



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

A Tradition of Excellence, One Student at a Time

Agenda for July 15, 2024

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. **CONSENT ITEMS**
 - A. Consent--Approval of Minutes 3
 - B. Consent--Personnel 15
 - C. Consent--Approval of Bills and Wire Transfers 16
 - D. Consent--Approval of Open Enrollments 31
5. **SUPERINTENDENT REPORT** **32**
6. **HEALTHY AND SUPPORTIVE ENVIRONMENT**
 - A. Enrollment Update 33
7. **STEWARDSHIP OF RESOURCES**
 - A. Project Update 34
 - B. 284 Negotiations Update 46
 - C. Tech. Levy Process Update 47
8. **CULTURE OF COLLECTIVE PURPOSE**
 - A. MSBA Policy 2nd Read 48
 - B. Board Policy Review 2nd Read 87
 - C. Policy Committee Review Final Reading 112
9. **COMMUNITY, SCHOOL AND FAMILY PARTNERSHIP**
 - A. Resolution of Acknowledgment of Contributions/Donations 282
 - B. Board Work Session: Monday, August 5, 2024 at 5:30pm in the District Office Board Room.
Regular Meeting of the Board of Education: Monday, August 19, 2024 at 5:30pm in the District Office Board Room.
 - C. Board Committee Updates
10. **ADJOURNMENT**



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

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

Dr. Beth Praska

Superintendent Dr. Jeff Ridlehoover



ROCKFORD AREA SCHOOLS
Independent School District 883
School Board Work Session Minutes
Monday, June 17, 2024

Pursuant to due call and notice, the Rockford Board of Education met in a work session on Monday, June 17, 2024 in the District Board Room. Amy Edwards called the work session meeting to order at 5:09 pm. Members Gordee, Kneeland, Praska, Johnson, and Hillstrom were present. Also present was Superintendent Jeff Ridlehoover, Director of Technology Jeff Kienitz, and Administrative assistant Courtney Neibert.

- Class Rank Discussion
- Closed Session - Superintendent Evaluation
 - *Motion by Edwards seconded by Gordee to enter closed session to discuss Employee Evaluations Minn. Stat. 13D.05, Subd. 3(a) for the evaluation and discussion of Superintendent Ridlehoover who is subject to the authority of the board. Motion passed unanimously. The Board entered into closed session for employee evaluation at 5:25 pm.*
 - *Johnson motioned to return to open session. Gordee seconded. Motion passed unanimously. Returned to open session at 6:04 pm.*

Adjourned 6:04 pm

Courtney Neibert
Recorder

Jamie Hillstrom
Clerk



Independent School District #883

Regular School Board Meeting

Monday, June 17, 2024

Pursuant to due call and notice, the Rockford Board of Education met in a Regular School Board Meeting on Monday, June 17, 2024 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 Finance and Operations Michael McNulty, RHS Principal Paul Menard, Community Education Director Melissa Joseph, Technology Director Jeff Kienetz and Administrative assistant Courtney Neibert. CFO Bridget Peterson joined virtually.

Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion by Kneeland seconded by Edwards to approve the agenda. Motion passed unanimously.

PUBLIC COMMENTS

There were no public comments.

CONSENT ITEMS

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

- **Minutes:**
 - June 12, 2024 Finance Committee Meeting
 - May 20, 2024 Work Session
 - May 20, 2024 Regular Meeting

- **Personnel:**

Status	First Name	Last Name	Position	Date(s)
Resignation	Samantha	Myhervold	REAMS SpEd Paraprofessional	June 5, 2024
New Hire	Emily	Herold	RMS Math	2024-25
New Hire	Alicia	Ehleringer	REAMS Theater	2024-25
Resignation	James	Leuer	Dir Building and Grounds	June 13, 2024
Leave	Laura	Farmer	REAMS 3rd	8/26/2024-11/22/2024
Contract Renewed	Joshua	Westgaard	RHS Business	2024-25
New Hire	Jack	McCoy	RHS Phy Ed	2024-25
Contract Renewed	Lindsey	Seabright	REAMS 4th Grade	2024-25
Resignation	Lana	Halldorson	REAMS SpEd Teacher	June 5, 2024
Resignation	Ashley	DeLassus	REAMS 4th Grade	June 5, 2024
Resignation	Krissy	Yaedke	REAMS SpEd Teacher	June 5, 2024
Return from LOA	Lanaya	Schnettler	RMS SpEd Teacher	2024-25
Resignation	Tehya	Lehmann	REAMS SpEd Teacher	June 5, 2024

- **Bills and Wire Transfers:**

May 2024 Disbursements Paid (listings attached):

Fund 01 General Fund	\$1,077,163.05
Fund 01 Payroll	\$ 495,747.39
Fund 02 Food Service	\$ 195,100.88
Fund 04 Community Services	\$ 55,403.29
Fund 06 Building Construction	\$ 141,176.30
Fund 07 Debt Redemption	\$ 0
Fund 21 Student Activities	\$ 14,093.42
Fund 45 OPEB Trust	\$ 0
Total All Funds	\$ 1,978,684.33

- **Open Enrollments:**

Resident Students Attending Other Schools

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

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
2	Buffalo-Hanover-Montrose	877	4/15/2024	Family move--wants to stay enrolled @ Rockford Schools

- **2024-2026 Principals Association Contract:** The board was presented the new principals contract for approval.
- **Non-Classified Contract Continuation for 2024-2025 School Year:** The board was presented the list of non-classified contract renewals for approval.
- **Summer Program Personnel:**

Last Name	First Name	Program(s)	Status	Max # of Days	Hours Per Day	Max # of Hours
Bloom	Samantha	RHS - Edmentum online	FT	12	3.6	43.2
Trandahl	Polly	RHS	FT	12	3.6	43.2
Ulen	Cheryl	RHS	FT	12	3.6	43.2
Sindelir	Erin	RMS	FT	12	3.6	43.2
Koste	Anne	REAMS	FT	12	3.6	43.2
Thell	Elizabeth	REAMS	FT	12	3.6	43.2
Johnson	Marty	REAMS	FT	12	3.6	43.2
Beard	Emily	REAMS	FT	12	3.6	43.2
Wawrzaszek	Madison	RHS	Sub	12	3.6	43.2
Kenady	Andrew	RHS	Sub	12	3.6	43.2
Merila	Julie	RHS	Sub	12	3.6	43.2
Probst	Alex	Maple Hill-REAMS	FT	12	3.6	43.2
Finanger	Erika	Maple Hill-REAMS	FT	12	3.6	43.2
Tensen	Cara	Maple Hill-REAMS	FT	12	3.6	43.2

- **ESY School Personnel:**

Assignment	Staff	Assignment	Staff
ESY Teaching	Kacie Penick	ESY Teacher Subs	BethAnn Brooks
	Erika Finanger		Paul Stariha
	Madison Wawrzaszek		
ESY Paraprofessional	KRisten Angell	ESY Para Subs	Joyce Nixon
	Amanda Anderson		Terrie Chastain
	Faith Lusk		Rita Smock
	Karen Bombard		Pat Kasheimer
	Merry Lanars		Pang Lee
	James Peterson		Stephanie Millen Lockett
	Loryssa Stefanich		Julie Vergin
	Tonya Curtis		
	Shari Coons		
	Andrew Kelly		
Katey Kelly			

- **MS & HS FFA Officer Retreat:** The board was presented with extended field trips for MS & HS FFA for approval.
- **Voluntary Reduction Request Form:** The board was presented a request for a one-year temporary staff member reduction for approval.
- **Closed Session Summary** - Board Chair Gordee presented a closed session summary of the superintendent evaluation. The summary was presented as follows:

On Monday, June 17, 2024 the Superintendent evaluation process was completed in accordance with board policy 304, the district contract language, and Minnesota Statute 123B.143. Board members participating included Amy Edwards, Eric Gordee, Jamie Hillstom, Jessica Johnson, Jenny Kneeland, and Beth Praska. The Board completed a goals-based evaluation process reflecting on Superintendent Ridlehoover’s time served in the district in the capacity of Superintendent for the 2023-2024 school year. Dr. Ridlehoover received a performance rating of “Effective” from the board. Areas of focus were taken from the board approved District Operational Plan’s Strategic Directions and included performance indicators with timelines for supported evidence supplied by the superintendent. The board looks forward to continued work and collaboration with Dr. Ridlehoover.

SUPERINTENDENT'S REPORT

- Dr. Jeff Ridlehoover presented an update on the schools.

STUDENT ACHIEVEMENT AND GROWTH

- **Spring Activities Celebration:** Participants from spring activities gave an overview of their seasons to the board to recognize and celebrate.
- **RHS Principal's Update:** RHS Principal Paul Menard presented a brief update on happenings at RHS and SIP goals.

HEALTHY AND SUPPORTIVE ENVIRONMENT

- **Rockford Community Education Update:** Community Education Director Melissa Joseph presented updates on Community Ed and the RCC.

STEWARDSHIP OF RESOURCES

- **Resolution Adopting the Rockford School District's LTFM 10-Year Plan:** The Board was presented the resolution adopting the Rockford School District's LTFM 10-year plan for approval.

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

INDEPENDENT SCHOOL DISTRICT NO. 883 (ROCKFORD AREA SCHOOLS) WRIGHT AND HENNEPIN COUNTIES, MINNESOTA RESOLUTION ADOPTING THE SCHOOL DISTRICT'S LONG-TERM FACILITIES MAINTENANCE PLAN

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

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

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

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

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

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

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

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

(a) District administration is hereby authorized and directed to submit the Plan to the Commissioner of the Minnesota Department of Education (the "Commissioner") and such additional documents and information as may be necessary to secure the approval of the 191 Commissioner for the Plan and the issuance of general obligation bonds to finance the Plan, as required by Section 123B.595.

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

Adopted by the Board of Education of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota, this 17th day of June, 2024

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.

- **Adopting the Rockford School District's Fiscal Year 2024-2025 Budget:** the board was presented the fiscal year 24-25 school district budget for approval.

Motion by Kneeland seconded by Edwards to adopt the Rockford School District's Fiscal Year 2024-2025 Budget as presented. Motion passed unanimously.

- **Resolution for Board Approval of a Capital (Tech) Levy:** The Board was presented the resolution relating to increasing Capital Projects Revenue through a Levy and Calling a Special Election

Johnson motioned, seconded by Hillstrom, to approve the following resolution as presented

RESOLUTION RELATING TO INCREASING CAPITAL PROJECTS REVENUE THROUGH A LEVY AND CALLING A SPECIAL ELECTION THEREON; AND TAKING OTHER ACTIONS WITH RESPECT THERETO

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

It is hereby found, determined, and declared as follows:

1. The Board has investigated the facts and does hereby find, determine, and declare that it is necessary and expedient for the School District to propose the authorization of a capital project levy for the purposes specified in Minnesota Statutes, Section 126C.10, subdivision 14, as amended, including the purchase or lease of interactive telecommunications equipment, computers, and related hardware, software, and annual licensing fees, copying machines, telecommunications equipment, and other noninstructional equipment; assistive technology or equipment for instructional programs, and telecommunications equipment, computers, and related equipment for integrated management systems; and the payment of personnel costs directly related to the acquisition, operation, and maintenance of telecommunications systems, computers, related equipment, and network and applications software (collectively, the "Projects"). The capital project levy authorization is proposed in the amount of 4.2289% times the net tax capacity of the School District. The proposed authorization would raise approximately \$900,000 for taxes payable in 2025, the first year it would be levied, and would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law. The estimated cost of the Projects to be funded over that time period is approximately \$9,000,000.

2. Minnesota Statutes, Section 123B.71, subdivision 8, as amended, provides an exemption from the requirement that the School District obtain a review and comment prior to holding a capital project levy referendum if the proposed capital project addresses only technology and if the funds generated by the proposed capital project levy authorization will be used only as authorized in Minnesota Statutes, Section 126C.10, subdivision 14. The Projects address only technology. If approved by the voters, the funds generated by the capital project levy authorization will be used only as authorized in Minnesota Statutes, Section 126C.10, subdivision 14. A copy of this resolution shall be submitted to the Minnesota Department of Education.

3. The question of authorizing the capital project levy will be presented to the qualified electors of the School District as School District Ballot Question 1, at a special election which is hereby called and directed to be held on Tuesday, November 5, 2024, in conjunction with the statewide general election.

4. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those precincts or part of precincts located within the boundaries of the school district which are designated for statewide general elections. The voting hours at those polling places shall be the hours between 7:00 a.m. and 8:00 p.m.

5. The School District's Clerk (the "Clerk") is hereby authorized and directed to perform the following duties with respect to providing notice of the special election: 117 RC520-69-956064.v4

(a) provide written notice of the special election to the Auditor/Treasurer of Wright County, Minnesota and the Auditor/Treasurer of Hennepin County, Minnesota at least eighty-four (84) days before the date of the special election;

(b) provide written notice of the special election to the Commissioner of Education at least eighty-four (84) days before the date of the special election;

(c) mail the notice of special election by first class mail to every property taxpayer in the School District, at least fifteen (15) days but no more than thirty (30) days prior to the date of the special election;

(d) publish the notice of special election in the official newspaper of the School District once each week for at least two (2) consecutive weeks, with the last publication being at least one (1) week prior to the date of the special election; and

(e) post the notice of special election at the administrative offices of the School District, for public inspection, at least ten (10) days prior to the date of the special election. The notice of special election shall be prepared in substantially the form attached as EXHIBIT A.

6. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election, and generally to cooperate with election authorities conducting other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

7. The Clerk is further authorized and directed to cause a printed ballot for the question to be prepared in the manner provided in the rules of the Secretary of the State, for use at the special election, to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause a sample ballot to be posted at each polling place on the date of the special election. The Clerk is further authorized and directed to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the form attached as EXHIBIT B.

8. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the Clerk, conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this special election at the various polling places and shall conduct said election in the manner prescribed by law. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections. 118 RC520-69-956064.v4

10. The special election shall be held and the returns made and canvassed in the manner prescribed by law, and the Board shall meet on a date between three (3) and ten (10) days after the election for the purpose of canvassing the results thereof.

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.

- **Negotiations Update:** Dr. Jeff Ridlehoover presented an update on negotiations.
- **Property, Liability and Workers Compensation Insurance Renewal:** The board was presented with a recommendation for insurance renewal.

Motion by Hillstrom seconded by Johnson to approve the property, liability and workers compensation insurance renewal as presented. Motion passed unanimously.

CULTURE OF COLLECTIVE PURPOSE

- **Learning and Innovation Report:** Dr. Jeff Ridlehoover presented an update on the Learning and Innovation department.

COMMUNITY, SCHOOL AND FAMILY PARTNERSHIP

- **Community Survey Update:** Dr. Jeff Ridlehoover presented an update on the community survey.

Edwards motioned, seconded by Kneeland, 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>
Box Tops	\$21.60	REAMS Gift Fund
Rockford Education Foundation	\$464.57	General Fund (RHS Calculators)
Rockford Education Foundation	\$400.00	General Fund (Special Ed Dept. Tote Bags)
Rockford Education Foundation	\$965.73	General Fund (CNA Supplies)
Rockford Education Foundation	\$71.91	General Fund (REAMS Books from local author visit)
Rockford Education Foundation	\$1,279.95	General Fund (Portable keyboards and adjustable stands for REAMS music)
Rockford Veterans Memorial Group	\$200.00	RHS Band Activity Fund
Hanover Athletic Association	\$1,000.00	DECA Activity Fund
Minnesota Masonic Charities	\$500.00	DECA Activity Fund
Wright Hennepin	\$1,500.00	RHS FFA Fund
Anonymous Donations	\$74.00	RMS FFA Fund (Donations from plant sale)
Corcoran Lions	\$250.00	RHS FFA Fund
Diane Lowe	RMS-CES: 6 books for Media Center	General Fund Donation
Haedyn Barkeim	\$10.10	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)

Alexander Booth	\$0.25	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Trigg Bryngelson	\$19.25	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Ellen Gordee	\$1.00	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Phillip Gorder	\$48.45	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Rayna Johnson	\$0.40	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Colton Lundberg	\$11.65	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Lily Natzel	\$1.00	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Makenna Pedersen	\$5.70	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Logan Perkins	\$3.10	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Eli Von Holtum	\$7.05	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Chloe Vraspir	\$7.25	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)
Landon Weege Welter	\$5.10	Food Service Fund (donating remaining amount of senior lunch account balance towards outstanding senior lunch account balances)

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

Whereupon said resolution was declared duly passed and adopted.

- **Upcoming Meetings:**

- Negotiations Committee Meeting: Wednesday, July 10, 2024 at 4:00 pm in the RMS-CES Lower Conference Room 11.
- Negotiations Committee Meeting: Monday, July 15, 2024 at 4:00 pm in the RMS-CES Lower Conference Room 11.
- Board of Education Work Session: Monday, July 15, 2024 at 5:30 pm in the District Office Board Room.
- Regular Meeting of the Board of Education: Monday, July 15, 2024 at 6:30 pm in the District Office Board Room.

- **Board Committee Updates:**

- Gordee - Graduation, EOY celebration, Board Prep calls, EOY meeting with NorthWest Suburban, Finance Committee Meeting, Superintendent Evaluation.
- Edwards - Graduation, Board Prep Calls, Finance Committee Meeting, Community events, Superintendent evaluation.
- Kneeland - Finance Committee Meeting, Graduation.

- Hillstrom - Arts and Academics, Senior REAMS Walk through, Awards selection, Graduation, 3 Negotiations meetings, 8th grade celebration walk, EOY celebration, 2 Policy Committee Meetings.
- Praska - 3 Negotiations meetings, 2 Policy Committee Meetings, EOY Celebration, Awards selection, 2 SEE/SAFF meetings.
- Johnson - 2 Policy Committee Meetings, 3 Negotiations meetings , Continuing Ed meeting, Award Selection, Early Childhood Committee, Elevate demo, EOY celebration, Graduation, awards ceremony.

Gordee motioned to adjourn the meeting at 9:06 p.m. Johnson seconded. Motion carried unanimously.

