



**ROCK RIDGE PUBLIC SCHOOLS
1405 PROGRESS PARKWAY
VIRGINIA MN 55792**

**Regular Meeting
Monday, August 24, 2026 at 6:00 PM
Rock Ridge Administration Building, 1405 Progress Parkway,
Virginia, MN 55792**

AGENDA

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors and visitor input.
4. Consent Agenda:
 1. Approval of August 10, 2026 regular meeting minutes. 4
 2. Approval of hire of Sean Paine for the Custodian/GM/Grounds/Driver position at a rate of \$25.75/hour effective August 19, 2026.
 3. Approval of hire of Nathan Mitchell for the High School Band Teacher position with a salary of \$64,493 (Step D MA) effective August 24, 2026. 7
 4. Approval of hire of Katina Tews for the Paraprofessional (PES) position at a rate of \$19.97/hour effective August 31, 2026.
 5. Approval of hire of Sheila Anderson for the Paraprofessional (LLC) position at a rate of \$19.97/hour effective August 31, 2026.
 6. Approval of hire of Sophia Poderzay for the Paraprofessional (PES) position at a rate of \$19.97/hour effective August 31, 2026.
 7. Approval of hire of Holland Markasich for the Paraprofessional (PES) position at a rate of \$19.97/hour effective August 31, 2026.
 8. Approval of hire of Allison Polacec for the Paraprofessional (LLC) position at a rate of \$19.97/hour effective August 31, 2026.
 9. Approval of hire of Holland Markasich for the Junior High Girls Swimming Coach position with a stipend of \$3,278 for the 2026-2027 school year.

10. Approval of additional duty of Extra-Curricular Paraprofessional (football) position for Julie Syversrudat at a rate of \$19.97/hour effective August 24, 2026.
11. Approval of transfer of Marissa Mast from Paraprofessional to the Student Support Staff (NSE) position at a rate of \$19.97/hour effective August 26, 2026.
12. Approval of transfer of Bridget LaCoursiere from Paraprofessional to the Media Aide (LES) position at a rate of \$22.00/hour effective August 31, 2026.
13. Approval of transfer of Lindsay Blackwood from Paraprofessional to the Student Support Staff (LES) position at a rate of \$19.97/hour effective August 31, 2026.
14. Approval of transfer of Candy Ofstad from Media Aide to the Activities Director/Community Education Secretary position at a rate of \$24.87/hour effective August 31, 2026.
15. Approval of additional duties for the following staff for the 2026-2027 school year: (Before School Supervisor, \$3,026 each) Robert Hinrichs, Jessica Johnson, Melissa Lautigar, Elizabeth Niemi, Heather Gulbranson; (Noon Supervision, \$3,026 each) Robert Hinrichs. Cody Baker; (Cafeteria Supervision, \$3,026 each) Heather Gulbranson, Becki Carey; (After School Supervision, \$3,026) Shelley Schriber; (Student Council Elementary, \$1,513) Stace Landwer; (Yearbook Advisor Elementary, \$1,765) Stace Landwer; (Knowledge Bowl Elementary, \$1,261) Stace Landwer; (I Love To Read Coordinator, \$505) Bridget LaCoursiere.
16. Approval of volunteer coaches for the 2026-2027 school year: John Westby (C-Team Football), Andrew Peterson (Tennis).
17. Approval of resignation of Sarah Randall from the Paraprofessional position effective August 11, 2026.
18. Acceptance of resignation of Cody Lupich from the Paraprofessional position effective August 12, 2026.
19. Acceptance of resignation of Breanna Bridgewater from the Wolverine Care After School Staff position effective August 14, 2026.
20. Acceptance of resignation of Nancy Reed from the Playground Aide position effective August 18, 2026.
21. Acceptance of resignation of Chad Hazelton from the Community Education Director position effective August 27, 2026.
22. Approval of lane change for August Galloway from BA+30/MA to Step J MA+10 effective August 18, 2026.
23. Approval of overnight/out-of-state athletic trips for Fall 2026. 9
24. Acceptance and appreciation of a donation of school supplies from Sundell Eye Associates to Parkview Elementary.
5. Reports:
 1. Junior High volleyball coaching staff update and possible consideration for additional coaches.
 2. Update on elementary student behavior committee.
 3. Discussion of billboard signage along Highway 53.
 4. Superintendent.
 5. Treasurer's Report. 10
6. Administration Items:
 1. Consider approval of donation request from the Virginia Area Historical Society for the cornerstone of the former James Madison School.
 2. Consider approval of the 2026-2027 Elementary Student Handbook. 16

3. Consider approval of the Concurrent Enrollment Contract between Lake Superior College and ISD 2909 effective for the 2026-2027 school year. 50
4. Consider approval of Addendum A Terms of Teleservices Assignment from Soliant Health, LLC in regards to Contracted Telepractitioner services for the 2026-2027 school year. 56
7. Teacher staffing for the 2026-2027 school year.
8. Meeting Announcements:
 1. The next regular meeting will be Monday, September 14, 2026 at 6:00 P.M. at the Rock Ridge Administration Building, 1405 Wolverine Way (formerly known as Progress Pkwy), Virginia.
9. Adjournment.

