulfill the criteria.~~

~~E. The principal, kindergarten teacher, and school psychologist will meet with the parents/guardians to report the results and present options.~~

~~F. The building principal will make a recommendation to the superintendent based on all of the above information/criteria.~~

~~G. When a decision has been made by the superintendent, the parents will be notified in writing.~~

~~A person will not be considered for enrollment at the first grade level, unless the pupil is at least six years of age on September 1 or the calendar year in which the school year for which the pupil seeks admission or has completed kindergarten, except that any school board may establish a policy for admission of selected pupils at an earlier age under Minn. Stat. § 124D.02.~~

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 124D.02 (School Board Powers; Enrollment)

Cross References: Policy 513 Student Promotion, Retention and Program Design



**EARLY ADMISSION QUESTIONNAIRE
Rockford Area Schools**

Child's Name _____ Birthdate _____

Parents' Names _____ Phone number _____

Address _____

Note: You are cautioned not to regard the items listed in the questionnaire as anything more than an aid to a more complete understanding of your child by us. It is not meant to be a listing of all the desirable characteristics and achievements of high ability children of pre-school age. It is also important that you be completely honest in assessing your child. We would not want to place your child inappropriately.

A. Please state the approximate age of your child when he/she could first do the following things. If he/she does not yet do a certain item put "still learning" or other comments on the line.

Age/Comment

1. Talk in clearly understood words and phrases _____

2. Walk by him/herself _____

3. Walk downstairs one foot per stair _____

4. Dress him/herself completely, including tying shoe laces _____

5. Able to put on all winter clothes _____

6. Cut his/her own food _____

7. Able to play appropriately with children of a similar age _____

8. Take his/her turn willingly _____

9. Show interest in picture books _____

10. Print simple words _____

11. Read _____

Did he/she learn by him/herself _____

If not, who taught him/her? _____

12. Tell time (within a quarter hour) _____

13. Show interest in calendar _____

14. Learn days of the week in order _____

15. Able to stay on task when working in a group of children _____

B. Physically:

16. His/Her weight is: below average _____ average _____ above average _____.



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17. His/Her height is: below average _____ average _____ above average _____.

18. His/Her general physical condition is:
below average _____ average _____ above average _____.

C. Most of the time:

19. He/She plays with many children _____ few children _____ alone _____.

20. His/Her playmates are older _____ the same age _____ younger _____.

21. He/She is more of a leader _____ follower _____.

22. His/Her playmates are already in school _____.

D. What previous group experiences has your child had with students his/her own age? (Sunday school, pre-school, etc.)

E. How does your child handle frustration, anger, separation from parents, etc.? (Please explain)

F. Please write below reasons why you feel your child should start kindergarten early. You may want to include information on some of the following topics. Feel free to comment on any area not mentioned above.

Favorite play activities.

Interest in games and amusements in advance of his/her age.

Originality in play activity.

Competency in drawing, singing and other creative abilities.

Examples of unusual ability to give attention over an extended period of time.

Examples of keen observation and retention of facts.

Examples of vocabulary superior to the average child of same age.



Rockford Area School District #883 -- Policy 550R

Examples of sense of humor.

Ability to follow directions without unnecessary delay or prompting.

Parent's/guardian's signature _____

Date _____



Adopted: 02/11/02

Orig. 1995

Reviewed: 2017, 2022

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

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)



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.

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- 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. Grades 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.

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IXIX. PROCESS FOR AWARDED 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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Adopted: 9/18/00

Reviewed: 2007

Revised: 06/16/08, 11/21/2022, 12/18/2023

Orig. 1996

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution, which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes, as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Finance
 - 2. Policy
 - 3. ~~Building and Grounds~~ District Operations

4. Negotiations Committee(s) for various employee groups
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA Model Policy 201 (Legal Status of the School Board)
MSBA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)