*Courtney Neibert
Recorder*

*Jamie Hillstrom
Clerk*



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

Subject: Consent Personnel

Meeting Date: July 15, 2024

Prepared By: Human Resources Office

Date Prepared: July 10, 2024

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

Status	First Name	Last Name	Position	Date(s)
New Hire	Caroline	Agre	RHS SpEd Teacher LTS	09/25/2024-12/18/2024
New Hire	Savannah	Brandt	RHS Ag	2024-2025
New Hire	Jenna	Scheevel	REAMS/RHS Vocal/Music	2024-2025
New Hire	Stacy	Welborn	RHS Spanish LTS	8/26/2024-12/18/2024
Resignation	Bob	Bourdon	RHS Custodian	June 27, 2024
New Hire	Krissa	Baillargeon	REAMS Lead Custodian	July 8, 2024
Resignation	Rachel	Sharp	RMS Math	July 12, 2024



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: *Consent Bills Paid and Wires in June 2024*

Meeting Date: July 15, 2024

Prepared by: Mike McNulty

Date Prepared: July 8, 2024

<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>	Briefing	<input checked="" type="checkbox"/>	Action		<input type="checkbox"/>	Enclosure Item(s)
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June 2024 Disbursements Paid (listings attached):

Fund 01 General Fund	\$ 368,135.09
Fund 01 Payroll	\$ 259,240.83
Fund 02 Food Service	\$ 549.58
Fund 04 Community Services	\$ 14,093.02
Fund 06 Building Construction	\$ 858,580.17
Fund 07 Debt Redemption	\$ 0
Fund 21 Student Activities	\$ 520.60
Fund 45 OPEB Trust	\$ 0
 Total All Funds	 \$ 1,501,119.29

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		56145	102504	Check	1	5540		CUSCIOTTA, NIKOLE & THOMAS		Yes	No	Yes	06/25/2024	(12.75)
AS2		56171	102509	Check	1	8425		HIGGINS, MARY & BRIAN		Yes	No	Yes	06/25/2024	(10.25)
AS2		58589	104592	Check	1	6806		CAMPBELL, TERESA		Yes	No	Yes	06/04/2024	(87.55)
AS2		59207	105083	Check	1	8265		DOMINO'S PIZZA		Yes	No	Yes	06/25/2024	(85.09)
AS2		59254	105150	Check	1	8265		DOMINO'S PIZZA		Yes	No	Yes	06/25/2024	(62.05)
AS2		59301	105208	Check	1	8648		STEINHART, JEREMY	Ind/Sole Proprietor	Yes	No	Yes	06/25/2024	(146.00)
AS2		59295	105215	Check	1	8443		WOODBURN PRESS, LLC	LLC - S Corp	Yes	No	Yes	06/25/2024	(32.80)
AS2		59510	105407	Check	1	8265		DOMINO'S PIZZA		Yes	No	Yes	06/25/2024	(101.79)
AS2		59557	105431	Check	1	8670		DEBLIZAN, ELIZABETH		Yes	No	Yes	06/25/2024	(90.00)
AS2		59989	105780	Check	1	8265		DOMINO'S PIZZA		Yes	No	Yes	06/25/2024	(58.23)
AS2		61202	106755	Check	1	6623		ADVANCED IMAGING SOLUTIONS		Yes	No	No	06/07/2024	5,504.98
AS2		61223	106756	Check	1	8786		AKER, NOLAN	Ind/Sole Proprietor	Yes	No	No	06/07/2024	725.00
AS2		61214	106757	Check	1	8399		AMPION PBC	C Corporation	Yes	No	No	06/07/2024	270.97
AS2		61209	106758	Check	1	7981		AT&T MOBILITY		Yes	No	No	06/07/2024	38.23
AS2		61198	106759	Check	1	6183		BUFFALO GUN CLUB, INC.		Yes	No	No	06/07/2024	3,297.00
AS2		61203	106760	Check	1	6806		CAMPBELL, TERESA		Yes	No	No	06/07/2024	87.55
AS2		61205	106761	Check	1	7544		CAPTIVATE MEDIA + CONSULTING	LLC - S Corp	Yes	No	No	06/07/2024	1,500.00
AS2		61183	106762	Check	1	1180		CENTERPOINT ENERGY		Yes	No	No	06/07/2024	644.58
AS2		61184	106763	Check	1	1200		CUB FOODS - BUFFALO		Yes	No	No	06/07/2024	493.03
AS2		61200	106764	Check	1	6377		DISH		Yes	No	No	06/07/2024	125.09
AS2		61210	106765	Check	1	7997		FOLDINGCHAIRSANDTABLES.COM		Yes	No	No	06/07/2024	54.95
AS2		61219	106766	Check	1	8595	remit	GILBERT MECHANICAL CONTRACTORS,	LLC - Partnership	Yes	No	No	06/07/2024	1,306.71
AS2		61207	106767	Check	1	7738		GRANITE TELECOMMUNICATIONS, LLC		Yes	No	No	06/07/2024	868.63
AS2		61196	106768	Check	1	4955	remit	HENNEPIN CO ACCOUNTS RECEIV		Yes	No	No	06/07/2024	11,000.00
AS2		61189	106769	Check	1	2196		JOSTENS		Yes	No	No	06/07/2024	852.43
AS2		61192	106770	Check	1	4111	REMIT	JOSTENS INC		Yes	No	No	06/07/2024	72.95
AS2		61213	106771	Check	1	8361		KAMIDA CONCRETE CONSTRUCTION, INC	S Corporation	Yes	No	No	06/07/2024	1,597.76
AS2		61201	106772	Check	1	6603		LANO EQUIPMENT -LORETTO		Yes	No	No	06/07/2024	685.75
AS2		61190	106773	Check	1	2216		MENARDS INC		Yes	No	No	06/07/2024	155.79
AS2		61181	106774	Check	1	1039		MINNESOTA ELEVATOR, INC		Yes	No	No	06/07/2024	517.54
AS2		61225	106775	Check	1	8788		MURPHY CREATIVE DESIGN, LLC	Ind/Sole Proprietor	Yes	No	No	06/07/2024	400.00
AS2		61204	106776	Check	1	6913		NEE INVESTMENT 9, LLC		Yes	No	No	06/07/2024	471.63
AS2		61216	106777	Check	1	8412		PERFORMANCE FOODSERVICE	C Corporation	Yes	No	No	06/07/2024	694.68
AS2		61226	106778	Check	1	8789		PERRAULT, JESSICA		Yes	No	No	06/07/2024	142.04
AS2		61220	106779	Check	1	8617		PRAIRIE MOON NURSERY	S Corporation	Yes	No	No	06/07/2024	99.12
AS2		61215	106780	Check	1	8411		PREFERRED SHIPPING, INC.	S Corporation	Yes	No	No	06/07/2024	730.75
AS2		61211	106781	Check	1	8226	remit	PROLAWNS INC.	S Corporation	Yes	No	No	06/07/2024	3,314.00
AS2		61194	106782	Check	1	4366	NLS	REGION 5A SECRETARY		Yes	No	No	06/07/2024	3,655.00

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Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
												Void	Date	
AS2		61193	106783	Check	1	4279		ROCKFORD RIVER DAYS		Yes	No	No	06/07/2024	135.00
AS2		61186	106784	Check	1	1522	SAUK R,	ROTO-ROOTER INC		Yes	No	No	06/07/2024	610.00
AS2		61195	106785	Check	1	4937		RUSSELL SECURITY RESOURCE INC		Yes	No	No	06/07/2024	5,059.50
AS2		61217	106786	Check	1	8498		SCHMITT MUSIC ANOKA		Yes	No	No	06/07/2024	426.00
AS2		61182	106787	Check	1	1091		SCHMITT MUSIC CENTER		Yes	No	No	06/07/2024	64.00
AS2		61187	106788	Check	1	1719		SCHOLASTIC BOOK FAIRS		Yes	No	No	06/07/2024	1,983.49
AS2		61191	106789	Check	1	2346		SHAMROCK GOLF COURSE		Yes	No	No	06/07/2024	3,000.00
AS2		61221	106790	Check	1	8693		STERNE, MEGAN	Ind/Sole Proprietor	Yes	No	No	06/07/2024	160.00
AS2		61224	106791	Check	1	8787		TACOS LA CHULE		Yes	No	No	06/07/2024	220.00
AS2		61206	106792	Check	1	7545		TEACHERS ON CALL		Yes	No	No	06/07/2024	6,676.78
AS2		61208	106793	Check	1	7786	REMIT	TERRAFORM PHOENIX II ARCADIA	LLC - Partnership	Yes	No	No	06/07/2024	384.54
AS2		61218	106794	Check	1	8592		TEXAS A&M AGRILIFE EXTENSION SERV	Other	Yes	No	No	06/07/2024	50.00
AS2		61222	106795	Check	1	8755		THE ACCIDENTAL ADULT, LLC	LLC - C Corp	Yes	No	No	06/07/2024	787.50
AS2		61199	106796	Check	1	6216		THOMAS, NICOLLE	Ind/Sole Proprietor	Yes	No	No	06/07/2024	125.00
AS2		61188	106797	Check	1	1792		THREE RIVERS PARK DISTRICT		Yes	No	No	06/07/2024	135.00
AS2		61197	106798	Check	1	5149		TOLL COMPANY		Yes	No	No	06/07/2024	52.70
AS2		61212	106799	Check	1	8261		TOTAL NETWORKX, INC.	S Corporation	Yes	No	No	06/07/2024	770.00
AS2		61185	106800	Check	1	1416		WRIGHT COUNTY JOURNAL PRESS		Yes	No	No	06/07/2024	198.75
AS2		61180	106801	Check	1	1016		WRIGHT-HENNEPIN COOP. ELECTRIC		Yes	No	No	06/07/2024	353.40
AS2		61229	106802	Check	1	2009		EDUCATION MINNESOTA ROCKFORD - EI		Yes	No	No	06/07/2024	10,638.28
AS2		61228	106803	Check	1	1644		ISD #883 EDUCATION FOUNDATION		Yes	No	No	06/07/2024	589.00
AS2		61227	106804	Check	1	1969		SCHOOL SERVICE EMPLOYEES		Yes	No	No	06/07/2024	1,990.70
AS2		61254	106805	Check	1	8427		AGAPE CHRISTI ACADEMY		Yes	No	No	06/11/2024	197.23
AS2		61243	106806	Check	1	6260		AVE MARIA ACADEMY		Yes	No	No	06/11/2024	773.19
AS2		61246	106807	Check	1	7208		BARNETT, TERRY & ELIZABETH		Yes	No	No	06/11/2024	377.52
AS2		61230	106808	Check	1	2340		BENILDE ST. MARGARET'S SCHOOL		Yes	No	No	06/11/2024	206.91
AS2		61233	106809	Check	1	2553		BRECK SCHOOL		Yes	No	No	06/11/2024	377.52
AS2		61249	106810	Check	1	7718		CARLSON, TYLER & BRANDY		Yes	No	No	06/11/2024	186.34
AS2		61240	106811	Check	1	5509		CHESTERTON ACADEMY		Yes	No	No	06/11/2024	193.60
AS2		61267	106812	Check	1	8783		CHRIST COMMUNITY LUTHERAN SCHOO		Yes	No	No	06/11/2024	565.07
AS2		61237	106813	Check	1	2563		FOURTH BAPTIST CHRISTIAN		Yes	No	No	06/11/2024	1,500.40
AS2		61263	106814	Check	1	8605		GAALSWYK, LUKE & ANNA		Yes	No	No	06/11/2024	556.60
AS2		61251	106815	Check	1	8006		GIARUSSO, JUSTIN & KRISTLE		Yes	No	No	06/11/2024	525.14
AS2		61242	106816	Check	1	5852		GOEDJEN, CARL & PAIGE		Yes	No	No	06/11/2024	187.55
AS2		61264	106817	Check	1	8606		GREENWALDT, SETH & HEIDI		Yes	No	No	06/11/2024	365.42
AS2		61268	106818	Check	1	8784		HAND IN HAND CHRISTIAN MONTESSORI		Yes	No	No	06/11/2024	179.08
AS2		61265	106819	Check	1	8607		HAVILAND, STUART & CARLY		Yes	No	No	06/11/2024	187.55
AS2		61269	106820	Check	1	8785		HILARY, JESSE & CATHY		Yes	No	No	06/11/2024	186.34

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Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
												Void	Date	
AS2		61232	106821	Check	1	2551		HOLY NAME OF JESUS SCHOOL		Yes	No	No	06/11/2024	1,165.23
AS2		61245	106822	Check	1	6950		HOLY SPIRIT ACADEMY		Yes	No	No	06/11/2024	394.46
AS2		61255	106823	Check	1	8429		HOLY TRINITY SCHOOL		Yes	No	No	06/11/2024	185.13
AS2		61252	106824	Check	1	8007		HUGHES, PAUL & KELLI		Yes	No	No	06/11/2024	191.18
AS2		61257	106825	Check	1	8431		LANG, REESE & KARA		Yes	No	No	06/11/2024	369.05
AS2		61234	106826	Check	1	2557		MARANATHA CHRISTIAN ACADEMY		Yes	No	No	06/11/2024	834.90
AS2		61260	106827	Check	1	8447		MEYER, JENNIE		Yes	No	No	06/11/2024	185.13
AS2		61247	106828	Check	1	7212		MOULTON, RICK & KRISTINE		Yes	No	No	06/11/2024	196.02
AS2		61256	106829	Check	1	8430		OUR LADY OF THE LAKE CATHOLIC SCH		Yes	No	No	06/11/2024	843.98
AS2		61253	106830	Check	1	8239		PALMER, MATTHEW & JESSICA		Yes	No	No	06/11/2024	568.70
AS2		61231	106831	Check	1	2345		PROVIDENCE ACADEMY		Yes	No	No	06/11/2024	3,850.22
AS2		61266	106832	Check	1	8608		PUZDERKO, VIKTOR & ALESIA		Yes	No	No	06/11/2024	379.94
AS2		61262	106833	Check	1	8604		RAICHE, JEFF & KATIE		Yes	No	No	06/11/2024	191.79
AS2		61235	106834	Check	1	2558		REDEEMER LUTHERAN SCHOOL		Yes	No	No	06/11/2024	400.51
AS2		61250	106835	Check	1	7955		ROBBERSTAD, SCOTT & ERIN		Yes	No	No	06/11/2024	379.94
AS2		61239	106836	Check	1	4256		SALEM LUTHERN SCHOOL		Yes	No	No	06/11/2024	2,618.44
AS2		61248	106837	Check	1	7476		ST. AGNES SCHOOL		Yes	No	No	06/11/2024	813.12
AS2		61270	106838	Check	1	8792		ST. BART'S SCHOOL		Yes	No	No	06/11/2024	203.28
AS2		61238	106839	Check	1	2564		ST. JOHN'S LUTHERAN		Yes	No	No	06/11/2024	3,044.36
AS2		61244	106840	Check	1	6622		ST. MAXIMILIAN KOLBE SCHOOL		Yes	No	No	06/11/2024	374.50
AS2		61241	106841	Check	1	5510		ST. MICHAEL CATHOLIC SCHOOL		Yes	No	No	06/11/2024	1,630.48
AS2		61261	106842	Check	1	8603		ST. VINCENT DE PAUL SCHOOL		Yes	No	No	06/11/2024	794.97
AS2		61258	106843	Check	1	8432		SWANSON, BLAKE & LINDSEY		Yes	No	No	06/11/2024	189.97
AS2		61236	106844	Check	1	2561		WEST LUTHERAN HIGH SCHOOL		Yes	No	No	06/11/2024	1,523.39
AS2		61259	106845	Check	1	8433		WILLE, JAKE & BRITTANY		Yes	No	No	06/11/2024	291.61
AS2		61281	106846	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	06/11/2024	97,704.02
AS2		61282	106847	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	06/11/2024	14,775.28
AS2		61287	106848	Check	1	6015		AWARDS DIRECT		Yes	No	No	06/11/2024	188.60
AS2		61303	106849	Check	1	8793		BABATZ, DANIELLE		Yes	No	No	06/11/2024	13.70
AS2		61304	106850	Check	1	8794		BELIN, KIRSTIN		Yes	No	No	06/11/2024	11.50
AS2		61300	106851	Check	1	8017		BOULTON, JENNIFER		Yes	No	No	06/11/2024	6.50
AS2		61285	106852	Check	1	5622		BOYD, JODY		Yes	No	No	06/11/2024	25.05
AS2		61275	106853	Check	1	1180		CENTERPOINT ENERGY		Yes	No	No	06/11/2024	1,884.35
AS2		61305	106854	Check	1	8795		COLTON, PINNEY JR.		Yes	No	No	06/11/2024	42.70
AS2		61302	106855	Check	1	8678	remit	EDFINMN LLC	S Corporation	Yes	No	No	06/11/2024	6,400.00
AS2		61306	106856	Check	1	8796		FUCHS, TRACY		Yes	No	No	06/11/2024	13.10
AS2		61307	106857	Check	1	8797		HENRY-BOECK, DEANNA		Yes	No	No	06/11/2024	10.35
AS2		61283	106858	Check	1	5165	remit	ICS CONSULTING, LLC - 138006		Yes	No	No	06/11/2024	20,381.04

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Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
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AS2		61277	106859	Check	1	1290		ISD 466 DASSEL-COKATO		Yes	No	No	06/11/2024	400.00
AS2		61308	106860	Check	1	8798		JOHNSON, RUTH		Yes	No	No	06/11/2024	15.50
AS2		61299	106861	Check	1	8010		LANGUAGE LINE SERVICES		Yes	No	No	06/11/2024	219.00
AS2		61278	106862	Check	1	1394		MBNA/BUSINESS CARD		Yes	No	No	06/11/2024	11,755.88
AS2		61279	106863	Check	1	1394		MBNA/BUSINESS CARD		Yes	No	No	06/11/2024	2,399.00
AS2		61280	106864	Check	1	1394		MBNA/BUSINESS CARD		Yes	No	No	06/11/2024	818.60
AS2		61290	106865	Check	1	6356		MITEL NETSOLUTIONS		Yes	No	No	06/11/2024	5,149.07
AS2		61284	106866	Check	1	5425		MORTON, TAMI		Yes	No	No	06/11/2024	38.60
AS2		61292	106867	Check	1	6913		NEE INVESTMENT 9, LLC		Yes	No	No	06/11/2024	548.89
AS2		61271	106868	Check	1	1006		NORTHWEST SUBURBAN INTEGRATION		Yes	No	No	06/11/2024	4,409.50
AS2		61274	106869	Check	1	1079		OFFICE DEPOT		Yes	No	No	06/11/2024	117.89
AS2		61286	106870	Check	1	5734		PALMER, MONICA		Yes	No	No	06/11/2024	5.15
AS2		61295	106871	Check	1	7276		PETERMAN, SHARLA		Yes	No	No	06/11/2024	286.91
AS2		61273	106872	Check	1	1020	remit	PITNEY BOWES GLOBAL FINANCIAL SEF		Yes	No	No	06/11/2024	903.54
AS2		61288	106873	Check	1	6031		POSTMASTER		Yes	No	No	06/11/2024	1,437.25
AS2		61301	106874	Check	1	8402		REPUBLIC SERVICES, INC.	C Corporation	Yes	No	No	06/11/2024	3,896.43
AS2		61294	106875	Check	1	7090		ROTHI, MELISSA		Yes	No	No	06/11/2024	16.00
AS2		61297	106876	Check	1	7785		SAVAGE, KELLY		Yes	No	No	06/11/2024	117.05
AS2		61289	106877	Check	1	6068		SWANSON, SHANNON		Yes	No	No	06/11/2024	12.05
AS2		61291	106878	Check	1	6437		TASC		Yes	No	No	06/11/2024	34.50
AS2		61296	106879	Check	1	7545		TEACHERS ON CALL		Yes	No	No	06/11/2024	5,033.46
AS2		61298	106880	Check	1	7995		TEMPANY, DAVID & LACEY		Yes	No	No	06/11/2024	51.25
AS2		61309	106881	Check	1	8799		THORSON, TIM		Yes	No	No	06/11/2024	12.38
AS2		61310	106882	Check	1	8800		VETSCH, HEATHER		Yes	No	No	06/11/2024	15.05
AS2		61293	106883	Check	1	6952		VICINO, SHARYL		Yes	No	No	06/11/2024	18.00
AS2		61311	106884	Check	1	8801		VOSS, AMY		Yes	No	No	06/11/2024	26.25
AS2		61312	106885	Check	1	8802		WEHMAS, GENEVIEVE		Yes	No	No	06/11/2024	11.85
AS2		61272	106886	Check	1	1016		WRIGHT-HENNEPIN COOP. ELECTRIC		Yes	No	No	06/11/2024	83.85
AS2		61276	106887	Check	1	1215		XCEL ENERGY		Yes	No	No	06/11/2024	1,249.12
AS2		61315	106888	Check	1	1492		ADAM'S PEST CONTROL INC		Yes	No	No	06/18/2024	376.04
AS2		61331	106889	Check	1	8666		APEX TROPHY & AWARDS, LLC	Ind/Sole Proprietor	Yes	No	No	06/18/2024	213.25
AS2		61329	106890	Check	1	8345		BUFFALO BOOKS, LLC	Ind/Sole Proprietor	Yes	No	No	06/18/2024	478.80
AS2		61321	106891	Check	1	5991		BW T&F ENTERPRISES LLP		Yes	No	No	06/18/2024	445.00
AS2		61332	106892	Check	1	8777		FIRE MOUNTAIN FABRIC AND SUPPLY, IN	S Corporation	Yes	No	No	06/18/2024	1,807.98
AS2		61333	106893	Check	1	8790		HARDIMON JR., RAYMOND	Ind/Sole Proprietor	Yes	No	No	06/18/2024	150.00
AS2		61313	106894	Check	1	1057		HILLYARD		Yes	No	No	06/18/2024	667.30
AS2		61318	106895	Check	1	2551		HOLY NAME OF JESUS SCHOOL		Yes	No	No	06/18/2024	197.23
AS2		61320	106896	Check	1	5165	remit	ICS CONSULTING, LLC - 138006		Yes	No	No	06/18/2024	27,486.18