**OFFICE OF THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2909
MONDAY, AUGUST 10, 2026, 6:00 P.M.
ROCK RIDGE ADMINISTRATION BUILDING, 1405 PROGRESS PARKWAY, VIRGINIA, MN 55792
MINUTES OF THE REGULAR SCHOOL BOARD MEETING**

Members Present:

Jennifer Bonner	Tim Riordan
Nicole Culbert-Dahl	John Uhan
Brandi Lautigar	Jodi Westby (arrived 6:02 P.M.)
	Lisa Westby

Other Staff Present:

Dr. Noel Schmidt, Superintendent

Members Absent:

None

- I. Chair UHAN called the Regular Meeting to order at 6:00 P.M.
- II. **APPROVE AGENDA:** Motion to **approve the agenda** made by L. WESTBY, seconded by CULBERT-DAHL. Motion passed unanimously.
- III. **RECOGNITION OF VISITORS AND VISITOR INPUT:** Laurie Warner – consider a wage increase and/or minimum pay compensation for no school/snow days for those in the Playground Aide positions to help attract and retain employees. Irene Henderson – encouraged the School Board to consider settling with the teachers’ union and reaching a fair contract. Paul Peltier – announced his candidacy for School Board and shared information about his work experience, family, and reasons for seeking a position on the Board. Christine Nelson - encouraged the School Board to consider settling with the teachers’ union and reaching a fair contract.
- IV. **JAMES MADISON CAMPUS DEMOLITION AND ABATEMENT BID RESULTS:** Chelsea Kroells, Kraus-Anderson, presented the bid results.
 - A. Motion to **approve the bid results for abatement and demolition of the James Madison Building** made by RIORDAN, seconded by J. WESTBY. Motion passed unanimously.
 - B. Motion to **approve KA Contract Amendment #19 to Construction Manager Agreement** made by BONNER, seconded by L. WESTBY. Motion passed unanimously.
- V. Motion to **approve the agreement to Terminate James Madison Lease with the NLC** made by BONNER, seconded by CULBERT-DAHL. Motion passed unanimously.
- VI. **CONSENT AGENDA:**
 - A. UHAN added Item 6.19 *Acceptance of resignation of Maxine Perko from the 0.38 FTE Physical Education Teacher position effective August 21, 2026.* He also added Item 6.20 *Approval of Alicia Nelson as a Cross Country Volunteer Coach for the 2026-2027 school year.* Alicia Dick was removed from the hire list as a Junior High Cross Country Coach for 2026-2027.
 - B. Motion to **approve the Consent Agenda as amended** made by LAUTIGAR, seconded by J. WESTBY. Motion passed unanimously.
 1. Approval of July 13, 2026 regular meeting minutes.
 2. Approval of hire of Danielle Santa for the Summer Day Camp Staff position at a rate of \$15.00/hour effective July 23, 2026.
 3. Approval of hire of Skyler Harju for the Head Girls Swimming & Diving Coach position with a stipend of \$6,555 for the 2026-2027 school year.
 4. Approval of hire of Jasmine Daughtery for the JV Volleyball Coach position with a stipend of \$4,791 for the 2026-2027 school year.