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AS2		61335	106897	Check	1	8803		JACKSON & ASSOCIATES LLC	LLC - S Corp	Yes	No	No	06/18/2024	781,850.00
AS2		61319	106898	Check	1	4111	REMIT	JOSTENS INC		Yes	No	No	06/18/2024	40.70
AS2		61334	106899	Check	1	8791		LEE, RAMONT	Ind/Sole Proprietor	Yes	No	No	06/18/2024	150.00
AS2		61324	106900	Check	1	7771	remit	MRI SOFTWARE, LLC		Yes	No	No	06/18/2024	742.00
AS2		61322	106901	Check	1	6517		MYLES, JOHN	Ind/Sole Proprietor	Yes	No	No	06/18/2024	150.00
AS2		61314	106902	Check	1	1366		NEFF/JOSTENS		Yes	No	No	06/18/2024	454.75
AS2		61325	106903	Check	1	7873		ON SITE COMPANIES, INC.		Yes	No	No	06/18/2024	2,642.00
AS2		61330	106904	Check	1	8481		PRAIRIE RESTORATION, INC.	C Corporation	Yes	No	No	06/18/2024	750.00
AS2		61327	106905	Check	1	8049		RAAA BASKETBALL		Yes	No	No	06/18/2024	7,104.00
AS2		61328	106906	Check	1	8143		SCRIBBLES SOFTWARE	C Corporation	Yes	No	No	06/18/2024	113.45
AS2		61326	106907	Check	1	8041		SITEONE LANDSCAPE SUPPLY, LLC		Yes	No	No	06/18/2024	244.65
AS2		61323	106908	Check	1	7545		TEACHERS ON CALL		Yes	No	No	06/18/2024	1,028.16
AS2		61317	106909	Check	1	2208		TECH/CHECK		Yes	No	No	06/18/2024	925.00
AS2		61316	106910	Check	1	1841		WRIGHT TECHNICAL CENTER		Yes	No	No	06/18/2024	1,159.20
AS2		61346	106911	Check	1	2323		HOUSE OF PRINT		Yes	No	No	06/26/2024	4,634.28
AS2		61347	106912	Check	1	6029		KIDZART	S Corporation	Yes	No	No	06/26/2024	1,375.00
AS2		61348	106913	Check	1	6603		LANO EQUIPMENT -LORETTO		Yes	No	No	06/26/2024	275.99
AS2		61345	106914	Check	1	1226		PRO-TEC DESIGN	C Corporation	Yes	No	No	06/26/2024	15,413.91
AS2		61349	106915	Check	1	8261		TOTAL NETWORKX, INC.	S Corporation	Yes	No	No	06/26/2024	1,253.75
AS2		61344	106916	Check	1	1215		XCEL ENERGY		Yes	No	No	06/26/2024	9,626.95
AS2		61355	106917	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	06/26/2024	18,710.73
AS2		61356	106918	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	06/26/2024	1,826.34
AS2		61365	106919	Check	1	8621		CESO TRANSPORTATION, LLC	LLC - S Corp	Yes	No	No	06/26/2024	35,814.43
AS2		61357	106920	Check	1	5507		CITY OF GREENFIELD WATER & SEWER I		Yes	No	No	06/26/2024	1,134.15
AS2		61364	106921	Check	1	8595	remit	GILBERT MECHANICAL CONTRACTORS,	LLC - Partnership	Yes	No	No	06/26/2024	801.15
AS2		61354	106922	Check	1	4022		INFINITE CAMPUS		Yes	No	No	06/26/2024	1,367.50
AS2		61360	106923	Check	1	7857		MCLEOD COMMUNITY SOLAR ONE LLC		Yes	No	No	06/26/2024	1,809.28
AS2		61361	106924	Check	1	7858		MEEKER COMMUNITY SOLAR ONE LLC		Yes	No	No	06/26/2024	2,515.83
AS2		61366	106925	Check	1	8772		NORTHLAND VISIONS	Ind/Sole Proprietor	Yes	No	No	06/26/2024	966.35
AS2		61363	106926	Check	1	8411		PREFERRED SHIPPING, INC.	S Corporation	Yes	No	No	06/26/2024	200.50
AS2		61351	106927	Check	1	1226		PRO-TEC DESIGN	C Corporation	Yes	No	No	06/26/2024	13,449.04
AS2		61350	106928	Check	1	1152		RESOURCE TRAINING & SOLUTIONS		Yes	No	No	06/26/2024	20.00
AS2		61368	106929	Check	1	8805		RIDGEWATER COLLEGE	Other	Yes	No	No	06/26/2024	1,050.00
AS2		61352	106930	Check	1	1266		SAFE COMMUNITIES OF WRIGHT CTY		Yes	No	No	06/26/2024	130.00
AS2		61359	106931	Check	1	6082		SAM'S LAWN & LANDSCAPE, INC.		Yes	No	No	06/26/2024	5,278.30
AS2		61367	106932	Check	1	8804		ST. CLOUD TECHNICAL & CMTY COLLEG	Other	Yes	No	No	06/26/2024	3,000.00
AS2		61353	106933	Check	1	3856		TECH ACADEMY/COMPUTER EXPLORER:	S Corporation	Yes	No	No	06/26/2024	825.00
AS2		61358	106934	Check	1	5547		UPS		Yes	No	No	06/26/2024	840.26

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		61362	106935	Check	1	8170	remit	US BANCORP GOV'N'T LEASING & FINAN	C Corporation	Yes	No	No	06/26/2024	7,569.12
AS2		61369	106936	Check	1	1192		VERIZON WIRELESS		Yes	No	No	06/26/2024	340.19
													Bank Total:	\$1,241,157.00
PAY		61171		Wire	1	3370		MN CHILD SUPPORT PMT CENTER		No	No	No	06/03/2024	296.40
PAY		61172		Wire	1	2006		US GOVERNMENT		No	No	No	06/03/2024	109,592.08
PAY		61173		Wire	1	1962		MINNESOTA DEPT OF REVENUE		No	No	No	06/03/2024	18,402.20
PAY		61174		Wire	1	4050		AFLAC		No	No	No	06/03/2024	295.00
PAY		61175		Wire	1	5459		LEGAL SHIELD		No	No	No	06/03/2024	111.62
PAY		61176		Wire	1	2470		MSRS		No	No	No	06/03/2024	17,723.10
PAY		61177		Wire	1	1937		PUBLIC EMPLOYEES RETIREMENT ASSO		No	No	No	06/03/2024	22,411.62
PAY		61178		Wire	1	1938		TRA		No	No	No	06/03/2024	58,827.03
PAY		61179		Wire	1	7649		TSA CONSULTING GROUP, INC.		No	No	No	06/03/2024	31,581.78
													Bank Total:	\$259,240.83
													Report Total:	\$1,500,397.83

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	59207	AS2	1	8265		DOMINO'S PIZZA	202412	0883	9241		85.09	0.00
										0883	59254	AS2	1	8265		DOMINO'S PIZZA	202412	0883	9241		62.05	0.00
										0883	59295	AS2	1	8443		WOODBURN PRESS, LLI	202412	0883	9241		32.80	0.00
										0883	59301	AS2	1	8648		STEINHART, JEREMY	202412	0883	9241		146.00	0.00
										0883	59510	AS2	1	8265		DOMINO'S PIZZA	202412	0883	9241		101.79	0.00
										0883	59557	AS2	1	8670		DEBLIZAN, ELIZABETH	202412	0883	9241		90.00	0.00
										0883	59989	AS2	1	8265		DOMINO'S PIZZA	202412	0883	9241		58.23	0.00
										0883	61180	AS2	1	1016		WRIGHT-HENNEPIN COC	202412	0883	9209		0.00	353.40
										0883	61181	AS2	1	1039		MINNESOTA ELEVATOR	202412	0883	9209		0.00	517.54
										0883	61182	AS2	1	1091		SCHMITT MUSIC CENTEF	202412	0883	9209		0.00	24.00
										0883	61182	AS2	1	1091		SCHMITT MUSIC CENTEF	202412	0883	9209		0.00	40.00
										0883	61183	AS2	1	1180		CENTERPOINT ENERGY	202412	0883	9209		0.00	257.94
										0883	61183	AS2	1	1180		CENTERPOINT ENERGY	202412	0883	9209		0.00	386.64
										0883	61184	AS2	1	1200		CUB FOODS - BUFFALO	202412	0883	9209		0.00	72.63
										0883	61184	AS2	1	1200		CUB FOODS - BUFFALO	202412	0883	9209		0.00	51.70
										0883	61184	AS2	1	1200		CUB FOODS - BUFFALO	202412	0883	9209		0.00	10.07
										0883	61184	AS2	1	1200		CUB FOODS - BUFFALO	202412	0883	9209		0.00	20.03
										0883	61184	AS2	1	1200		CUB FOODS - BUFFALO	202412	0883	9209		0.00	60.79
										0883	61184	AS2	1	1200		CUB FOODS - BUFFALO	202412	0883	9209		0.00	35.98
										0883	61184	AS2	1	1200		CUB FOODS - BUFFALO	202412	0883	9209		0.00	114.19
										0883	61184	AS2	1	1200		CUB FOODS - BUFFALO	202412	0883	9209		0.00	94.92
										0883	61184	AS2	1	1200		CUB FOODS - BUFFALO	202412	0883	9209		0.00	32.72
										0883	61185	AS2	1	1416		WRIGHT COUNTY JOUR	202412	0883	9209		0.00	60.00
										0883	61185	AS2	1	1416		WRIGHT COUNTY JOUR	202412	0883	9209		0.00	71.25
										0883	61185	AS2	1	1416		WRIGHT COUNTY JOUR	202412	0883	9209		0.00	33.75
										0883	61185	AS2	1	1416		WRIGHT COUNTY JOUR	202412	0883	9209		0.00	33.75
										0883	61186	AS2	1	1522	SAU	ROTO-ROOTER INC	202412	0883	9209		0.00	610.00
										0883	61187	AS2	1	1719		SCHOLASTIC BOOK FAI	202412	0883	9209		0.00	1,983.49
										0883	61188	AS2	1	1792		THREE RIVERS PARK DI	202412	0883	9209		0.00	135.00
										0883	61189	AS2	1	2196		JOSTENS	202412	0883	9209		0.00	852.43
										0883	61190	AS2	1	2216		MENARDS INC	202412	0883	9209		0.00	155.79
										0883	61191	AS2	1	2346		SHAMROCK GOLF COUI	202412	0883	9209		0.00	3,000.00
										0883	61192	AS2	1	4111	REMI	JOSTENS INC	202412	0883	9209		0.00	72.95
										0883	61193	AS2	1	4279		ROCKFORD RIVER DAY	202412	0883	9209		0.00	135.00
										0883	61194	AS2	1	4366	NLS	REGION 5A SECRETAR\	202412	0883	9209		0.00	405.00
										0883	61194	AS2	1	4366	NLS	REGION 5A SECRETAR\	202412	0883	9209		0.00	3,250.00
										0883	61195	AS2	1	4937		RUSSELL SECURITY RE	202412	0883	9209		0.00	966.00
										0883	61195	AS2	1	4937		RUSSELL SECURITY RE	202412	0883	9209		0.00	330.00

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	61195	AS2	1	4937		RUSSELL SECURITY RE	202412	0883	9209		0.00	397.50
										0883	61195	AS2	1	4937		RUSSELL SECURITY RE	202412	0883	9209		0.00	3,240.00
										0883	61195	AS2	1	4937		RUSSELL SECURITY RE	202412	0883	9209		0.00	126.00
										0883	61196	AS2	1	4955	remit	HENNEPIN CO ACCOUNT	202412	0883	9209		0.00	11,000.00
										0883	61197	AS2	1	5149		TOLL COMPANY	202412	0883	9209		0.00	52.70
										0883	61198	AS2	1	6183		BUFFALO GUN CLUB, IN	202412	0883	9209		0.00	3,297.00
										0883	61199	AS2	1	6216		THOMAS, NICOLLE	202412	0883	9209		0.00	125.00
										0883	61201	AS2	1	6603		LANO EQUIPMENT -LOR	202412	0883	9209		0.00	685.75
										0883	61202	AS2	1	6623		ADVANCED IMAGING SC	202412	0883	9209		0.00	5,504.98
										0883	61204	AS2	1	6913		NEE INVESTMENT 9, LLC	202412	0883	9209		0.00	471.63
										0883	61205	AS2	1	7544		CAPTIVATE MEDIA + CO	202412	0883	9209		0.00	1,500.00
										0883	61206	AS2	1	7545		TEACHERS ON CALL	202412	0883	9209		0.00	6,676.78
										0883	61207	AS2	1	7738		GRANITE TELECOMMUN	202412	0883	9209		0.00	868.63
										0883	61208	AS2	1	7786	REMI	TERRAFORM PHOENIX I	202412	0883	9209		0.00	384.54
										0883	61209	AS2	1	7981		AT&T MOBILITY	202412	0883	9209		0.00	38.23
										0883	61210	AS2	1	7997		FOLDINGCHAIRSANDTA	202412	0883	9209		0.00	54.95
										0883	61211	AS2	1	8226	remit	PROLAWNS INC.	202412	0883	9209		0.00	1,117.00
										0883	61211	AS2	1	8226	remit	PROLAWNS INC.	202412	0883	9209		0.00	2,197.00
										0883	61212	AS2	1	8261		TOTAL NETWORKX, INC.	202412	0883	9209		0.00	770.00
										0883	61213	AS2	1	8361		KAMIDA CONCRETE COI	202412	0883	9209		0.00	1,597.76
										0883	61214	AS2	1	8399		AMPION PBC	202412	0883	9209		0.00	270.97
										0883	61215	AS2	1	8411		PREFERRED SHIPPING, II	202412	0883	9209		0.00	53.18
										0883	61215	AS2	1	8411		PREFERRED SHIPPING, II	202412	0883	9209		0.00	386.15
										0883	61215	AS2	1	8411		PREFERRED SHIPPING, II	202412	0883	9209		0.00	291.42
										0883	61216	AS2	1	8412		PERFORMANCE FOODSI	202412	0883	9209		0.00	694.68
										0883	61217	AS2	1	8498		SCHMITT MUSIC ANOKA	202412	0883	9209		0.00	159.00
										0883	61217	AS2	1	8498		SCHMITT MUSIC ANOKA	202412	0883	9209		0.00	26.00
										0883	61217	AS2	1	8498		SCHMITT MUSIC ANOKA	202412	0883	9209		0.00	30.00
										0883	61217	AS2	1	8498		SCHMITT MUSIC ANOKA	202412	0883	9209		0.00	20.00
										0883	61217	AS2	1	8498		SCHMITT MUSIC ANOKA	202412	0883	9209		0.00	166.00
										0883	61217	AS2	1	8498		SCHMITT MUSIC ANOKA	202412	0883	9209		0.00	25.00
										0883	61218	AS2	1	8592		TEXAS A&M AGRILIFE E	202412	0883	9209		0.00	50.00
										0883	61219	AS2	1	8595	remit	GILBERT MECHANICAL	202412	0883	9209		0.00	1,306.71
										0883	61220	AS2	1	8617		PRAIRIE MOON NURSER	202412	0883	9209		0.00	99.12
										0883	61222	AS2	1	8755		THE ACCIDENTAL ADUL	202412	0883	9209		0.00	787.50
										0883	61223	AS2	1	8786		AKER, NOLAN	202412	0883	9209		0.00	725.00
										0883	61225	AS2	1	8788		MURPHY CREATIVE DES	202412	0883	9209		0.00	400.00
										0883	61226	AS2	1	8789		PERRAULT, JESSICA	202412	0883	9209		0.00	142.04

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	61227	AS2	1	1969		SCHOOL SERVICE EMPL	202412	0883	9209		0.00	995.35
										0883	61227	AS2	1	1969		SCHOOL SERVICE EMPL	202412	0883	9209		0.00	995.35
										0883	61228	AS2	1	1644		ISD #883 EDUCATION FC	202412	0883	9209		0.00	294.50
										0883	61228	AS2	1	1644		ISD #883 EDUCATION FC	202412	0883	9209		0.00	294.50
										0883	61229	AS2	1	2009		EDUCATION MINNESOTA	202412	0883	9209		0.00	5,319.14
										0883	61229	AS2	1	2009		EDUCATION MINNESOTA	202412	0883	9209		0.00	5,319.14
										0883	61230	AS2	1	2340		BENILDE ST. MARGARET	202412	0883	9209		0.00	206.91
										0883	61231	AS2	1	2345		PROVIDENCE ACADEMY	202412	0883	9209		0.00	3,850.22
										0883	61232	AS2	1	2551		HOLY NAME OF JESUS	202412	0883	9209		0.00	1,165.23
										0883	61233	AS2	1	2553		BRECK SCHOOL	202412	0883	9209		0.00	377.52
										0883	61234	AS2	1	2557		MARANATHA CHRISTIAN	202412	0883	9209		0.00	834.90
										0883	61235	AS2	1	2558		REDEEMER LUTHERAN	202412	0883	9209		0.00	400.51
										0883	61236	AS2	1	2561		WEST LUTHERAN HIGH	202412	0883	9209		0.00	1,523.39
										0883	61237	AS2	1	2563		FOURTH BAPTIST CHRIS	202412	0883	9209		0.00	1,500.40
										0883	61238	AS2	1	2564		ST. JOHN'S LUTHERAN	202412	0883	9209		0.00	3,044.36
										0883	61239	AS2	1	4256		SALEM LUTHERAN SCHO	202412	0883	9209		0.00	2,618.44
										0883	61240	AS2	1	5509		CHESTERTON ACADEMY	202412	0883	9209		0.00	193.60
										0883	61241	AS2	1	5510		ST. MICHAEL CATHOLIC	202412	0883	9209		0.00	1,630.48
										0883	61242	AS2	1	5852		GOEDJEN, CARL & PAIG	202412	0883	9209		0.00	187.55
										0883	61243	AS2	1	6260		AVE MARIA ACADEMY	202412	0883	9209		0.00	773.19
										0883	61244	AS2	1	6622		ST. MAXIMILIAN KOLBE	202412	0883	9209		0.00	374.50
										0883	61245	AS2	1	6950		HOLY SPIRIT ACADEMY	202412	0883	9209		0.00	394.46
										0883	61246	AS2	1	7208		BARNETT, TERRY & ELI	202412	0883	9209		0.00	377.52
										0883	61247	AS2	1	7212		MOULTON, RICK & KRIS	202412	0883	9209		0.00	196.02
										0883	61248	AS2	1	7476		ST. AGNES SCHOOL	202412	0883	9209		0.00	813.12
										0883	61249	AS2	1	7718		CARLSON, TYLER & BR	202412	0883	9209		0.00	186.34
										0883	61250	AS2	1	7955		ROBBERSTAD, SCOTT &	202412	0883	9209		0.00	379.94
										0883	61251	AS2	1	8006		GIARUSSO, JUSTIN & KI	202412	0883	9209		0.00	525.14
										0883	61252	AS2	1	8007		HUGHES, PAUL & KELLI	202412	0883	9209		0.00	191.18
										0883	61253	AS2	1	8239		PALMER, MATTHEW & J	202412	0883	9209		0.00	568.70
										0883	61254	AS2	1	8427		AGAPE CHRISTI ACADE	202412	0883	9209		0.00	197.23
										0883	61255	AS2	1	8429		HOLY TRINITY SCHOOL	202412	0883	9209		0.00	185.13
										0883	61256	AS2	1	8430		OUR LADY OF THE LAKI	202412	0883	9209		0.00	843.98
										0883	61257	AS2	1	8431		LANG, REESE & KARA	202412	0883	9209		0.00	369.05
										0883	61258	AS2	1	8432		SWANSON, BLAKE & LI	202412	0883	9209		0.00	189.97
										0883	61259	AS2	1	8433		WILLE, JAKE & BRITTA	202412	0883	9209		0.00	291.61
										0883	61260	AS2	1	8447		MEYER, JENNIE	202412	0883	9209		0.00	185.13
										0883	61261	AS2	1	8603		ST. VINCENT DE PAUL S	202412	0883	9209		0.00	794.97

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	61262	AS2	1	8604		RAICHE, JEFF & KATIE	202412	0883	9209		0.00	191.79
										0883	61263	AS2	1	8605		GAALSWYK, LUKE & AI	202412	0883	9209		0.00	556.60
										0883	61264	AS2	1	8606		GREENWALDT, SETH & T	202412	0883	9209		0.00	365.42
										0883	61265	AS2	1	8607		HAVILAND, STUART & I	202412	0883	9209		0.00	187.55
										0883	61266	AS2	1	8608		PUZDERKO, VIKTOR & I	202412	0883	9209		0.00	379.94
										0883	61267	AS2	1	8783		CHRIST COMMUNITY LU	202412	0883	9209		0.00	565.07
										0883	61268	AS2	1	8784		HAND IN HAND CHRISTI	202412	0883	9209		0.00	179.08
										0883	61269	AS2	1	8785		HILARY, JESSE & CATH	202412	0883	9209		0.00	186.34
										0883	61270	AS2	1	8792		ST. BART'S SCHOOL	202412	0883	9209		0.00	203.28
										0883	61271	AS2	1	1006		NORTHWEST SUBURBA	202412	0883	9209		0.00	4,409.50
										0883	61272	AS2	1	1016		WRIGHT-HENNEPIN COC	202412	0883	9209		0.00	83.85
										0883	61273	AS2	1	1020	remit	PITNEY BOWES GLOBA	202412	0883	9209		0.00	903.54
										0883	61274	AS2	1	1079		OFFICE DEPOT	202412	0883	9209		0.00	117.89
										0883	61275	AS2	1	1180		CENTERPOINT ENERGY	202412	0883	9209		0.00	1,553.97
										0883	61275	AS2	1	1180		CENTERPOINT ENERGY	202412	0883	9209		0.00	330.38
										0883	61276	AS2	1	1215		XCEL ENERGY	202412	0883	9209		0.00	1,249.12
										0883	61277	AS2	1	1290		ISD 466 DASSEL-COKA	202412	0883	9209		0.00	150.00
										0883	61277	AS2	1	1290		ISD 466 DASSEL-COKA	202412	0883	9209		0.00	250.00
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	2,395.37
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	65.37
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	109.94
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	1,280.92
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	1,695.31
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	901.11
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	704.29
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	19.95
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	14.29
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	71.97
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	98.97
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	194.49
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	139.36
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	2,852.66
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	374.18
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	34.98
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	116.44
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		34.95	0.00
										0883	61279	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	2,399.00
										0883	61280	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209		0.00	818.60

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	61281	AS2	1	4335		4 POINT 0 SCHOOL SER	202412	0883	9209		0.00	97,080.29
										0883	61282	AS2	1	4335		4 POINT 0 SCHOOL SER	202412	0883	9209		0.00	14,775.28
										0883	61288	AS2	1	6031		POSTMASTER	202412	0883	9209		0.00	1,437.25
										0883	61290	AS2	1	6356		MITEL NETSOLUTIONS	202412	0883	9209		0.00	5,149.07
										0883	61291	AS2	1	6437		TASC	202412	0883	9209		0.00	34.50
										0883	61292	AS2	1	6913		NEE INVESTMENT 9, LLC	202412	0883	9209		0.00	548.89
										0883	61296	AS2	1	7545		TEACHERS ON CALL	202412	0883	9209		0.00	5,033.46
										0883	61299	AS2	1	8010		LANGUAGE LINE SERVI	202412	0883	9209		0.00	219.00
										0883	61301	AS2	1	8402		REPUBLIC SERVICES, IN	202412	0883	9209		0.00	3,896.43
										0883	61302	AS2	1	8678	remit	EDFINMN LLC	202412	0883	9209		0.00	6,400.00
										0883	61313	AS2	1	1057		HILLYARD	202412	0883	9209		0.00	667.30
										0883	61314	AS2	1	1366		NEFF/JOSTENS	202412	0883	9209		0.00	454.75
										0883	61315	AS2	1	1492		ADAM'S PEST CONTROL	202412	0883	9209		0.00	91.34
										0883	61315	AS2	1	1492		ADAM'S PEST CONTROL	202412	0883	9209		0.00	60.00
										0883	61315	AS2	1	1492		ADAM'S PEST CONTROL	202412	0883	9209		0.00	133.36
										0883	61315	AS2	1	1492		ADAM'S PEST CONTROL	202412	0883	9209		0.00	91.34
										0883	61316	AS2	1	1841		WRIGHT TECHNICAL CEI	202412	0883	9209		0.00	1,159.20
										0883	61317	AS2	1	2208		TECH/CHECK	202412	0883	9209		0.00	925.00
										0883	61318	AS2	1	2551		HOLY NAME OF JESUS	202412	0883	9209		0.00	197.23
										0883	61319	AS2	1	4111	REMIT	JOSTENS INC	202412	0883	9209		0.00	40.70
										0883	61321	AS2	1	5991		BW T&F ENTERPRISES L	202412	0883	9209		0.00	445.00
										0883	61322	AS2	1	6517		MYLES, JOHN	202412	0883	9209		0.00	150.00
										0883	61323	AS2	1	7545		TEACHERS ON CALL	202412	0883	9209		0.00	1,028.16
										0883	61324	AS2	1	7771	remit	MRI SOFTWARE, LLC	202412	0883	9209		0.00	630.00
										0883	61326	AS2	1	8041		SITONE LANDSCAPE S	202412	0883	9209		0.00	244.65
										0883	61328	AS2	1	8143		SCRIBBLES SOFTWARE	202412	0883	9209		0.00	113.45
										0883	61329	AS2	1	8345		BUFFALO BOOKS, LLC	202412	0883	9209		0.00	478.80
										0883	61330	AS2	1	8481		PRAIRIE RESTORATION,	202412	0883	9209		0.00	750.00
										0883	61331	AS2	1	8666		APEX TROPHY & AWAR	202412	0883	9209		0.00	213.25
										0883	61332	AS2	1	8777		FIRE MOUNTAIN FABRIC	202412	0883	9209		0.00	1,807.98
										0883	61333	AS2	1	8790		HARDIMON JR., RAYMO	202412	0883	9209		0.00	150.00
										0883	61334	AS2	1	8791		LEE, RAMONT	202412	0883	9209		0.00	150.00
										0883	61344	AS2	1	1215		XCEL ENERGY	202412	0883	9241		0.00	9,626.95
										0883	61346	AS2	1	2323		HOUSE OF PRINT	202412	0883	9241		0.00	4,634.28
										0883	61348	AS2	1	6603		LANO EQUIPMENT -LOR	202412	0883	9241		0.00	275.99
										0883	61349	AS2	1	8261		TOTAL NETWORKX, INC.	202412	0883	9241		0.00	1,253.75
										0883	61350	AS2	1	1152		RESOURCE TRAINING &	202412	0883	9241		0.00	20.00
										0883	61354	AS2	1	4022		INFINITE CAMPUS	202412	0883	9241		0.00	1,367.50

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount																			
0883	B	01	101	000				F	Cash & Cash Equiv	0883	61355	AS2	1	4335		4 POINT 0 SCHOOL SER	202412	0883	9241		0.00	18,710.73																			
										0883	61356	AS2	1	4335		4 POINT 0 SCHOOL SER	202412	0883	9241		0.00	1,826.34																			
										0883	61357	AS2	1	5507		CITY OF GREENFIELD W	202412	0883	9241		0.00	33.00																			
										0883	61357	AS2	1	5507		CITY OF GREENFIELD W	202412	0883	9241		0.00	1,101.15																			
										0883	61358	AS2	1	5547		UPS	202412	0883	9241		0.00	840.26																			
										0883	61359	AS2	1	6082		SAM'S LAWN & LANDSC	202412	0883	9241		0.00	5,278.30																			
										0883	61360	AS2	1	7857		MCLEOD COMMUNITY S	202412	0883	9241		0.00	1,809.28																			
										0883	61361	AS2	1	7858		MEEKER COMMUNITY S	202412	0883	9241		0.00	2,515.83																			
										0883	61362	AS2	1	8170	remit	US BANCORP GOVN'T L	202412	0883	9241		0.00	7,569.12																			
										0883	61363	AS2	1	8411		PREFERRED SHIPPING, II	202412	0883	9241		0.00	200.50																			
										0883	61364	AS2	1	8595	remit	GILBERT MECHANICAL I	202412	0883	9241		0.00	801.15																			
										0883	61365	AS2	1	8621		CESO TRANSPORTATIO	202412	0883	9241		0.00	35,814.43																			
										0883	61366	AS2	1	8772		NORTHLAND VISIONS	202412	0883	9241		0.00	256.80																			
										0883	61366	AS2	1	8772		NORTHLAND VISIONS	202412	0883	9241		0.00	709.55																			
										0883	61367	AS2	1	8804		ST. CLOUD TECHNICAL	202412	0883	9241		0.00	3,000.00																			
										0883	61368	AS2	1	8805		RIDGEWATER COLLEGE	202412	0883	9241		0.00	1,050.00																			
										0883	61369	AS2	1	1192		VERIZON WIRELESS	202412	0883	9241		0.00	240.13																			
Account Total:																																								\$610.91	\$368,135.09
0883	B	01	101	003				F	Cash & Cash Equiv - Payrol	0883	61171	PAY	1	3370		MN CHILD SUPPORT PM1	202412	0883	9209		0.00	296.40																			
										0883	61172	PAY	1	2006		US GOVERNMENT	202412	0883	9209		0.00	109,592.08																			
										0883	61173	PAY	1	1962		MINNESOTA DEPT OF RE	202412	0883	9209		0.00	18,402.20																			
										0883	61174	PAY	1	4050		AFLAC	202412	0883	9209		0.00	147.50																			
										0883	61174	PAY	1	4050		AFLAC	202412	0883	9209		0.00	147.50																			
										0883	61175	PAY	1	5459		LEGAL SHIELD	202412	0883	9209		0.00	55.81																			
										0883	61175	PAY	1	5459		LEGAL SHIELD	202412	0883	9209		0.00	55.81																			
										0883	61176	PAY	1	2470		MSRS	202412	0883	9209		0.00	8,861.55																			
										0883	61176	PAY	1	2470		MSRS	202412	0883	9209		0.00	8,861.55																			
										0883	61177	PAY	1	1937		PUBLIC EMPLOYEES RE	202412	0883	9209		0.00	22,411.62																			
										0883	61178	PAY	1	1938		TRA	202412	0883	9209		0.00	58,827.03																			
										0883	61179	PAY	1	7649		TSA CONSULTING GROI	202412	0883	9209		0.00	4,075.20																			
										0883	61179	PAY	1	7649		TSA CONSULTING GROI	202412	0883	9209		0.00	3,959.27																			
										0883	61179	PAY	1	7649		TSA CONSULTING GROI	202412	0883	9209		0.00	7,696.42																			
										0883	61179	PAY	1	7649		TSA CONSULTING GROI	202412	0883	9209		0.00	4,095.20																			
										0883	61179	PAY	1	7649		TSA CONSULTING GROI	202412	0883	9209		0.00	4,059.27																			
										0883	61179	PAY	1	7649		TSA CONSULTING GROI	202412	0883	9209		0.00	7,696.42																			
Account Total:																																								\$0.00	\$259,240.83
0883	B	02	101	000				F	Cash & Cash Equiv	0883	56145	AS2	1	5540		CUSCIOTTA, NIKOLE & 1	202412	0883	9241		12.75	0.00																			

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	02	101	000			F		Cash & Cash Equiv	0883	56171	AS2	1	8425		HIGGINS, MARY & BRIAI	202412	0883	9241	10.25	0.00	
										0883	58589	AS2	1	6806		CAMPBELL, TERESA	202412	0883	9209	87.55	0.00	
										0883	61203	AS2	1	6806		CAMPBELL, TERESA	202412	0883	9209	0.00	87.55	
										0883	61284	AS2	1	5425		MORTON, TAMI	202412	0883	9209	0.00	38.60	
										0883	61285	AS2	1	5622		BOYD, JODY	202412	0883	9209	0.00	25.05	
										0883	61286	AS2	1	5734		PALMER, MONICA	202412	0883	9209	0.00	5.15	
										0883	61289	AS2	1	6068		SWANSON, SHANNON	202412	0883	9209	0.00	12.05	
										0883	61293	AS2	1	6952		VICINO, SHARYL	202412	0883	9209	0.00	18.00	
										0883	61294	AS2	1	7090		ROTHI, MELISSA	202412	0883	9209	0.00	16.00	
										0883	61297	AS2	1	7785		SAVAGE, KELLY	202412	0883	9209	0.00	117.05	
										0883	61298	AS2	1	7995		TEMPANY, DAVID & LAC	202412	0883	9209	0.00	51.25	
										0883	61300	AS2	1	8017		BOULTON, JENNIFER	202412	0883	9209	0.00	6.50	
										0883	61303	AS2	1	8793		BABATZ, DANIELLE	202412	0883	9209	0.00	13.70	
										0883	61304	AS2	1	8794		BELIN, KIRSTIN	202412	0883	9209	0.00	11.50	
										0883	61305	AS2	1	8795		COLTON, PINNEY JR.	202412	0883	9209	0.00	42.70	
										0883	61306	AS2	1	8796		FUCHS, TRACY	202412	0883	9209	0.00	13.10	
										0883	61307	AS2	1	8797		HENRY-BOECK, DEANN	202412	0883	9209	0.00	10.35	
										0883	61308	AS2	1	8798		JOHNSON, RUTH	202412	0883	9209	0.00	15.50	
										0883	61309	AS2	1	8799		THORSON, TIM	202412	0883	9209	0.00	12.38	
										0883	61310	AS2	1	8800		VETSCH, HEATHER	202412	0883	9209	0.00	15.05	
										0883	61311	AS2	1	8801		VOSS, AMY	202412	0883	9209	0.00	26.25	
										0883	61312	AS2	1	8802		WEHMAS, GENEVIEVE	202412	0883	9209	0.00	11.85	
Account Total:																					\$110.55	\$549.58
0883	B	04	101	000			F		Cash & Cash Equiv	0883	61200	AS2	1	6377		DISH	202412	0883	9209	0.00	125.09	
										0883	61221	AS2	1	8693		STERNE, MEGAN	202412	0883	9209	0.00	160.00	
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209	0.00	126.81	
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209	0.00	83.70	
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209	0.00	57.50	
										0883	61278	AS2	1	1394		MBNA/BUSINESS CARD	202412	0883	9209	0.00	453.22	
										0883	61281	AS2	1	4335		4 POINT 0 SCHOOL SER	202412	0883	9209	0.00	623.73	
										0883	61295	AS2	1	7276		PETERMAN, SHARLA	202412	0883	9209	0.00	286.91	
										0883	61325	AS2	1	7873		ON SITE COMPANIES, IN	202412	0883	9209	0.00	662.00	
										0883	61325	AS2	1	7873		ON SITE COMPANIES, IN	202412	0883	9209	0.00	498.00	
										0883	61325	AS2	1	7873		ON SITE COMPANIES, IN	202412	0883	9209	0.00	990.00	
										0883	61325	AS2	1	7873		ON SITE COMPANIES, IN	202412	0883	9209	0.00	164.00	
										0883	61325	AS2	1	7873		ON SITE COMPANIES, IN	202412	0883	9209	0.00	328.00	
										0883	61327	AS2	1	8049		RAAA BASKETBALL	202412	0883	9209	0.00	7,104.00	
										0883	61347	AS2	1	6029		KIDZART	202412	0883	9241	0.00	1,375.00	

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	04	101	000				F	Cash & Cash Equiv	0883	61352	AS2	1	1266			SAFE COMMUNITIES OF	202412	0883	9241	0.00	130.00
										0883	61353	AS2	1	3856			TECH ACADEMY/COMPL	202412	0883	9241	0.00	825.00
										0883	61369	AS2	1	1192			VERIZON WIRELESS	202412	0883	9241	0.00	100.06
Account Total:																					\$0.00	\$14,093.02
0883	B	06	101	000				F	Cash & Cash Equiv	0883	61283	AS2	1	5165	remit		ICS CONSULTING, LLC -	202412	0883	9209	0.00	20,381.04
										0883	61320	AS2	1	5165	remit		ICS CONSULTING, LLC -	202412	0883	9209	0.00	27,486.18
										0883	61335	AS2	1	8803			JACKSON & ASSOCIATI	202412	0883	9209	0.00	781,850.00
										0883	61345	AS2	1	1226			PRO-TEC DESIGN	202412	0883	9241	0.00	15,413.91
										0883	61351	AS2	1	1226			PRO-TEC DESIGN	202412	0883	9241	0.00	13,449.04
Account Total:																					\$0.00	\$858,580.17
0883	B	21	101	000				F	Cash & Cash Equiv	0883	61224	AS2	1	8787			TACOS LA CHULE	202412	0883	9209	0.00	220.00
										0883	61287	AS2	1	6015			AWARDS DIRECT	202412	0883	9209	0.00	188.60
										0883	61324	AS2	1	7771	remit		MRI SOFTWARE, LLC	202412	0883	9209	0.00	112.00
Account Total:																					\$0.00	\$520.60
Report Total:																					\$721.46	\$1,501,119.29



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

Subject: Open Enrollments

Meeting Date: July 15, 2024

Prepared by: Business Office

Date Prepared: July 8, 2024

Information Briefing Action Enclosure Item(s)

Resident Students Attending Other Schools

Grade	Non-Resident District	Number	Date Effective	Address Change/New Enrollment
9	Wayzata	284	9/3/2024	Academics & Athletics
9	Wayzata	284	9/3/2024	Family move; wants to stay enrolled @ Wayzata
10	Orono	278	9/3/2024	Family move; wants to stay enrolled @ Orono
7	Delano	879	9/3/2024	Current online school is closing
K	Buffalo-Hanover-Montrose	877	9/3/2024	older siblings enrolled @ BHM Schools
K	Delano	879	9/3/2024	better curriculum & opportunities
7	Buffalo-Hanover-Montrose	877	9/3/2024	more opportunities
9	Buffalo-Hanover-Montrose	877	9/3/2024	bullying issues in Rockford
K	Orono	278	9/3/2024	closer to home
K	Orono	278	9/3/2024	Sibling enrolled @ Orono
K	Orono	278	9/3/2024	Sibling enrolled @ Orono
K	Orono	278	9/3/2024	smaller class sizes
12	Delano	879	9/3/2024	needs different school environment

Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
K	Monticello	882	9/3/2024	NEW ENROLLMENT--daycare is in Rockford
K	Minnnetonka	276	9/3/2024	NEW ENROLLMENT--hoping to move to Rockford
1	Minnnetonka	276	9/3/2024	NEW ENROLLMENT--hoping to move to Rockford
5	Osseo	279	9/3/2024	NEW ENROLLMENT--sibling attends Rockford; STEM curriculum
K	Buffalo-Hanover-Montrose	877	9/3/2024	NEW ENROLLMENT--daycare is in Rockford
K	Elk River	728	9/3/2024	NEW ENROLLMENT--sibling attends Rockford; Magnet School curriculum
6	Osseo	279	9/3/2024	NEW ENROLLMENT--wants to continue with a STEM magnet school
K	Elk River	728	9/3/2024	NEW ENROLLMENT; preference for specialty in the arts
K	Buffalo-Hanover-Montrose	877	9/3/2024	NEW ENROLLMENT--location and size of school
K	Buffalo-Hanover-Montrose	877	9/3/2024	NEW ENROLLMENT--sibling enrolled @ Rockford
6	Osseo	279	9/3/2024	NEW ENROLLMENT--magnet school curriculum
9	Osseo	279	9/3/2024	NEW ENROLLMENT--smaller school
4	Osseo	279	9/3/2024	NEW ENROLLMENT--smaller school
K	Buffalo-Hanover-Montrose	877	9/3/2024	NEW ENROLLMENT--sibling enrolled @ Rockford
6	Buffalo-Hanover-Montrose	877	9/3/2024	NEW ENROLLMENT--sibling enrolled @ Rockford
K	Delano	879	9/3/2024	NEW ENROLLMENT; closer to home
6	Osseo	279	9/3/2024	NEW ENROLLMENT; magnet school program
6	Osseo	279	9/3/2024	NEW ENROLLMENT; smaller classes & STEM program
6	Osseo	279	9/3/2024	NEW ENROLLMENT--magnet program
6	Osseo	279	9/3/2024	NEW ENROLLMENT--High Standard of Education
K	Buffalo-Hanover-Montrose	877	9/3/2024	NEW ENROLLMENT--sibling enrolled @ Rockford
K	Buffalo-Hanover-Montrose	877	9/3/2024	NEW ENROLLMENT--siblings enrolled @ Rockford
K	Robbinsdale	281	9/3/2024	NEW ENROLLMENT; older siblings attend Rockford; personal preference
K	Watertown	111	9/3/2024	NEW ENROLLMENT--family move; wants to stay enrolled @ Rockford
K	Buffalo-Hanover-Montrose	877	9/3/2024	NEW ENROLLMENT--siblings attend Rockford

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



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

Subject: July 2024 Superintendent's Report

Meeting Date: July 15, 2024

Prepared by: Superintendent's Office

Date Prepared: July 15, 2024

Information Briefing Action Enclosure Item(s)

Dr. Jeff Ridlehoover to give updates on the district.



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

Subject: Enrollment Update

Meeting Date: July 15, 2024

Prepared by: Superintendent's Office

Date Prepared: July 19, 2024

Information Briefing Action Enclosure Item(s)

Dr. Jeff Ridlehoover to give an update on enrollment.



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: *ICS presentation on all building work update*

Meeting Date: July 15, 2024

Prepared by: Mike McNulty

Date Prepared: July 12, 2024

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ICS: Ryan Hoffman (remote), Ekalath Sophaphanh, Chase Kielmeyer from ICS to give an update/slide show on the present standing of the projects associated with the Abatement, LTFM and Capital bonding.



School Board Update
Monday July 15, 2024

Rockford Area School District 883

Abatement Bond Scope

Abatement Bond Projects – Completed

- High School
 - Bus Loop
 - Paving
 - Parking Lot Cameras
- Middle School
 - Bus Loop
 - Exterior Stairs
 - Paving
 - Sidewalk
- Elementary
 - Play Equipment
 - Parking Lot Cameras

Capital Bond Scope

Capital Projects – Completed–

- High School
 - Secured entrances
 - Storage Enhancements
 - Signage
- Middle School
 - Secured Entrances
 - Signage
 - Furniture
 - Climbing rock wall
- Elementary
 - Secured Entrances
 - Signage
- RCC
 - Flooring
 - Nets
 - Paint

LTFM Bond Scope

LTFM Projects – Completed—

- Middle School
 - Gymnasium Exterior Wall Repairs
- RCC
 - Flooring
 - Dance Studio Floor

LTFM Projects – Ongoing/To be completed—

- High/Middle School
 - Tuckpointing-exterior brick
- Elementary
 - Re-roofing
 - Tuckpointing-exterior brick

Construction Update – Roofing (ES)



Construction Update – Photos (ES)



Construction Update – Photos (ES)



Budget Status

Abatement Bond	\$2,950,000		
	Budget	Cost-to-Date	Cost-to-Complete
Fees	\$289,848	\$289,848	\$0
Play Equipment/ Parking Lot Cameras	\$165,764	\$165,764	\$0
Construction	\$2,464,319	\$2,464,319	\$0
Contingency	\$30,069	\$30,069	\$0
Totals	\$2,950,000	\$2,950,000	\$0

Budget Status

Capital Bond	\$1,483,706		
	Budget	Cost-to-Date	Cost-to-Complete
Fees	\$143,690	\$143,690	\$0
Construction	\$1,307,889	\$1,198,769	\$103,466
Contingency	\$32,127	\$18,146	\$13,981
Totals	\$1,483,706	\$1,360,605	\$117,447

Budget Status

LTFM Bond	\$3,935,000		
	Budget	Cost-to-Date	Cost-to-Complete
Fees	\$569,170	\$150,203	\$418,967
Construction	\$2,689,923	\$1,813,283	\$876,640
Contingency	\$225,000	\$30,376	\$194,624
Totals	\$3,484,093	\$1,993,862	\$1,490,231



DEVETTER DESIGN GROUP



Questions





ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: *Negotiations update with SEIU 284*

Meeting Date: July 15, 2024

Prepared by: Mike McNulty

Date Prepared: July 9, 2024

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Met 4 times - including today Jul 15, 2024

1. Offer by 284 on June 3, counter offer by district on June 17.
2. Met again on July 10, counter offer by SEIU 284. Next meeting is scheduled for August 14th.
3. 284 offer highlights
 - dates changed appropriately to 2024-2026 throughout
 - language changes to managerial rights and dues language
 - increases in district contributions to - 403b, health insurance, health savings account, dental insurance, personal days off, and salary %
 - total fiscal package: first offer-16% over two years, 11.5% counter offer
 - adding Juneteenth to paid holidays off
4. District counter offer highlights
 - agreed to dates changed appropriately to 2024-2026 throughout
 - language changes to managerial rights and dues language - will follow MN State Statutes language
 - increases in district contributions to - 403b, health insurance, health savings account, personal days off, and salary %
 - total fiscal package = 7% over two years.
 - agreed to adding Juneteenth to paid holidays off



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

Subject: Tech. Levy Process Update

Meeting Date: July 15, 2024

Prepared by: Superintendent's Office

Date Prepared: July 11, 2024

Information Briefing Action Enclosure Item(s)

Executive Assistant Neibert to give an update on the upcoming Tech. Levy Process including the following dates.