5. Approval of hire of William Beggiani for the JV Football Coach position with a stipend of \$4,791 for the 2026-2027 school year.
6. Approval of hire of Jaimie Tomonovich for the JV Girls Tennis Coach position with a stipend of \$3,278 for the 2026-2027 school year.
7. Approval of hire of Patrick Murphy for the C-Team Football Coach position with a stipend of \$3,782 for the 2026-2027 school year.
8. Approval of Fall 2026 coaches and volunteers (attachment). *Remove Alicia Dick from the hire list as a Junior High Cross Country Coach for 2026-2027.*
9. Approval of additional duty of School Forest Coordinator for Elysa Kemen with a stipend of \$2,269 for the 2026-2027 school year.
10. Approval of transfer of Briana Negen from the Paraprofessional position to the North Star Elementary Secretary position at a rate of \$24.87/hour effective August 3, 2026.
11. Approval of transfer of Julie Sandstede from the Music Teacher position to the Special Education Teacher (LES) position effective August 24, 2026.
12. Approval of unpaid medical leave of absence following the exhaustion of allowed sick days for Paraprofessional Amy Lundmark effective August 24, 2026 through January 2, 2027.
13. Acceptance of resignation for the purpose of retirement of Robin Viger from the Custodian/GM/Grounds/Driver position effective July 29, 2026.
14. Acceptance of resignation of Amanda Spotts from the Elementary Music Teacher position effective July 29, 2026.
15. Acceptance of resignation of Samson Tai from the Assistant Football Coach, Defensive Coordinator position effective August 3, 2026.
16. Acceptance of resignation of Breanna Bridgewater from the Paraprofessional position effective August 14, 2026.
17. Acceptance of resignation for the purpose of retirement of Bob Hallstrom from the Custodian/GM/Grounds/Driver position effective October 1, 2026.
18. Acceptance and appreciation of a donation from Golden Bear Foundation in the amount of \$6,211.71 for 2026 Spring grants.
19. Acceptance of resignation of Maxine Perko from the 0.38 FTE Physical Education Teacher position effective August 21, 2026.
20. Approval of Alicia Nelson as a Cross Country Volunteer Coach for the 2026-2027 school year.

VII. **REPORTS:**

- A. Teresa de Vencia provided a VinE (Volunteers In Education) update.
 1. Motion for **VinE to continue services with ISD 2909 for the 2026-2027 school year** made by LAUTIGAR, seconded by BONNER. Motion passed unanimously.
- B. UHAN reminded the board that Legislative Resolutions for the 2026 Delegate Assembly are now open for submission. Proposals can only be accepted by school boards and not by individuals.
- C. Supt. Schmidt confirmed that the new roundabout is scheduled to be completed by the start of the school year. The auction for excess school items from the James Madison building is live on K-Bid Online Auction. Finally, administration is preparing for workshop week starting August 24 for teachers and staff.
- D. Motion to **approve the payment of the bills** made by J. WESTBY, seconded by L. WESTBY. Motion approved unanimously.

VIII. **ADMINISTRATION ITEMS:**

- A. Motion to **approve the Resolution Relating To The Election of School Board Members and Calling the School District General Election** made by BONNER, seconded by LAUTIGAR. Roll call vote. Motion passed unanimously.
- B. Motion to **approve the 2026-2027 Rock Ridge High School Student Handbook** made by RIORDAN, seconded by CULBERT-DAHL. Motion passed unanimously.

- C. Motion to **approve the School Nutrition Programs Renewal of Food Service Management Contract School Year 2026-2027** made by CULBERT-DAHL, seconded by LAUTIGAR. Motion passed unanimously.
 - D. Motion to **approve the School Nutrition Programs Renewal of Joint Agreement for the 2026-2027 school year** made by BONNER, seconded by LAUTIGAR. Motion passed unanimously.
 - E. Motion to **approve the St. Louis County Family Services Collaborative grant for \$21,270 for Leader in Me Program** made by LAUTIGAR, seconded by RIORDAN. Motion passed unanimously.
 - F. Motion to **approve the contract from KY Interpreting Services for sign language interpreting services from July 1, 2026 - June 30, 2027** made by BONNER, seconded by CULBERT-DAHL. Motion passed unanimously.
 - G. Motion to **approve the Addendum to MOU between RRPS and the Lutheran Social Service of Minnesota's Foster Grandparent Program** made by BONNER, seconded by LAUTIGAR. Motion passed unanimously.
 - H. Motion to **approve the Consultant Agreement between Itasca Area School Collaborative and ISD 2909 for blind/visually impaired services effective July 1, 2026 through June 30, 2027** made by RIORDAN, seconded by L. WESTBY. Motion passed unanimously.
- IX. **TEACHER STAFFING.** Discussion was had regarding class sizes in the elementary schools. With higher student numbers currently showing in the 5th and 6th grades at Laurentian Elementary, motion to **add two elementary teachers at Laurentian** was made by BONNER, seconded by LAUTIGAR.
- A. CULBERT-DAHL motioned to **amend the original motion to adding one elementary teacher to Laurentian Elementary**. Motion failed due to lack of support.
 - B. Original motion failed 2-5 with J. WESTBY, L. WESTBY, UHAN, CULBERT-DAHL, and RIORDAN voting NO.
- X. **CLOSED SESSION** at 7:40 P.M. for the purpose of evaluating the performance of Superintendent Dr. Noel Schmidt in accordance with MN Statute 13D.05 Subdivision 3(a).
- XI. **REGULAR MEETING** reopened at 8:18 P.M.
- XII. **MEETING ANNOUNCEMENTS** were made.
- XIII. **ADJOURNMENT:** Meeting adjourned at 8:19 P.M.