- August 13, 2024 - Notify County Auditor and Commissioner of question.
- October 6-21, 2024 - Mail Referendum Notice



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

Subject: MSBA Policy Updates 2nd Read

Meeting Date: July 15, 2024

Prepared by: Superintendent's Office

Date Prepared: June 25, 2024

Information Briefing Action Enclosure Item(s)

Below is a summary of the changes to a list of policies provided by MSBA. This is a **second read** of the following policy:

Policy Number	Policy Name	Changes
506	Student Discipline	Revisions reflect 2024 statutory changes re: reasonable force
507	Corporal Punishment	Revisions reflect 2024 statutory changes re: reasonable force
507.5 New Policy	School Resource Officers	New - School Resource Officers
514	Bullying Prohibition Policy	Revised Article V.A; clarified posting requirements and updated other sections



Adopted: 12/19/05

Orig. 1995

Reviewed: 2019, 2022

Revised: 02/19/20, 9/20/2021, 11/21/2022, 1/22/24, 3/18/24, 6/17/24

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.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising ~~his or her~~ the person's 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. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- 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. A teacher, in exercising the teacher's person's lawful authority, ~~a teacher~~ 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. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- 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~~ the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or



another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

- 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;
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 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.

X. DISCIPLINARY ACTION OPTIONS

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

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;



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

XI. REMOVAL OF STUDENTS FROM CLASS

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

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

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures,



including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

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

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

XII. DISMISSAL

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

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

The school district shall not dismiss any student without attempting to 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.

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

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 1. Willful violation of any reasonable school board regulation, including those found in this policy;



2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. 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.

XIII. 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.

XIV. NOTIFICATION OF POLICY VIOLATIONS

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

In addition, the school district must report, through the MDE electronic reporting system, each 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.

XV. 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.

XVI. STUDENTS WITH DISABILITIES

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

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

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



XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (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.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and



parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

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

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.26 (School Preassessment Teams)
- Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
- [Minn. Stat. § 121A.58 \(Corporal Punishment; Prone Restraint; And Certain Physical Holds\)](#)
- 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. § 121A.611 \(Recess and Other Breaks\)](#)
- 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 507.5 \(School Resource Officers\)](#)
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)



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Orig. 1995

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Revised: 04/30/07, 2022, 08/21/23, 1/22/24, 6/17/24

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. "Employee or agent of the district" does not include a school resource officer as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c).
- ~~2.3.~~ "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 the school district shall not use prone restraint.
~~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. The use of reasonable force as set forth in Section V does not authorize conduct prohibited pursuant to Minnesota Statutes, section 125A.0942.

V. EXCEPTIONS REASONABLE FORCE

1. Reasonable force may be used upon or toward the person of another without the other's consent when used by a teacher, school principal, school employee, school bus driver, or other agent of the school in the exercise of lawful authority, to restrain a child or pupil to prevent bodily harm or death to the child, pupil, or another.
2. Reasonable force may be used upon or toward the person of a child without the child's consent when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff upon or toward a child or pupil when necessary to restrain the child or pupil to prevent bodily harm or death to the child, pupil, or another pursuant to Minnesota Statutes, section 609.379. Nothing in section 609.379 limits any other authorization to use reasonable force including but not limited to authorizations under Minnesota Statutes, section 121A.582, subdivision 1, and section 609.06, subdivision 1.
3. A teacher, 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. § 125A.0941 (Definitions)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 609.06 ~~Subd. 1 (6)(7)~~ (Authorized Use of Force)



[Minn. Stat. § 609.379 \(Permitted Actions\)](#)
[Minn. Stat. § 626.8482 \(School Resource Officers; Duties; Training; Model Policy\)](#)
[Minn. Stat. § 645.241 \(Punishment for Prohibited Acts\)](#)
[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)
[MSBA/MASA Model Policy 507.5 \(School Resource Officers\)](#)



Adopted: 6/17/24

Reviewed:

Revised:

507.5 School Resource Officers

I. PURPOSE

The purpose of this policy is to establish the contractual duties and training requirements of a school resource officer.

II. GENERAL STATEMENT OF POLICY

The school district, upon securing the services of one or more school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resources officer with the school district must meet the requirements of this policy.

III. DEFINITIONS

- A. "School" means an elementary school, middle school or secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13.
- B. "School Resource Officer" means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer's regular responsibilities through the terms of a contract entered between the peace officer's employer and the designated school district or charter school.

IV. CONTRACTUAL DUTIES

- A. A school resource officer's contractual duties with the school district shall include:
1. fostering a positive school climate through relationship building and open communication;
 2. protecting students, staff, and visitors to the school grounds from criminal activity;
 3. serving as a liaison from law enforcement to school officials;
 4. providing advice on safety drills;
 5. identifying vulnerabilities in school facilities and safety protocols;
 6. educating and advising students and staff on law enforcement topics; and,



7. enforcement of criminal laws.

- B. The school district may contract with a school resource officer's employer for the officer to perform additional duties to those described in paragraph IV.A.
- C. A school resource officer must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.
- D. Nothing in this Article limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

V. TRAINING

- A. Except as provided for in paragraphs V.B., V.C., and V.D. below, beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.
- B. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete the training mandated under paragraph V.A. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.
- C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.
- D. An officer who is serving as a substitute school resource officer for fewer than 60 student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.



E. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

Legal References: Minn. Stat. § 120A.05, subs. 9, 11, and 13 (Definitions)
Minn. Stat. § 120B.02, subd. 25 (General Powers of Independent School Districts – School Resource Officers)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

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)



Adopted: 12/19/05

Orig. 2003

Reviewed: 2014, 2021, 2022

Revised: 04/18/16, 3/18/24, 6/17/24

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 - 1. on school premises, on school district property, at school functions or activities, or on school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a co-curricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the



use of school district resources. This policy also applies to sexual exploitation.

- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

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

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 1. The developmental ages and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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



Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying, malicious and sadistic conduct , and sexual exploitation.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or



3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
 - F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
 - G. "Prohibited conduct" means bullying, cyberbullying malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
 - H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
 - I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.



- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.



- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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



specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. Consistent with its applicable policies and practices, the school district ~~shall~~must discuss this policy with students, school personnel and volunteers and provide appropriate training ~~to for all~~ school district personnel to prevent, identify, and respond to prohibited conduct. regarding this policy.—The school district ~~shall~~must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to



help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.



- B. ~~Article II, paragraph D, regarding malicious and sadistic conduct~~ This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
 - C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.
 - ~~CD.~~ This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.~~hiring or contracting.~~
 - ~~DE.~~ Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See Policy 506) distributed to parents at the beginning of each school year.
 - ~~EE.~~ This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.
- ~~Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.~~
- G. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
 - Minn. Stat. § 120B.232 (Character Development Education)
 - Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
 - Minn. Stat. § 121A.031 (School Student Bullying Policy)
 - ~~Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)~~
 - Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
 - Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
 - Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.69 (Hazing Policy)
 - Minn. Stat. Ch. 124E (Charter School)
 - Minn. Stat. Ch. 363A (Minnesota Human Rights Act)



20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



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

Subject: Board Policy Review 2nd Read

Meeting Date: July 15, 2024

Prepared by: Superintendent's Office

Date Prepared: June 25, 2024

Information Briefing Action Enclosure Item(s)

The following policies have been reviewed by the policy committee and are up for a 1st read.

Policy Number	Policy Name	Changes
207	Public Hearings	None
208	Development, Adoption and Implementation of Policy	None
210	Conflict of Interest - School Board Members	None
211	Criminal or Civic Action Against School District, School Board Member, Employee or Student	None
212	School Board Member Development	None
213	School Board Committees	shall to may R policy
214	Out-of-State Travel by School Board Members	NSBA to COSSBA
601	School District Curriculum and Instruction Goals	R Policy Add disclaimer
504	Student Dress and Appearance	Updated



Adopted: 3/20/00

Reviewed: 2009, 2022, 2024

Revised: 08/22/2011

Orig. 1995

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board during a public hearing. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

For the school board to efficiently receive public input on matters properly before the school board, the school board establishes the procedures set forth in this policy.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the school board's discretion.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the school board's discretion.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also



contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. If the school board requires designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as the school board otherwise determines.
4. Privilege to Speak: A school board member should direct remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary to provide an orderly, efficient and fair opportunity to be heard.

Legal References: Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.15 (Establishing Education Districts)
Minn. Stat. § 123B.51 (School Closings)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)



Adopted: 09/18/00

Reviewed: 2015, 2022, 2024

Revised: 07/18/16

Orig. 1995

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating policy implementation to the administration.
- B. The school district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The school board shall determine the effectiveness of policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a meeting after the two meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need



for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.

- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to school district policies. A copy of the school district policies shall be placed in the office of each school attendance center and in the central school district office and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: ~~410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults;~~ 506 Student Discipline; ~~514 Bullying Prohibition; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability;~~ 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)



Adopted: 9/18/00

Reviewed: 2008, 2022, 2024

Revised: 2/09/09, 9/19/22

Orig. 1995

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;



4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
 5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. *(Note: This section applies only when the school district has a population of 1,000 or less according to the last federal census.)*
 6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in



employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.

[Note: The \$8,000 figure increased to \$20,000 effective July 1, 2022]

- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)Minn. Stat. § 123B.195 (Board Member’s Right to Employment)



Rockford Area School District #883 -- Policy 210

Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)



Adopted: 9/18/00

Reviewed: 2006, 2022, 2024

Revised: 7/23/18

Orig. 1995

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance about the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minnesota Statutes Section 466.07, subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that the school board member or employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minnesota Statutes Section 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district must provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices



Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 and to the Family Educational Rights and Privacy Act, 20 United States Code § 1232g, and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, to the employee will inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official designated as the responsible authority for the collection, use and dissemination of data.

D. Service of Subpoenas

School district officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature, by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes and provisions of applicable collective bargaining agreements.
3. Pursuant to Minnesota Statutes section 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision whether to reimburse shall be made in the school board's discretion. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students



The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. To promote that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless extenuating circumstances exist, the matter being investigated is school-related, or as otherwise provided by law.
2. If questioning at school is unavoidable, the school district will attempt to maintain confidentiality to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minnesota Statutes section 260E.22), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) and 20 United States Code section 1232g (FERPA).

V. **STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
Op. Atty. Gen. 169 (Minn, Mar. 7, 1963)
Op. Atty. Gen. 169 (Minn, Nov. 3, 1943)



Dyppress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308 (1975)

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 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



Adopted: 9/18/00
Reviewed: 2005, 2024
Revised: 2/09/09

Orig. 1995

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)



Adopted: 9/18/00

Reviewed: 2007

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

Orig. 1996

213R 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. 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~~ may 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)



Adopted: 12/19/05

Reviewed: 2009

Revised: 08/22/11, 6/17/24

Orig. 2005

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the ~~National School Boards Association~~ Consortium of State School Board Associations is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.



- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)



Adopted: 06/18/01
Reviewed: 2017, 2022
Revised: 09/17/18

Orig. 1995

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of ~~school attire dress and grooming~~ that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

~~A.~~ ~~A.~~—The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student’s parent(s) or guardian(s).

~~B.~~ Student’s are permitted to express themselves in keeping with their first amendment rights with the understanding that student attire may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. In addition, student attire or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of any students, staff, or others within our school facilities or activity venues.

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~~B-C.~~ Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

~~C-D.~~ Inappropriate clothing includes, but is not limited to, the following:

- ~~1.~~ ~~“Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.~~
- ~~2-1.~~ Clothing bearing a message that is lewd, vulgar, or obscene.
- ~~3-2.~~ Apparel promoting products or activities that are illegal for use by minors.
- ~~4-3.~~ Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in

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MSBA/MASA Model Policy 413.

~~5-4.~~ Any apparel or footwear that would damage school property. Or present a safety hazard

~~D. Headgear, including hats or head coverings, are not allowed in the building except with the approval of the building principal (e.g., student undergoing chemotherapy, medical situations, student religious practice or belief).~~

E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

F. "Gang," as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

~~A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.~~

~~B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).~~

~~C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.~~

In 2023, the Minnesota legislature enacted the second sentence in Paragraph C above.

~~D. Likewise, an organized student group may recommend a form of clothing for students~~

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~~considered appropriate for a specific event and bring such recommendation to the administration for approval.~~

- ~~A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.~~
- ~~B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.~~
- ~~C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.~~

Legal References:

~~U. S. Const., amend. I
Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)
Minn. Stat. § 363A.03, Subd. 36a (Definitions)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed. Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)
U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
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Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)~~

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- Cross References:**
- MSBA/MASA Model Policy 413 (Harassment and Violence)
 - MSBA/MASA Model Policy 506 (Student Discipline)
 - MSBA/MASA Model Policy 525 (Violence Prevention)

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



Adopted: 06/19/06

Orig. 1995

Reviewed: 2019

Revised: 04/20/20, 11/21/2022, 08/21/23, 06/17/2024

601R SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

[Note: **Minnesota Statutes section 120B.11** requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment.]

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and federal law and are aligned with creating the world's best workforce.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

For the purposes of this policy the following terms have been defined in accordance with MN Statute 120B.11

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Antiracist" means actively working to identify and eliminate racism in all forms in order to change policies, behaviors, and beliefs that perpetuate racist ideas and actions.
- C. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- D. "Culturally sustaining" means integrating content and practices that infuse the culture and language of Black, Indigenous, and People of Color communities who have been and continue to be harmed and erased through the education system.
- E. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- F. "Ethnic studies" as defined in Minnesota Statutes, section 120B.25, has the same meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.



- G. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.
- H. "Institutional racism" means structures, policies, and practices within and across institutions that produce outcomes that disadvantage those who are Black, Indigenous, and People of Color.
- I. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and experiential learning.
- J. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
1. the size of the academic achievement gap; rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options including concurrent enrollment, other rigorous courses of study or industry certification courses or programs and enrichment experiences by student subgroup;
 2. student performance on the Minnesota Comprehensive Assessments;
 3. high school graduation rates; and
 4. career and college readiness under Minnesota Statutes section 120B.30, subdivision 1.
- K. "World's best workforce" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, must adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in Minnesota Statutes, section 120B.35, subdivision 3, paragraph (b)(2).
[Note: Policy 601, Section IV.B. and Policy 616 address this requirement.]
 2. a process to assess and evaluate each student's progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and services and accelerate their instruction, adopt early-admission procedures consistent with Minnesota Statutes, section



120B.15, and identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;

[Note: Policy 618 addresses this requirement.]

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, subdivision 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minnesota Statutes, section 120B.35, subdivision 3(b)(2), and teacher evaluations under Minnesota Statutes, section 122A.40, subdivision 8, or 122A.41, subdivision 5;

[Note: Policy 616 addresses this requirement.]

4. strategies for improving instruction, curriculum, and student achievement; including the English and, where practicable, the native language development and the academic achievement of English learners;

[Note: Policy 616 addresses this requirement.]

5. a process to examine the equitable distribution of teachers and strategies to ensure children in low-income families, children in families of People of Color, and children in American Indian families are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;

6. education effectiveness practices that
 - a. integrate high-quality instruction, technology, and curriculum that is rigorous, accurate, antiracist, and culturally sustaining;
 - b. ensure learning and work environments validate, affirm, embrace, and integrate cultural and community strengths for all students, families, and employees;
 - c. provide a collaborative professional culture that seeks to retain qualified, racially and ethnically diverse staff effective at working with diverse students while developing and supporting teacher quality, performance, and effectiveness; and

7. an annual budget for continuing to implement the school district plan; and
8. identifying a list of suggested and required materials, resources, sample curricula, and pedagogical skills for use in kindergarten through grade 12 that accurately reflect the diversity of the state of Minnesota.

- B. The school district is not required to include information regarding literacy in a plan or report required under this section, except with regard to the academic achievement of English learners.



- C. Every child is reading at or above grade level every year, beginning in kindergarten, and multilingual learners and students receiving special education services are receiving support in achieving their individualized reading goals pursuant to Policy XXX (Reading and the Read Act)

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment Referral)
20 U.S.C. § 5801, *et seq.* (National Education Goals)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 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)



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

Subject: Policy Committee June Policy Review Final Read

Meeting Date: July 15, 2024

Prepared by: Superintendent's Office

Date Prepared: June 25, 2024

Information
 Briefing
 Action
 Enclosure Item(s)

The following policies have been reviewed by the policy committee and are up for a 1st and final read.

Policy Number	Policy Name	Changes
517	Student Recruiting	None
518	DNR-DNI Orders	None
519	Interviews of Students by Outside Agencies	None
520	Student Surveys	None
520 Form	Public Notice Regarding Surveys	Remove Board Chair
523	Policies Incorporated by Reference	Remove "Model"
524.1R	Social Media Use	Minor Changes
524	Internet Acceptable Use and Safety Policy	Remove Note
526	Hazing Prohibition	None
525	Violence Prevention	None
527R	Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches	Updated Parking Rules
528	Student Parent, Family, and and Marital Status Nondiscrimination	None
529	Staff Notification of Violent Behavior by Students	None
530	Immunization Requirements	None



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

531	The Pledge of Allegiance	None
533	Wellness	None
509	Enrollment for Nonresident Students	Minor Changes
509.1	Participation Eligibility of NonPublic Students	None
510	Student Activities	None
511	Student Fundraising	Grammatical Correction
512	School-Sponsored Student Publications and Activities	None
513	Student Promotion, Retention and Program Design	None
515	Protection and Privacy of Student Records	None
515 FORM	Data Access Form	None
515 Volunteer	Confidentiality Form for Volunteer	None
515 Notice	Public Notice of Policy	Remove Board Chair
516	Student Medication	None
602	Organization of Student Calendar and School Day	None
603	Curriculum Development	None
604	Instructional Curriculum	None
605	Alternative Programs	None
606	Textbooks and Instructional Materials	None
607	Organization of Grade Levels	Minor Changes
608	Instructional Services - Special Education	None
609	Religion	None
610R	Field Trips	None
611	Home Schooling	None



Adopted: 09/17/01

Reviewed: 2017

Revised: 09/17/18, 11/21/2022, 03/18/24

Orig. 1995

509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program (**Open Enrollment**) established by Minnesota Statutes section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

The school board adopts specific standards for acceptance and rejection of Open Enrollment applications.

- A. **Eligibility.** Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:
1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
 2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statutes section 124D.03.
 3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.
- B. **Standards that may be used for rejection of application.** In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minnesota Statutes section 121A.45 to enroll during the term of the expulsion if the student was expelled for:
1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
 2. possessing or using an illegal drug at school or a school function;
 3. selling or soliciting the sale of a controlled substance while at school or a school



function; or

4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
 2. athletic or extracurricular ability of a student;
 3. disabling conditions of a student;
 4. a student's proficiency in the English language;
 5. the student's district of residence; except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.
- D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education and available on their website (education.mn.gov). Go to "Students and Families," then, under "School Choice," select "Open Enrollment." The form is entitled, "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education."
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:
1. the student's resident district does not operate a school building;
 2. the municipality is located partially or fully within the boundaries of at least five school districts;
 3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
 4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and



posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes section 124D.03 or 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 under Minnesota Statutes chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes section 120A.22, Subdivision 8.
2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes section 120A.22, subdivision 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a



resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Definitions)
Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)



Adopted: 2/09/99

Reviewed: 2024

Revised: _____

Orig. 1995

509.1 PARTICIPATION ELIGIBILITY OF NONPUBLIC STUDENTS

I. DEFINITION

The Minnesota Automated Reporting Student System (MARSS) Manual, a publication of the Minnesota Department of Education, states (March 1994, page 44), "A student of any grade level who is enrolled part-time in a public school and who otherwise attends a nonpublic school is defined as a shared-time student. Nonpublic school includes private, sectarian and home schools."

II. ELIGIBILITY

Minnesota State High School League (MSHSL) bylaws govern students who participate at the sophomore, B-squad, junior varsity, or varsity level. Effective for the 1999-2000 school year and later, resident pupils receiving instruction in a home school are eligible to fully participate in extracurricular activities on the same basis as public school students.

Because District #883 is a member of the Minnesota State High School League, students participating in MSHSL activities are subject to the following conditions:

- A. The nonpublic student must comply with all eligibility standards applicable to Rockford High School students.
- B. The nonpublic student or the student's family must pay the normal activity fee paid by Rockford High School participants.



Adopted: 09/17/01
Reviewed: 2019, 2024
Revised: 02/19/20

Orig. 1995

510 SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities Insurance)



Rockford Area School District #883 -- Policy 510

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)



Adopted: 09/17/01
Reviewed: 2003, 2024
Revised: 9/17/18

Orig. 1995

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

III. RESPONSIBILITY

- A. The building administrators shall be responsible for developing ~~to develop~~ recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved in advance by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)
Minn. Stat. § 123B.09, Subd. 8 (Duties)
Minn. Stat. § 123B.36 (Authorized Fees)



Rockford Area School District #883 -- Policy 511

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)



Adopted: 04/17/06
Reviewed: 2002, 2024
Revised: 03/21/11

Orig. 1995

512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
 - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
 - 2. Official school publications may be distributed at reasonable times and locations.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Official school publications" means school newspapers, yearbooks or material produced in communications, journalism or other writing classes as a part of the curriculum.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to



prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

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

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

IV. GUIDELINES

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. advertises or promotes any product or service not permitted for minors by law;



4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
 5. expresses or advocates sexual, racial or religious harassment or violence or prejudice;
 6. is distributed or displayed in violation of time, place and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district's actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:
1. assuring that participants learn whatever lessons the activity is designed to teach;
 2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
 3. assuring that the views of the individual speaker are not erroneously attributed to the school;
 4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
 5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
 6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

C. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time
Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.
2. Place
Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entryways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
3. Manner



No one shall induce or coerce a student or staff member to accept a student publication.

Legal References:

U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed. 2d 592 (1988)
Bystrom v. Fridley High School, I.S.D. No. 14, 822 F. 2d 747 (8th Cir. 1987)
Morse v. Frederick, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed. 2d 290 (2007)

Cross References:

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)



Adopted: 11/19/01

Reviewed: 2019, 2024

Revised: 02/19/20, 08/21/2023

Orig. 1995

513 STUDENT PROMOTION, RETENTION AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

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

B. Retention

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

C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the world's best workforce.
2. The school district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.
3. The school district must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:
 - a. multiple objective criteria; and



- b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
4. The school district must adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. assess a student's readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
 5. The school district must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). The procedures must be sensitive to under-represented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

Cross References: 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 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)



Rockford Area Schools DATA ACCESS PROCEDURES

Individuals seeking access to government data from the school district may make requests to the responsible authority or designee(s) listed below for each type of data. Public data may be accessed during regular business hours when the school district is open and in session, upon reasonable notice.

Depending upon the nature and volume of the data and staffing needs, the school district may not be able to retrieve the data immediately. Individuals seeking public data are not required to provide their name or a reason for accessing public data. However, if data is not immediately available for review, the district may ask for a name and telephone number to call in order to notify you when the data is available. If you prefer not to provide this information, you may check back with the listed responsible authority or designee as to the status of the request.

Individuals seeking private data regarding themselves or their children may be required to provide proof of identity and relationship to the student. Individuals seeking access to private data on other individuals shall be required to provide a written release from the individual subject of the data or other authorization establishing their right to access the data, such as a court order. Depending upon the nature and volume of the data and staffing, the school district may not be able to retrieve the data immediately.

Copy charge: If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used. The charge shall be no more than 25 cents for each page copied, plus postage if that is involved.

Please direct any questions, comments or concerns to the appropriate official named below.

Superintendent of Schools
Rockford Area Schools
6051 Ash Street, Rockford, MN 55373
763-477-9165

Business Manager
Financial and Business Records
6051 Ash Street, Rockford, MN 55373
763-477-9165

Special Education Coordinator or designee
Special Education Records
7650 County Road 50, Rockford MN 55373
763-477-5837

Rockford Elementary Arts Magnet School
Principal or designee
Student Educational Records
7650 County Road 50, Rockford, MN 55373
763-477-5837

Rockford Middle School Center for
Environmental Studies Principal or designee
Student Educational Records
6051 Ash Street, Rockford, MN 55373
763-477-5831

Rockford High School Principal or designee
Student Educational Records
7600 County Road 50, Rockford, MN 55373
763-477-5846



REQUEST FOR DATA

Request made to: _____

Date: _____

Type of Data Requested:

- | | |
|---------------------------------|-------------------|
| _____ Personnel | _____ Educational |
| _____ Special Education | _____ Curriculum |
| _____ Financial/Business Office | _____ Other |

Description of Data Requested:

If you would like to be called when the data is available for inspection or copying, please provide your name, address and telephone number below. If you prefer to simply stop by or call to check when the data is available, please contact the appropriate compliance official periodically at the numbers listed on the access procedures document.

Name _____

Address _____

Phone _____

Requests for Private Data: If you are requesting private data on yourself or your child, you must identify yourself and present proof of your identity to have access to the data. In cases where you are requesting private data, please provide the following:

Name _____

Address _____

Phone _____

Name of Child _____

Child's Date of Birth _____

Child's Address if different from your own: _____



PUBLIC NOTICE

Independent School District No. 883 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;

- d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;
- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and data regarding a student's history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the

rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

- g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and
 - h. That copies of the school district's policy regarding the protection and privacy of school records are located at each building office.
2. Independent School District No. 883 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
- a. It classifies records as public, private, or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. 883 gives notice to parents of students currently in attendance in the school district, and

eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

- a. **THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**
- b. **SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**
- c. **IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**
 - (1) **NAME OF STUDENT AND PARENT, AS APPROPRIATE;**

- (2) HOME ADDRESS;
- (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.

5. Pursuant to applicable law, Independent School District No. 883 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE

RESPONSIBLE AUTHORITY, BUILDING PRINCIPAL, BY SEPTEMBER 15 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) STUDENT'S GRADE LEVEL;
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.

INDEPENDENT SCHOOL DISTRICT NO. 883
ROCKFORD, MINNESOTA

Dated: 03-17-14 Ted Botten
ff
Chair



[Note: The use of this form requesting information about specific activities or behavior is mandated by statute. In addition, the school district is required to maintain such requests and a record of any release in the student's file.]

**JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

TO: _____ **DATE/TIME OF REQUEST:** _____
(Superintendent of school district or chief administrative officer of school)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST: _____ Juvenile delinquency investigation/prosecution
_____ Child protection assessment/investigation
_____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST: (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

RESPONSE TO REQUEST:

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

INFORMATION REQUESTED: (mark all that apply) **RESPONSE PROVIDED:** (yes / no)

Indicate whether you have data that document the student's:

_____ Use of a controlled substance, alcohol, or tobacco _____
_____ Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8 _____
_____ Possession or use of weapons or look-alike weapons _____
_____ Theft _____
_____ Vandalism and damage to property _____

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

Signature/Title

[Note: A principal or chief administrative officer of a school who receives such a request to disclose information about a student to the juvenile justice system shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the principal or chief administrative officer within ten (10) days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal or chief administrative officer must not disclose the information. The principal or chief administrative officer must inform the requesting member

of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the principal or chief administrative officer must respond to the data request.]



Adopted: 11/09/01

Orig. 1995

Reviewed: 2013, 2024

Revised: 04/18/16, 9/19/2022, 8/21/2023

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code section 1232g, *et seq.*, (Family Educational Rights and Privacy Act) (FERPA) 34 Code of Federal Regulations. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and Minnesota Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working



under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

1. "Directory information," under federal law, means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees; honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include;

- a. a student's social security number;
- b. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
- c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
- d. personally identifiable data which references religion, race, color, social position, or nationality; or
- e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

2. Under Minnesota law, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

[Note: The federal definition includes all of the types of information specifically referenced as directory information. The federal definition applies to information requests by military recruiting officers, as set out in Article XI below.]

The Minnesota definition imposes additional restrictions upon the types of information that may be designated as directory information.



A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board who must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

E. Education Records

1. What constitutes "education records." Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.
2. What does not constitute education records. The term "education records" does not include:
 - a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record; and
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;



- (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
- (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.
- However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.
- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:
- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data



"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

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

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

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.



K. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche.

M. Responsible Authority

“Responsible authority” means **District Superintendent** and **Building Principal**.

N. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

P. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.



Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in-Section XXI of this policy.

B. Eligible Students



All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations sections 300.610-300.617 with regard to the privacy, notice, access, record keeping and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.



4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes, chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and



required of the eligible student, except as provided in Section V of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code section 7917, and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;



5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the



organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health, including mental



health, or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;



- b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;



20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code section



5304)who has the right to access a student’s case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student’s education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student’s education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
 - a. Minnesota Statutes, section 13.32, subdivision 5; and
 - b. United States Code, title 20, section 1232g, and Code of Federal Regulations, title 34, section 99.37, which were in effect on January 3, 2012.
2. The school district may not designate a student’s home address, telephone number, email address, or other personal contact information as directory information under this section.
3. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.



[Note: This section became effective on the day following final enactment (May 19, 2023). Beginning on the effective date, a student's personal contact information subject to this section must be treated as private educational data under Minnesota Statutes, section 13.32, regardless of whether that contact information was previously designated as directory information under Minnesota Statutes, section 13.32, subdivision 5].

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.



2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e- mail address in a class in which the student is enrolled.; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student



provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, sections 144.341-144.347, in



which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in



anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly



authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
3. Copying fees shall not be imposed.

C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, **building principal**, in writing by **September 15** each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by student;



5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI of this policy; and



b. The school district has complied with the record-keeping requirements of Section XIII of this policy.

2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the school district must provide the notification required in Section XII.D of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.



C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4 of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;



- b. the legitimate interests under Section VI of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1 does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials Section VI.B.1 of this policy, to requests for disclosures of directory information under Section VII of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism.
4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.



6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records



If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an



education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district,



or both.

3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes, Chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.



- B. Data practices compliance official means ***Building Principal***.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of



personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;

4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)



Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References:

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA, School Law Bulletin "I" (School Records – Privacy – Access to Data)



Adopted: 11/19/01

Orig. 1995

Reviewed: 2019, 2022, 2024

Revised: 02/19/20

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes section 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.



- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minnesota Statutes section 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.
- K. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy.
 - 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's



parent permitting the student to self-administer the medication;

- b. the inhaler is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and



implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

- a. possess epinephrine auto-injectors; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

L. "Parent" for students 18 years old or older is the student.

M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes section 152.01, subdivision 4, or is an



over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.

3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

Legal References:

- Minn. Stat. § 13.32 (Student Health Data)
- Minn. Stat. § 121A.21 (Hiring of Health Personnel)
- Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
- Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
- Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
- Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
- Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

- Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
- Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
- Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
- 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
- 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References:

- MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)



Adopted: 11/19/01

Orig. 1995

Reviewed: 2000, 2024

Revised: 04/30/07, 11/21/2022

517 STUDENT RECRUITING

I. PURPOSE

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

III. DEFINITION

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

IV. PROCEDURES

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree



assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the 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, school district policies, and the bylaws of the Minnesota High School League, as applicable.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minnesota State High School League Bylaws

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)



Adopted: 05/21/07
Reviewed: 2003, 2024
Revised: 02/19/13

Orig. 1995

518 DNR-DNI ORDERS

I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

Legal References: 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

Cross References:



Adopted: 05/21/07
Reviewed: 2002, 2022, 2024
Revised: _____

Orig. 1995

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for



assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



Adopted: 4/17/06

Reviewed: 2016, 2022, 2024

Revised: 01/18/17

Orig. 1995

520 STUDENT SURVEYS

I. PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code section 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), 20 United States Code section 1232g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations Part 99.



- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - 1. political affiliations or beliefs of the student or the student’s parent;
 - 2. mental and psychological problems of the student or the student’s family;
 - 3. sex behavior or attitudes;
 - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 - 5. critical appraisals of other individuals with whom respondents have close family relationships;
 - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - 7. religious practices, affiliations, or beliefs of the student or the student’s parent; or
 - 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
 - 1. The following policies are to be adopted in consultation with parents:
 - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent’s request for reasonable access to such survey within a



reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).
- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

(1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

(2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:



- (a) college or other postsecondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.
- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
- a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
 - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.



- (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
- (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

- c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
- d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)



34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedure and Process)

PUBLIC NOTICE
Rights Regarding Conduct of Surveys

Independent School District No. 883 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district and students currently in attendance in the school district, of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students and students are hereby informed that they have the following rights:
 - a. All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
 - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - (1) political affiliations or beliefs of the student or the student’s parent;
 - (2) mental and psychological problems of the student or the student’s family;
 - (3) sex behavior or attitudes;
 - (4) illegal, antisocial, self-incriminating, or demeaning behavior;
 - (5) critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - (7) religious practices, affiliations, or beliefs of the student or the student’s parent;
or
 - (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
 - c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education

funded) containing one or more of the items contained in Paragraph 1.b., above.

- (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
- e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
- f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
- g. The school district will directly notify parents and eligible students, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
 - (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
 - (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
 - (3) Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202- 5920

INDEPENDENT SCHOOL DISTRICT NO. 883
ROCKFORD, MINNESOTA

Dated: 10/17/11 _____ Ted Botten _____
Board Chair

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **Independent School District 883** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental and psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical examinations and screenings.

Following is a schedule of activities requiring parental notification and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law.

Date:
Grades: [see sample activity notices attached]
Activity:
Summary:

Consent or Opt-out: [or both depending on situation]

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to **[school official, address]**. **[School official]** will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I [parent’s name] give my consent for [child’s name] to take [survey] on [date] .

Parent’s signature

Please return this form no later than [insert date] to [name of school official and mailing address].

EXAMPLES OF ACTIVITIES

Date: On or about October 15, 2010

Grades: Five and Six

Activity: ABC Survey of At-Risk Behaviors

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parent and children, and use of alcohol and drugs at home.

Consent [for U.S. Department of Education funded, protected information surveys only]: A parent must sign and return the attached consent form no later than **[insert return date]** so that your child may participate in this survey.

Opt-out [for any non-U.S. Department of Education funded protected information survey]: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

Date: November 22-24, 2010

Grades: One through Six

Activity: Flu Shots

Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-out: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

Below is an example dealing with the collection, use, and distribution of personal information for student-based commercial services.

[Limited to personal information designated as “directory information”]

Date: 2010-2011 School Year

Grades: Nine through Twelve

Activity: Student-Based Commercial Services

Summary: **[School]** collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Opt-out: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

[Note: This information – names, addresses, and telephone listings – may be designated and disclosed as “directory information” under the school district’s student records policy. Instead of using this Model Notice format, schools *may* meet PPRA notice requirements for specific marketing activities that involve only designated “directory information” by allowing parents to opt out of “directory

information” at the start of each school year, which would include all marketing activities.]



Adopted: 05/21/07

Orig. 1995

Reviewed: 2012, 2022, 2024

Revised: 10/21/19

523 POLICIES INCORPORATED BY REFERENCE

I. PURPOSE

Certain policies as contained in this policy reference manual are applicable to students as well as to employees. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to students:

- ~~Model~~ Policy 413 Harassment and Violence
- ~~Model~~ Policy 417 Chemical Use and Abuse
- ~~Model~~ Policy 418 Drug-Free Workplace/Drug-Free School
- ~~Model~~ Policy 419 Tobacco-Free Environment, Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
- ~~Model~~ Policy 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

Cross References: None



Adopted: 11/19/01

Orig. 1996

Reviewed: 2019, 2022, 2024

Revised: 02/19/20, 3/21/22, 9/19/2022, 1/22/24

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: 06-19-17

Reviewed: 2024

Revised: _____

524.1R SOCIAL MEDIA USE

I. PURPOSE

Social media has become an increasingly important part of our ability to communicate with families, students, staff and the community. The District recognizes the need to embrace this valuable avenue of communication and engagement in order to serve our students. The District also recognizes the need to use these powerful tools responsibly in an ever-changing environment. The purpose of this policy is to guide both professional, educational and private use of social media for district schools, departments and staff.

II. DEFINITIONS

A. "Public online social media" are defined to include, but not be limited to:

1. Websites,
2. Web logs (blogs),
3. Wikis
4. Social Networks,
5. Online Forums,
6. Virtual worlds,
7. Any other interactive social media generally available to the public on the internet (e.g. Tumblr™, Facebook™, X (Formerly Twitter™), LinkedIn™, Flickr™, YouTube™, blog sites, etc.)

B. "District-approved, password protected online social media" are interactive media within the District's electronic technologies network or which the Superintendent, or Superintendent's designee, has approved for educational use, including, but not limited to:

1. RAS Google™ accounts;
2. District authorized interactive portions of MOODLE™
3. District authorized social media on Facebook™, X (Formerly Twitter™), Instagram™ or YouTube™ or other similar media

III. GENERAL STATEMENT OF POLICY

A. Only those public online social media accounts approved by the District may use the District name, or name of any of its schools or departments, its mascots or team names in its title or style, or otherwise present an image in words or visual images that purports to affiliate identify the social media account with the Rockford Area Schools, its schools, departments, activities or programs.

B. The Superintendent is authorized to establish public online social media accounts on behalf of the District, its departments, schools, official activities or programs for the purposes of informing the public generally and specifically regarding district messages.

C. The Superintendent, or Superintendent's designee, may authorize establishment and use of public online social media accounts by teachers for educational uses for their classes.



- D. Teachers, coaches and district-approved student activities must use District-approved password protected online social media for educational or activity purposes, as these sources are within the District's ability to filter content and access, and allow the district to exercise greater authority to protect students from inappropriate content and to limit public access within these forums.
- E. For any established and authorized public online social media account a district employee shall be designated as the site manager. Any security, log- in credentials, or passwords for such accounts must be shared with the site manager's supervisor and the Superintendent, or Superintendent's designee.
- F. A live link to approved social media sites created under this policy may be placed on school, department or district websites.
- G. Sites created under this policy must comply with the District's policies on use of the educational network and internet.
- H. Sites created hereunder, and the district employees or contractors who manage them, must comply with the public online social media's rules for civil discourse and adhere to any age restrictions established by the social media owner.

IV. PERSONAL USE OF PUBLIC ONLINE SOCIAL MEDIA BY EMPLOYEES

- A. The decision to make personal use of public online social media is left to the discretion of each employee, or other district personnel.
- B. While the District does not affirmatively monitor employee or independent contractor use of public online social media, it may take appropriate responsive action when it becomes aware of, or reasonably suspects, conduct or communication on a public online media site that adversely affects the workplace or violates applicable professional codes of ethics or other laws.
- C. Employees will be held responsible for disclosure, whether purposeful or inadvertent, of confidential or private information, information or data that violates the privacy rights, or other rights, of a third party, or for the content of anything communicated by the employee on any public online social media. An employee who fails to comply with this policy and rules established by the Superintendent may be subject to disciplinary and other consequences, up to and including termination of employment.

V. RESPONSIBILITY

- A. The Superintendent is authorized to promulgate regulations for the implementation of this policy.
- B. The Superintendent is authorized to establish application processes for schools, departments, services and student activities to establish public online social media accounts.



- C. The Superintendent may establish required training for users of public online social media.
- D. All site managers are responsible for adhering to district policy and applicable law in the use and content of the sites under their management

Legal References: 15 USC § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 USC § 101 *et seq.* (Copyrights)
20 USC § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 USC § 254 (Children’s Internet Protection Act of 2009 [CIPA])
47 CFR § 54.520 (FCC Rules Implementing CIPA)
Minn. Stat. §125B.15 (Internet Access for Students)
Minn. Stat. §125.B.26 (Telecommunications/Internet Access Equity Act)

Cross References: RAS Policy 413 (Harassment and Violence)
RAS Policy 514 (Bullying Prohibition)
RAS Policy 515 (Protection and Privacy of Pupil Records)
RAS Policy 524 (Internet Acceptable Use and Safety)
RAS Policy 526 (Hazing Prohibition)



Policy 524.1R Social Media Use Addendum Processes and Rules

I. PURPOSE

The District recognizes the value and increasing role of online social media both in employee's personal and work lives. The purpose of this regulation is to address the use of social media by employees for district, school or program interests; the use of social media for professional interests, and the use of social media for personal interests, especially where those personal interests may intersect with their employee status. Additionally this regulation promotes concepts that address the maintenance of professional ethics and boundaries when using social media outlets in their professional and personal lives.

II. GENERAL STATEMENT OF REGULATION

A. The Superintendent or designee is authorized to make decisions regarding:

1. Use of district related logos
2. Applications for official social network accounts
3. Communication of district messages.

B. Use of District Brands

The mere mention of the Rockford Area Schools, its schools, departments, programs, mascots, teams or personnel shall not be prohibited. When the use of such items may lead a reasonable reader to assume that the post, blog, entry, photograph, video or other communication is the official site or statement of the school, district, department, program or team, or the authorized spokesperson for the district, school department, program or team, such use is prohibited. Use of any district entity logo is prohibited without the permission of the Superintendent or designee.

C. Application Process for District-approved social media account.

The Superintendent or designee shall establish an application process for district-approved media accounts. The department may limit the number of applications approved in any time frame, but in so limiting the number shall do so observing the following standards. Each cohort of applications shall consider approval of applications to assure:

1. An equitable distribution of the active and approved accounts across the district;
2. An equitable distribution of the active and approved accounts between central office functions and school functions;
3. An equitable distribution of the active and approved accounts between school configurations.
4. The capacity of the applicant school, program or department to adequately meet account monitoring standards.

D. Non-exempt Employee Actions

1. Non-exempt employees are advised that all social media account actions or review occurring at the employee's volition outside of their regularly scheduled



hours shall not be considered work for the purposes of payment of wages, accrual of vacation or sick leave, change in the number of hours assigned, accrual or effect on seniority, qualification for benefit participation or any other employee or compensation rights.

2. Non-exempt employees assigned by their supervisor to take any actions regarding social media accounts for which the employee is an administrator shall be considered work for the purposes of payment of wages, overtime, accrual of vacation or sick leave (if allowed under the appropriate collective bargaining agreement or contract) but for no other employee or compensation rights.

E. Reporting Maltreatment

All district employees are required to appropriately report perceived or suspected maltreatment of district students or vulnerable adults on any social media site, following district policies for reporting maltreatment. This requirement extends to all employees whether or not they are an authorized administrator of a district approved social media site or not. This requirement extends to all social media sites viewed by the employee.

III. STANDARDS FOR SOCIAL MEDIA USE

A. Authorized account administrators of district approved accounts and other employee contributors to district approved social media sites shall:

1. Avoid inappropriate speech which does or may offend or embarrass students, other staff members, district officials or members of the public.
2. Avoid defamatory statements regarding district supervisors, employees, students, participants, clients, partners, affiliates and competitors.
3. Make no fraudulent, abusive, profane, harassing or obscene messages.
4. Make no derogatory or inflammatory remarks considering another person's or group's race, religion, national origin, physical attributes, gender or gender identity, or sexual orientation.
5. Act to remove third-party postings that are fraudulent, abusive, profane, harassing, discriminatory or obscene.

B. Images and videos of students, staff and attendees at any public event, such as a regularly scheduled athletic contest or fine arts performance which are open to the general public without invitation, may be posted to a social media site. Names of individuals should not be included in the post, unless the individual portrayed is a member of the team competing or the performing group.

C. Images and videos of staff members may not be posted without their consent.

D. Images of non-public representations of district facilities or premises, including floor plans, may not be posted on any social media site.

E. Curriculum under the claim of copyright of the district may not be posted on any public social media site without written permission of the Superintendent, or Superintendent's designee.



- F. Employees are expected to maintain professional standards in online contacts with students and their families. Invitations to a personal social media site generally should not be extended to students or their families. Messages of a romantic, flirtatious or sexual nature between employees and students are specifically prohibited.
- G. References to the district made by the employee in the employee's personal social media sites should include a disclaimer that the opinion or view expressed is personal and does not necessarily reflect the opinion or view of the district.
- H. If employees are authorized to post to social media sites on behalf of the district, its programs, activities, schools or departments, the employee must disclose their employment relationship with the district.
- I. Employees may not forge or otherwise manipulate identifiers in a post to a social media site in an attempt to impersonate or otherwise misrepresent the employee's identity or affiliation with any other person or entity.

IV. RESPONSIBILITY

- A. Employees are solely responsible for any legal liability arising from or relating to the content on the employee's personal social media use. Employees will be required to indemnify the district for any actions taken against the district based upon an employee's personal social media use.
- B. All employees are responsible for reporting breaches of this policy and its regulations to their supervisor, or, if the breach concerns their supervisor, to the Superintendent or designee. Supervisors shall confer with the Human Resources department regarding appropriate disciplinary actions, if any.
- C. Failure to comply with district policies and regulations and rules may subject the employee to disciplinary and other consequences, up to and including termination of employment.

Legal References: 15 USC §6501 et seq.(Children's Online Privacy Protection Act)
17 USC §101 et seq. (Copyrights)
20 USC §6751 et seq. (Enhancing Education Through Technology Act of 2001)
47 USC §254 (Children's Internet Protection Act of 1990 [CIPA])
47 CFR §54.520 (FCC Rules Implementing CIPA)
Minn. Stat. § 181.938 (Nonwork Activities; Prohibited Employer Conduct)
Minn. Stat. §125B.15 (Internet Access for Students)
Minn. Stat. §125B.25 (Telecommunications/ Internet Access Equity Act)

Cross References: RAS Policy 405 (Public and Private Personnel Data)
RAS Policy 409 (Employee Publications, Instructional Materials, Inventions, and Creations)
RAS Policy 413 (Harassment and Violence)



RAS Policy 414 (Reporting Maltreatment of Child Neglect or Physical or Sexual Abuse)
RAS Policy 415 (Reporting Maltreatment of Vulnerable Adults)
RAS Policy 512 (School-Sponsored Student Publications and Activities)
RAS Policy 514 (Bullying Prohibition)
RAS Policy 515 (Protection and Privacy of Pupil Records)
RAS Policy 524 (Internet Acceptable Use and Safety)
RAS Policy 526 (Hazing Prohibition)
RAS Policy 905 (Advertising)



Adopted: 01/07/02

Reviewed: 2017, 2024

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Orig. 1996

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.



- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minnesota Statutes section 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). "Gang" as used in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to



promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence, and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility and supervision as deterrents to violence.
- E. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.
- F. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- G. Establish a curriculum committee that explores ways of teaching student's violence prevention strategies, law-related education and character/ values education (universal values, e.g. honesty, personal responsibility, self-discipline, cooperation and respect for others.)
- H. Establish clear school rules that prevent and deter violence.
- I. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- L. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media



to recognize stereotypes, distinguish fact from fantasy and identify differences in behavior and values that conflict with their own.

- M. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- N. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Welfare Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- S. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

V. STUDENT SUPPORT

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

VI. PERSONNEL



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

Legal References:

Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S. Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F. Supp. 1415, 78 Educ. L. Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L. Rep. 205 (N.D. Ill. 1987)

Cross References:

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



Students)



Adopted: 1/7/02
Reviewed: 2014, 2024
Revised: 04/20/15

Orig. 1997

526 HAZING PROHIBITION

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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



- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at



these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conducts that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.



- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students; or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.



- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

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



Adopted: 08/20/01

Orig. 1998

Reviewed: 2024

Revised: 01/18/17, 11/21/2022

527R STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.



IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus during the school day only if there is an emergency and permission has been granted to the student by high school principal to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus.

As a convenience to students and families, students age 14 years old or older who have completed a snowmobile safety course, are permitted to drive snowmobiles to Rockford Middle School or Rockford High School as a means of getting to and from school. Students are permitted to use snowmobiles in school district locations outside of the school day only.

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in parking lots designated for use only by staff or by the general public.

Students age 14 years old or older who have completed a snowmobile safety course and are driving a snowmobile to a middle school or high school campus, may park the snowmobile in the spaces designated for snowmobile parking only. Students will not park snowmobiles in driveways, on private property, or in parking lots designated for use only by staff or by the general public.

VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections.

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

B. Search of Interior of Student Motor Vehicle.

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will



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

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures.

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches and/or seizures as provided by this policy.

D. Seizure of Contraband.

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

IX. ADDENDUM

The following policies apply to High School students who drive motor vehicles to and from school. These policies will be in effect during the regular school day.

1. Each vehicle parked in the school parking lot must be registered with the school district.
2. ~~Upon registration, a student parking permit will be issued for \$25.00. This permit must be displayed on the rearview mirror of the vehicle. The permit will~~



- ~~be valid for one (1) school year. Temporary permits are available at the high school office for visitors and students who qualify.~~
3. ~~The first three rows of the student parking lot will be reserved for 12th grade (senior) parking. Twelfth grade students will be issued a unique parking permit to display on their vehicles.~~
 4. Students who have not registered their vehicles will receive a warning on the first violation. Repeat violations may result in the vehicle being towed at the owner's expense.
 5. The maximum speed limit in all school driveways and parking lots is 15 MPH.
 6. The East parking lot is designated for student parking.
 7. The Front parking lot is designated for staff and visitors.
 8. ~~The row closest to county Road 50 of the East lot is reserved for adults using the community center.~~
 9. All vehicles must be parked between the lines.
 10. Emergency access roads and spaces must remain open.
 11. Parking in a handicapped space or fire lane is a serious offense. The first violation will result in a warning; the repeat violations may result in the vehicle being towed at the owner's expense and/or loss of driving privileges.
 12. Students may not go to the parking lot during the school day unless leaving the school property with approved early dismissal or permission from the principal.
 13. Students must drive on school property with extreme caution and consideration. Any evidence of reckless or careless driving will result in the suspension of driving privileges.
 - First violation – a two-week suspension of driving privileges.
 - Second violation – a four-week suspension of driving privileges.
 - Third violation – revocation of driving privileges.
 - Driving after revocation of driving privileges is a serious offense resulting in disciplinary action. The vehicle will be towed at the owner's expense.
 14. Parking or driving on the school lawn is a serious offense and will result in the loss of driving privileges and charges to repair damage to the lawn.
 15. Repeated and/or serious violations of this policy will result in filing of a complaint with the Hennepin County Sheriff's Department.

Legal References: U.S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02 (Independent School District Specific Powers and Duties)
Minn. Stat. § 123B.38 (Hearing)
New Jersey v. T.L.O., 469 U.S. 325 (1985)

Cross Reference: MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
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 506 (Student Discipline)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



Adopted: 04/17/06

Reviewed: 2003, 2024

Revised: 07/10/06, 11/21/2022

Orig. 1999

528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated ***superintendent or his/her designee***, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated and



acted upon in the manner specified in Policy 522.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)



Adopted: 01/07/02

Reviewed: 2016, 2024

Revised: 01/18/17, 11/21/2022

Orig. 1999

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.



C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

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

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

F. School Staff Member

“School Staff Member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and



4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

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

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

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

C. Determination of Who Receives Notice

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

D. Form of Written Notice

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

1. Name of the student;
2. Date of notice;



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

E. Record of Notice

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

F. Meetings Regarding Students with a History of Violent Behavior

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

G. Law Enforcement Reports

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

V. MAINTENANCE AND TRANSFER OF RECORDS

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

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers



and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.

- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

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

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

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



Adopted: 4/17/06
Reviewed: 2017, 2024
Revised: 09/17/18

Orig. 1999

530 IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
 - 1. a statement, from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
 - 2. a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.



- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a signed medical statement affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
 - 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 - 3. review student health records to determine whether the required information has been provided; and
 - 4. make reasonable arrangements to send a student home when the immunization



requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

- Legal References:**
- Minn. Stat. § 13.32 (Educational Data)
 - Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
 - Minn. Stat. § 121A.17 (School Board Responsibilities)
 - Minn. Stat. § 144.29 (Health Records; Children of School Age)
 - Minn. Stat. § 144.3351 (Immunization Data)
 - Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
 - Minn. Stat. § 144.442 (Testing in Schools)
 - Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
 - McCarthy v. Ozark Sch. Dist.*, 359 F.3d 1029 (8th Cir. 2004)



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Op. Atty. Gen. 169-W (Jan. 17, 1968)

Op. Atty. Gen. 169-W (July 23, 1980)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



Adopted: 3/11/03
Reviewed: 2003, 2024
Revised: 3/16/09

Orig. 2003

531 THE PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

Cross References:



Adopted: 06/19/06

Reviewed: 2016, 2024

Revised: 04/17/17, 11/21/2022

Orig. 2005

533 WELLNESS

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that to promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]

I. PURPOSE

The purpose of this policy is to set forth methods that promotes student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.



- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte {snack} lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents



1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.



9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.



- b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
- 2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
- 3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

- 1. School-based marketing will be consistent with nutrition education and health promotion.
- 2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

- 1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
- 2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

- 1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
- 2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication



1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the



update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References:

Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources:

Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov



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Orig. 1995

Reviewed: 2017, 2024

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

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff and parents.

[Note: The annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. If a voluntary prekindergarten program is offered by the school district, a prekindergarten student must receive at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule unless has been approved by the Minnesota Commissioner of Education under Minnesota Statutes section 124D.126. A school board's annual school calendar may include plans for up to five days of instruction provided through online instruction due to inclement weather. The inclement weather plans must be developed according to Section V., below.]

[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes section 122A.40, subdivisions 7 and 7a, or Minnesota Statutes section 122A.41, subdivisions 4 and 4a, the school district shall adopt as its school calendar a total of 240 days of student instruction and staff development, of which the total number of staff development days equals the difference between the total number of days of student instruction and 240 days. The school board may schedule additional staff development days throughout the calendar year.]

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.



1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.



- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.
- H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

Legal References:

- Minn. Stat. § 10.55 (Juneteenth)
- Minn. Stat. § 120A.40 (School Calendar)
- Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)
- Minn. Stat. § 120A.414 (E-Learning Days)
- Minn. Stat. § 120A.415 (Extended School Calendar)
- Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)
- Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
- Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
- Minn. Stat. § 123A.30 (Agreements for Secondary Education)
- Minn. Stat. § 123A.32 (Interdistrict Cooperation)
- Minn. Stat. § 123A.35 (Cooperation and Combination)
- Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
- Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
- Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)
- Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)
- Minn. Stat. § 645.44 (Words and Phrases Defined)

Cross References:

- MSBA/MASA Model Policy 425 (Staff Development)



Adopted: 2/11/02

Orig. 1995

Reviewed: 2019, 2022, 2024

Revised: 10/21/19, 9/19/2022, 08/21/23

603 CURRICULUM DEVELOPMENT

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.

IV. District Advisory Committee

- A. The school board must establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
- B. The District Advisory Committee, to the extent possible, must reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents must comprise at least two-thirds of committee members.
- C. The District Advisory Committee must pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes section [124D.59, subdivisions 2](#) and 2a.
- D. The school district may establish site teams as subcommittees of the District Advisory Committee.
- E. The District Advisory Committee must recommend to the school board
 - 1. rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes, sections 120B.11, subdivision 1a, [120B.022](#), subdivisions 1a and 1b, and [120B.35](#),
 - 2. district assessments;



3. means to improve students' equitable access to effective and more diverse teachers;
 4. strategies to ensure the curriculum is rigorous, accurate, antiracist, culturally sustaining, and reflects the diversity of the student population;
 5. strategies to ensure that curriculum and learning and work environments validate, affirm, embrace, and integrate the cultural and community strengths of all racial and ethnic groups; and
 6. program evaluations.
- F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

V. School Site Team

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

VI. Curriculum Development Process

[Note: In light of changes in Minnesota law regarding curriculum, MSBA encourages school districts to consider deleting Article VI, Section A or revising it to reflect local curriculum development processes. Literacy planning is now addressed in new model policy 621: Literacy and the READ Act.]

- A. Students who do not meet or exceed 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 Minnesota Statutes section 120A.20, subdivision 1(c). A student's plan under this section shall continue while the student is enrolled.
- B. It shall be the responsibility of the superintendent to keep the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and to periodically present recommended modifications for school board review and approval.
- C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum,



Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.12 (Reading Proficiently No Later than the End of Grade 3)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 124D.59 (Definitions)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0505-3501.0550 (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 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
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 IEP, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)



Adopted: 02/11/02

Reviewed: 2017, 2022, 2024

Revised: 04/15/19, 9/19/2022, 1/22/24

Orig. 1995

604 INSTRUCTIONAL CURRICULUM

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

C. Public elementary and middle schools 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.

E. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.



- F. 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.
- G. 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.

IV. 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.

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: 2/11/02

Reviewed: 1999, 2022, 2024

Revised: 05/16/11

Orig. 1995

605 ALTERNATIVE EDUCATIONAL SERVICES

I. PURPOSE

The purpose of this policy is to recognize the need for alternative educational services for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative educational services for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school district that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

- A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.
- B. It shall be the responsibility of the superintendent to identify alternative educational opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative educational services. The superintendent shall, through cooperative efforts with other schools, agencies and organizations, periodically recommend additional or modified alternative educational services to the school board.
- C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41 (Definitions – Alternative Educational Services)
Minn. Stat. § 121A.45, subd. 1 (Grounds for Dismissal)
Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)

)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)



Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

Cross References: MSBA Model Policy 603 (Curriculum Development)
MSBA Model Policy 604 (Instructional Curriculum)



Adopted: 01/03/00

Reviewed: 2005, 2022, 2024

Revised: 06/19/06

Orig. 1995

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.

B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:

1. support the goals and objectives of the education programs;
2. consider the needs, age, and maturity of students;
3. foster respect and appreciation for cultural diversity and varied opinion;
4. fit within the constraints of the school district budget;
5. are in the English language. Another language may be used, pursuant to Minn. Stat. § 124D.61;
6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and



7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

- Legal References:**
- Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction – Knowledge Skills)
 - Minn. Stat. § 120B.235 (American Heritage Education)
 - Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
 - Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
 - Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)
 - Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
 - Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260 (1988)
 - Pratt v. Independent Sch. Dist. No. 831*, 670 F.2d 771 (8th Cir. 1982)



Rockford Area School District #883 -- Policy 606

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)



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Reviewed: 2005, 2022, 2024

Revised: 02/19/14

Orig. 1995

607 ORGANIZATION OF GRADE LEVELS

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the school district to address the groupings of grade levels as recognized in Minnesota Statutes section 120A.05, as follows:

Elementary: *Grades prekindergarten through ~~45~~ (Starting in ~~2014-15 school year, grades prekindergarten through 4)~~*

Middle: *Grades ~~56-8~~ (Starting in ~~2014-15 school year, grades 5-8)~~*

Secondary: *Grades 9 through 12*

Vocational *Grades 7 through 12*

B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

C. The school district may request documentation that verifies a student falls within the school's minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

III. DEFINITIONS

A. "Kindergarten" means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

B. "Prekindergarten" means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.



Rockford Area School District #883 -- Policy 607

Legal References: Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Definitions--Public Schools)
Minn. Stat. § 120A.20, Subd. 4 (Verification of Age for Admission to Public School)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Cross References: None



Adopted: 02/11/02

Reviewed: 2009, 2022, 2024

Revised: 05/16/11

Orig. 1995

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide special educational services to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

- A. The school board accepts its responsibility to identify, evaluate, and provide special education and related services for disabled children who are properly the responsibility of the school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all qualified children with a disability are provided special education and related services that are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (Definition of Child with a Disability)
Minn. Stat. §§ 125A.027, 125A.03, 125A.08, 125A.15, and 125A.29 (District Obligations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)



Adopted: 2/11/02

Reviewed: 2000, 2022, 2024

Revised: 02/19/14

Orig. 1995

609 RELIGION

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
 - 1. The proposed activity must have a secular purpose.
 - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
 - 3. The activity must not foster excessive governmental relationships with religion.
 - 4. Notwithstanding the foregoing guidelines, reasonable efforts must be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance, The school district must provide annual notice to



parents of this policy.

- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

Legal References:

U. S. Const., amend. I
Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)
Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290, 120 S.Ct. 2266 (2000)
Tangipahoa Parish Bd. of Educ. v. Freiler, 530 U.S. 1251, 120 S.Ct. 2706 (2000)
Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690 F.3d 996 (8th Cir. 2012)
Lemon v. Kurtzman, 403 U.S. 602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist., 573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D. Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. No. 63 (1940)
Minn. Op. Atty. Gen. No. 120 (1924)
Minn. Op. Atty. Gen. No. 121 (1924)

Cross References:

MSBA/MASA Model Policy 801 (Equal Access to School Facilities)



Adopted: 2/11/02
Reviewed: 2012, 2024
Revised: 04/16/18

Orig. 1995

610R FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips require parent/guardian authorization with the exception of students who are of legal age. Student trips will be categorized within four-general areas:

A. Instructional Trips

These trips take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Enrichment Trips

These trips take place during the school day, relate directly to a course of study, but do not require student participation, shall fall in this category. These trips shall be subject to review and approval of the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

D. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited by the Superintendent of Schools to accommodate emergencies or contingencies (e.g. tournament competition).



2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures (See addendum-610R Procedures for Field Trips of School-Related Groups), including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier, district-contracted carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 2. An employee must obtain preapproval by administration for student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption) *Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District



Employees)
MSBA/MASA Model Policy 423 (Employee – Student Relationships)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

POLICY 610R PROCEDURES FOR FIELD TRIPS OF SCHOOL-RELATED GROUPS

I. Instructional Field Trips

A. General Guidelines

1. All instructional trips are required for students.
2. All instructional trips must relate directly to the objectives of the class or activity for which the trip is requested.
3. Instructional field trips require parent/guardian authorization with the exception of students who are of legal age.

B. Approval

Application for an instructional trip must be submitted in writing (Appendix A) by the teacher or program/activity leader to the school principal. The principal will complete review and approval.

C. Arrangements

1. Travel arrangements must be consistent with District Policy 707 Transportation. Groups are encouraged to use district transportation whenever possible. The use of personal vehicles, including rental vehicles, to transport students is strictly prohibited. Student travel is allowed on school district buses or seven or eight person district vans driven by individuals who have a current Type III driver certification on file with the district (10-15 person vans are prohibited), public transportation, or contracted travel services. When contracted travel services are used, the contract is subject to District requirements for insurance coverage as determined by the District Insurance Agent and must be approved by the Business Office in advance of entering into the contract. Individuals may not enter into a contract with a service. The contract must be with Independent School District 883.
2. The number of adult chaperones will be provided appropriate to the age level and needs of the students. Chaperones are selected by and are under the supervision of the teacher or program/activity advisor. Chaperones are considered school volunteers and are subject to district policy. People working in the position of chaperones will do so on a voluntary basis unless directed by the supervisor or representative of the district.
3. Reasonable accommodation for students with disabilities shall be provided (i.e., special assistance, transportation, accessibility at site).

D. Finances

Fees may not be assessed against students to defray direct costs of instructional field trips. (Minn. Stat. 123B.37, Prohibited Fees) Funds collected through individual donation or individual or group fund raising must be recorded in the district accounting (UFARS) system.



E. Student Conduct

Rules of conduct and student discipline shall apply to supplementary field trips including but not limited to the following District Policies: 419 Tobacco-Free Environment, 417 Chemical Use and Abuse; 526 Hazing Prohibition, 506 Student Discipline, and 501 School Weapons Policy.

F. Staff/Volunteer/Chaperone Conduct

Rules of conduct for staff, volunteers, chaperones that apply to instructional trips include, but are not limited to, the following District Policies/Regulations: 417 Chemical Health Policy, 419 Tobacco-Free Schools, 501 Weapon-Free Schools, and 506 Student Discipline.

II. Enrichment Field Trips

A. General Guidelines

1. All enrichment field trips are optional for students.
2. All enrichment field trips must relate directly to the objectives of the class or activity for which the trip is requested.
3. Enrichment field trips require parent/guardian authorization with the exception of students who are of legal age.

B. Approval

Application for an enrichment field trip must be submitted in writing (Appendix A form) by the teacher or program/activity leader to the school principal. The principal will complete review and approval.

C. Arrangements

1. Travel arrangements must be consistent with District Policy 707 Transportation. Groups are encouraged to use district transportation whenever possible. The use of personal vehicles, including rental vehicles, to transport students is strictly prohibited. Student travel is allowed on school district buses or seven or eight person district vans driven by individuals who have a current Type III driver certification on file with the district (10-15 person vans are prohibited), public transportation, or contracted travel services. When contracted travel services are used, the contract is subject to District requirements for insurance coverage as determined by the District Insurance Agent and must be approved by the Business Office in advance of entering into the contract. Individuals may not enter into a contract with a service. The contract must be with Independent School District 883.
2. The number of adult chaperones shall be provided appropriate to the age level and needs of the students. Chaperones shall be selected by and are under the supervision of the teacher/advisor. Chaperones are considered school volunteers and are subject to district policy. People working in the position of chaperones will do so on a voluntary basis unless directed by the supervisor or representative of the district.
3. Reasonable accommodation for students with disabilities shall be provided (i.e., special assistance, transportation, accessibility at site).

D. Finances



Students may be requested to make financial contributions for enrichment field trips. Funds collected through individual donation or individual or group fund raising must be recorded in the district accounting (UFARS) system.

E. Student Conduct

Rules of conduct and student discipline that apply to enrichment trips include but are not limited to the following District Policies: 419 Tobacco-Free Schools, 526 Student Chemical Possession, Use, Abuse and Dependency, 540 Hazing Prohibition, 506 Student Discipline, 501 Weapon-Free Schools.

F. Staff/Volunteer/Chaperone Conduct

Rules of conduct for staff, volunteers, chaperones that apply to enrichment trips include, but are not limited to, the following District Policies: 417 Chemical Use and Abuse Policy, 419 Tobacco-Free Environment, 501 School Weapons Policy, and 506 Student Discipline.

III. Supplementary Field Trips

A. General Guidelines

1. All supplementary field trips are optional for students.
2. Supplementary field trips require parent/guardian authorization with the exception of students who are of legal age.

B. Approval

Supplementary field trips are subject to review and approval of the activities director, program advisor, and/or the school principal at least six weeks in advance. The principal will complete review and pre-approval. Final approval by the School Board is required prior to the field trip.

C. Arrangements

1. Travel arrangements must be consistent with District Policy 707 Transportation. Groups are encouraged to use district transportation whenever possible. The use of personal vehicles, including rental vehicles, to transport students is strictly prohibited. Student travel is allowed on school district buses or seven or eight person district vans driven by individuals who have a current Type III driver certification on file with the district (10-15 person vans are prohibited), public transportation, or contracted travel services. When contracted travel services are used, the contract is subject to District requirements for insurance coverage as determined by the District Insurance Agent and must be approved by the Business Office in advance of entering into the contract. Individuals may not enter into a contract with a service. The contract must be with Independent School District 883.
2. The number of adult chaperones should be appropriate for the age level and needs of the students. Chaperones are selected by and are under the supervision of the teacher or program/activity advisor. Chaperones are considered school volunteers and are subject to district policy. People working in the position of chaperones will do so on a voluntary basis unless directed by the supervisor or representative of the district.
3. Reasonable accommodation for students with disabilities will be provided (i.e., special assistance, transportation, accessibility at site).



D. Finances

Students may be requested to make financial contributions for supplementary field trips. Funds collected through individual donation or individual or group fund raising must be recorded in the district accounting (UFARS) system.

E. Student Conduct

Rules of conduct and student discipline shall apply to supplementary field trips including but not limited to the following District Policies: 419 Tobacco-Free Environment, 417 Chemical Use and Abuse; 526 Hazing Prohibition, 506 Student Discipline, and 501 School Weapons Policy.

F. Staff/Volunteer/Chaperone Conduct

Rules of conduct for staff, volunteers, chaperones that apply to instructional trips include, but are not limited to, the following District Policies: 417 Chemical Use and Abuse Policy, 419 Tobacco-Free Environment, 501 School Weapons Policy, and 506 Student Discipline.

IV. Extended Field Trips

A. General Guidelines

1. All extended field trips are optional for students.
2. Extended field trips may not exceed three student contact days unless exempted by the School Board. Application for exemption must be noted on the preliminary approval form.
3. Extended field trips require parent/guardian authorization.
4. Opportunities for state, national, and international educational activities are viable options for global, cultural, and educational travel experiences. Any unit/group may travel outside the continental United States a maximum of once every two years.
5. Travel other than travel using district or public transportation must be conducted through a contracted transportation service. Evidence of proper insurance and liability protections must be approved by the Business Office in advance of final approval when the district enters into a contracted agreement with a tour service.
6. If the trip is out of state, the building principal has the authority to require the inclusion of an administrator as a chaperone at the expense of the trip organizing body.
7. Any trip taken by a school activity, club, or team is considered a school-sponsored trip and subject to these regulations.
8. Trip advisors and principals should determine prior to actual travel if the U.S. Government has issued a travel warning or alert that could put Americans in harm's way. The trip may be postponed at Board discretion if necessary.

B. Preliminary Approval

Preliminary approval must be granted four months prior to announcement of the trip to students or parents. The Preliminary Approval form (Appendix B) must be completed which includes information about education and/or activity objectives, date and duration, and planned costs of the trip.

Preliminary approval authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip. Preliminary approval requires the following signatures:

Within Minnesota:	Principal or Activities Director
Within Continental U.S.:	Principal or Activities Director and Superintendent (or designee)



Outside Continental U.S.: Principal or Activities Director and Superintendent (or designee)

C. Final Approval

1. After securing preliminary approval and determination that the proposed trip is feasible, the teacher/advisor submits a Final Approval form (Appendix C) at least two months prior to the trip, providing all details about the trip. It must be approved before any contractual arrangements are made or any trip-specific fundraising occurs.

Final approval by the School Board is required prior to the field trip.

NOTE: Special regulations apply for travel outside of the Continental U.S. (see section 6).

2. After securing final approval, it is the responsibility of the teacher/advisor to assure that all details, arrangements, and commitments adhere to the stipulations of this policy and regulation and any other district policies or regulations which may be pertinent.

D. Arrangements

1. Travel arrangements must be consistent with District Policy 707 Transportation. Groups are encouraged to use district transportation whenever possible. The use of personal vehicles or rental cars to transport students is strictly prohibited. Student travel is allowed on school district buses, seven-person district vans, or seven or eight person rental vans driven by individuals who have a current Type III driver certification on file with the district. (10-15 person vans are prohibited). In lieu of district vehicles or rental vans, public transportation or contracted travel services must be used. When contracted services are used, the contract is subject to District requirements for insurance coverage as determined by the District Insurance Agent and must be approved by the Business Office in advance of entering into the contract. Individuals may not enter into a contract with a service; the contract must be with Independent School District 883.
2. Air travel shall be on commercial airlines.
3. The number of adult chaperones will be provided appropriate to the age level and needs of the students. The number of chaperones should not exceed the number needed for reasonably supervising the trip. Numbers should not exceed a ratio of 1:5 chaperones to students. Chaperones shall be selected by and are under the supervision of the teacher/advisor. Chaperones will travel to and from the destination with the group and remain within easy access through duration of the trip. Exceptions to this are permitted when in writing and at the discretion of the principal. Chaperones are considered school volunteers and are subject to Policy 515 regarding volunteers, including having a background check on file in the district office. Staff working in the position of chaperones will do so on a voluntary basis unless directed by the supervisor or representative of the district. Expenses for chaperones must be addressed in the initial planning for the trip by the teacher/advisor. Expenses for chaperones cannot be paid with District funds. However, booster clubs may provide support for chaperone expenses, as booster club funds are not district funds. Advisors will discuss with chaperones appropriate chaperone behavior around students.
4. Overnight accommodations for students will be approved by the teacher/advisor after review of appropriateness, quality, cost, and student safety.



5. Home stays are discouraged unless student safety can be assured and the use of home stays provides an essential benefit that cannot be duplicated in any other manner.
6. Reasonable accommodations for students with disabilities shall be provided (i.e., special assistance, transportation, accessibility at site).

E. Finances

1. Except for classroom or co-curricular activities funded through the general fund, all extended field trips will be considered optional and will be processed through student activity accounts. As such, fees may be collected from students. Alternative sources of funding shall be identified (i.e., fundraising, donations, etc.) for students who are unable to provide for their own financial support regarding the proposed extended field trip. Funds collected through individual donation or individual or group fund raising must be recorded in the district accounting (UFARS) system.
2. Any stipends and expense payments made to staff in connection with the extended field trip will be charged as a direct cost of the extended field trip.
3. All costs of the extended field trip will be itemized and provided to potential participants prior to the collection of any participant fees.
4. Student assessment for extended field trip costs may include expenses for adult chaperones except for the criminal background check.

F. Student Conduct

1. Special rules for the specific extended field trip will be established by the teacher/advisor in the form of a student conduct agreement that reflects the unique nature of the trip. Students and parents will sign the agreement which stipulates the special rules and holds the student accountable for the District Policies including, but not limited to: 419 Tobacco-Free Environment, 417 Chemical Use and Abuse; 526 Hazing Prohibition, 506 Student Discipline, and 501 School Weapons Policy. The teacher/advisor leading the trip will inform official chaperones and all other adults accompanying the traveling group of the rules of conduct, and these people will be responsible for enforcing all rules of conduct.
2. Participants who violate the conduct agreement or district policies may be sent home from the extended field trip at parents' expense or at the expense of emancipated student.

G. Staff/Volunteer/Chaperone Conduct

Rules of conduct for staff, volunteers, chaperones that apply to instructional trips include, but are not limited to the following District Policies: 417 Chemical Use and Abuse Policy, 419 Tobacco-Free Environment, 501 School Weapons Policy, and 506 Student Discipline.

H. Travel Outside of the Continental United States

1. In addition to other provisions of this regulation, travel outside of the continental United States requires additional planning.
 - a) All travel must be conducted through a reputable travel agency.
 - b) Guidelines for a travel agent to provide service shall include:
 - i. Employ at least five agents
 - ii. Demonstrate successful experience with similar group tours
 - iii. Incorporated in the U.S., or included in the current advisory list published by the



APPENDIX A
Rockford Area Schools – ISD 883
SINGLE-DAY FIELD TRIP APPLICATION

An INSTRUCTIONAL field trip is taken during one school day, requires student participation and relates directly to a course of study. Fees cannot be assessed against students. Approval: Principal.

An ENRICHMENT field trip is taken during one school day, is voluntary for students and enriches a course of study. Financial contributions from students may be requested. Approval: Principal.

A SUPPLEMENTARY field trip usually takes place outside one regular school day, is voluntary for students, and may include outside activities/programs, clubs, community education and other special interest activities. Financial contributions from students may be requested. Approval: Activities Director, Program Advisor, Principal, and School Board.

School: _____

Group/Class: _____ Number of Students: _____

Teacher(s)/Advisor(s) Submitting Request: _____

Destination: _____

Address: _____ Miles Round Trip: _____

Educational Goal or Objective: _____

Alternative Activity for Non-participating Students: _____

TIME

Date of Trip: _____ Depart Time: _____ Return: _____

HEALTH & SAFETY

How many school personnel will accompany the group? _____

How many non-school adult chaperones will accompany the group? _____

Have reasonable accommodations been made for students with disabilities? _____

TRANSPORTATION: Attach request if using district transportation.

School buses and/or 7 or 8 person vans: _____ N/A: _____

_____ Public Transportation _____ Contracted Transportation: _____
(Name of Service; attach contract)

COST:

Cost per student: _____ Source of funds: _____

CHECKLIST FOR PLANNING SINGLE-DAY FIELD TRIPS

- Obtain parent/guardian authorization
Plan to provide an adequate number of volunteer adult chaperones, appropriate to the age level and needs of the students.
Be aware that school policies pertaining to student behavior are enforced during field trips.
Communicate with school personnel who may be affected by student absences:
Specialist Health associate Lunchroom personnel Other classroom teachers
Consult Policy 610 for detailed guidelines for field trips

APPROVAL:

Activities Director (if required) _____ Date: _____

Program Advisor (if required) _____ Date: _____

School Principal _____ Date: _____

Board Approval: Yes _____ No _____ Date _____

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

3/18



APPENDIX B
Rockford Area Schools – ISD 883
EXTENDED FIELD TRIP APPLICATION – PRELIMINARY APPROVAL

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

School: _____

Group/Class: _____

Teacher(s)/Advisor(s) submitting request: _____

Estimated number of students participating: _____

Destination: _____

Address: _____

Education and/or activity objectives: _____

Dates of the trip: _____

Days absent: When school is in session: _____

Non-school days/vacation time: _____

Estimated cost per student: _____

Source of funding: Student: _____ District: _____ Other: _____

APPROVAL:

Preliminary approval requires the following signatures.

School Principal: _____ Date: _____

Superintendent (or designee): _____ Date: _____

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

STEP Two: Preliminary Trip Planning

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

STEP Three: Secure FINAL APPROVAL

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

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



APPENDIX C
Rockford Area Schools – ISD 883
EXTENDED FIELD TRIP APPLICATION – FINAL APPROVAL

Final approval must be granted prior to engaging in securing contracts and collecting fees from students. Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School: _____

Group/Class: _____

Teacher(s)/Advisor(s) submitting request: _____

of students: _____ # of school personnel: _____ # of chaperones: _____

Destination: _____ Address: _____

Have students received teachers' approval to miss class? Yes _____ No _____

Departure Date: _____ Departure Time: _____ Return Date: _____ Return Time: _____

Days absent: When school is in session: _____ Non-school days/vacation time: _____

Have reasonable accommodations been made for students with disabilities? Yes _____ No _____

For trips that contract a tour service, has the contract been reviewed and approved by the Business Manager? Yes _____ No _____

For trips outside the Continental US and those using a travel services, provide the name of the travel service: _____

For trips outside of the Continental US, please attach your emergency procedures.

Who has signed off on discussing school discipline policies with students? _____

Who has signed off on discussing school discipline policies with staff and chaperones? _____

TRANSPORTATION: Attach request if using district transportation.

School buses and/or 7 or 8 person vans: _____ N/A: _____

Public Transportation _____ Contracted Transportation: _____ (Name of Service; attach contract)

Place of lodging: _____ Dates: _____

COSTS: (Estimate per student)

Transportation \$ _____ Expenses to be paid by the district \$ _____

Meals \$ _____ Expenses to be paid by special funds \$ _____

Substitute Teachers \$ _____

Lodging \$ _____

Other (fees, ins) \$ _____

Total \$ _____

Explain special funding and/or procedures for handling instances of economic need: _____

The following documentation must be attached:

- Emergency procedures
Tentative itinerary
Signed memo of contract/insurance approval from Business Manager

APPROVAL: Final approval requires the following signatures.

School Principal: _____ Date: _____

Superintendent (or Designee): _____ Date: _____

Board Approval: Yes _____ No _____ Date: _____



Rockford Area School District #883 -- Policy 610R

Comments _____

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

03/18



Adopted: 02/11/02

Reviewed: 2019, 2022, 2024

Revised: 10/21/19

Orig. 1996

611 HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 4 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided under state law. The school district is not required to expend an amount for any of



these purposes that exceeds the amount it receives pursuant to state law.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

- 1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
- b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
- c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.



2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References:

Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Rules Ch. 3540 (Nonpublic Schools)

Cross References:

MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)



Rockford Area Schools Volunteer Agreement

Confidentiality of Student Data

Our school is a vital part of the community. Respecting one’s privacy and confidentiality is very important. Students in the Rockford Area School District have the right to expect that information about them will be kept confidential by all employees, volunteers, student teachers, substitutes, and employees of independent contractors as per District Policy 515 (Protection and Privacy of Pupil Records), as well as the Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act (known more commonly as “FERPA”).

- Each student with whom you work has the right to expect that nothing that happens to him or her will be repeated to anyone other than authorized school district employees. Volunteers must keep in confidence any information learned about a student, and may only disclose such information to school officials, as designated by the administrators at each school, who have legitimate educational interests in the information.
- You may not share information about a student even with others who appear genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, healthcare professionals, friends, neighbors, or other community members. This includes members of your own family. You must refer all student-related questions to the student’s teacher or principal, or other designated official. The only exception is in the event of an urgent medical emergency, in which confidential information may be provided if necessary for a student’s medical care.

Background Checks

In accordance with Policy 404 (Employment Background Checks), all volunteers must consent to a criminal history background check prior to commencing volunteer work with the School District. A separate consent form will be provided.

Volunteer Liability and Indemnification

A volunteer shall at all times indemnify and hold harmless the Rockford Area School District and its officers, agents and employees from any and all claims, damages and expenses arising out of injuries to persons or damage to property which resulted from any omissions or negligent acts of the volunteer.

I understand the expectations outlined above and agree to abide by the guidelines set forth in this agreement and in the policies of the Rockford Area School District, including but not limited to Policy 404 and Policy 515.

Signature

Printed Name

Date

Building/Program Administrators shall be responsible for ensuring that volunteers have undergone a background check, if needed per requirements, and have executed the appropriate Volunteer Agreement.

Building/Program Administrator

Printed Name

Date

Please return original signed copy to the Rockford Area Schools District Office.



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Acknowledgement of Contributions Resolution

Meeting Date: July 15, 2024

Prepared by: Business Office

Date Prepared: July 8, 2024

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

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

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

<i>Donor</i>	<i>Amount</i>	<i>Fund</i>
Rockford Education Foundation	\$1,500.00	General Fund (REAMS School Song Video Recording, 1st payment)
Rockford Education Foundation	\$98.97	General Fund (CNA Supplies--scrubs)
Rockford Education Foundation	\$255.00	General Fund (RHS SPED Children's Museum Fieldtrip)
Rockford Education Foundation	\$2,400.00	General Fund (REAMS 2nd grade Artist in Residence)
Rockford Education Foundation	\$3,900.00	General Fund (REAMS 4th grade Artist in Residence)
Rockford Education Foundation	\$1,500.00	General Fund (REAMS School Song Video Recording, 2nd payment)
Rockford Education Foundation	\$660.79	General Fund (Wellness Events for Staff)
Rockford Education Foundation	\$141.32	General Fund (Transportation for RMS Stork House Fieldtrip)
Rockford Education Foundation	\$306.68	General Fund (Transportation for RHS SPED Children's Museum Fieldtrip)
Rockford Education Foundation	\$210.18	General Fund (Transportation for 2nd grade Lake Rebecca Field Trip)
Marlene Socher	\$25.00	General Fund (RHS donation in memory of Lori Stewart Jacobs, Class of 1976)