CHAIR

CLERK

Nathan Mitchell

Professional Profile

- Highly qualified and passionate music educator with success teaching K-12 instrumental music
- Commitment to fostering a positive environment, student growth, and musical excellence
- Skilled in recruitment, retention, leadership, curriculum development, and programming

Education

University of Minnesota Duluth

- Master of Music, Conducting — May 2023 — GPA: 4.0
- Bachelor of Music, Instrumental Music Education — May 2007 — GPA: 3.67

Teaching & Conducting Experience

Music Director / Lecturer in Music

May 2022 – Present

Chequamegon Symphony Orchestra / Northland College – Ashland, WI

- Conduct weekly rehearsals and seasonal concerts; focus on underrepresented composers
- Oversee programming and musician recruitment (College closure in 2025)

Music Teacher

August 2023 – June 2025

Hermantown Community Schools – Hermantown, MN

- Taught middle school music appreciation
- Developed custom units on music production, media music, music content creation, and more
- Collaborated with band director for pull-out lessons during instruction

Summer Faculty – North Shore Summer Music Experience

June 2023

University of Minnesota Duluth – Duluth, MN

- Assisted in administrative work including daily scheduling, equipment managing, and utilizing space.
- Designed and led chamber music sessions and enrichment activities

Graduate Teaching Assistant – Bands

August 2021 – May 2023

University of Minnesota Duluth – Duluth, MN

- Supported ensemble logistics, attendance, music library, and student instruction
- Ran full-band rehearsals when director was absent.

Elementary Band Director

August 2020 – June 2021

Minnetonka Public Schools – Minnetonka, MN

- Taught 5th grade band lessons across multiple schools in hybrid/online settings
- Supported elementary string instruction

Orchestra and Band Teacher

August 2017 – June 2018

Hill Murray School – Maplewood, MN

- Taught orchestra and band at six parochial schools; weekly instruction at each site
- Integrated interactive technology to enhance engagement and extend learning beyond class time
- Collaborated with faculty across the program for concert planning and curriculum development

Director of Bands

July 2013 – August 2016

Maple Lake ISD 881 – Maple Lake, MN

- Directed grades 5-12 bands, jazz band, pep band, and marching bands

- Increased participation in beginning program by 48% over three years

Additional Experience

Curriculum Development

Beginning Band Music Arrangements
MS/HS Jazz Band Class Compositions
MS Music Appreciation Class Units (2-yrs worth)
Special Education student-centered music instruction

Administrative Experience

Band lesson rotating schedules
Google systems for proper inventory

Music Pit (Stage Shows)

Conductor – 5 shows (including 2 Spotlight Honorable Mentions)
Performer – 8 shows (3 musicals, 5 operas)

Marching Arts

Drill and Music Writer/Arranger
Director – 14 years in various organizations (including 3 years Drum Corps)
5 years from Exhibition to State Champion (Farmington HS)
Performer – 5 years with MN Brass Inc.
Multiple brass championships; 2011 World Champion

LTS Roles: High school and middle school ensembles: concert planning, and special event preparation

2010: Park (Cottage Grove) HS – Band; 2018: HLWW Schools – Band and Music Appreciation; 2019-2020:
Rochester Mayo HS – Orchestra and Choir; 2020: Northfield Schools – Band; 2026: Ordean East MS - Choir)

Workshops & Professional Training

- UofM – Twin Cities Wind Band Conducting Workshop – Emily Threinen, Travis Cross, Jerry Luckhardt 2025
- Medomak Conductors Retreat – Kenneth Kiesler, Rotem Weinberg 2022
- Pacific Northwest Conducting Institute – Anna Edwards, Diane Wittry 2021
- Univ. of Colorado Boulder Orchestral Conducting Symposium – Gary Lewis, Larry Livingston 2021
- Private Study – Rafael Rodriguez, Augsburg University 2019–2021
- Univ. of Wisconsin River Falls Conducting Summit – Eugene Corporon, Jack Stamp, Kris Tjornejoj 2018

Skills & Technology

- Proficient in technology
- Consistency and efficiency
- High recruitment and retention
- Leadership
- Curriculum Development
- Problem solving

Professional Affiliations

International Conductors Guild (ICG)	2021 – Present
College Orchestra Directors Association (CODA)	2021 – Present
American String Teachers Association (ASTA)	2018 – Present
Minnesota String Orchestra Teachers Association (MnSOTA)	2018 – Present
National Association for Music Education (NafME)	2007 – Present
Minnesota Music Educators Association (MMEA)	2007 – Present
Minnesota Band Directors Association (MBDA)	2007 – Present

References available upon request

OVERNIGHT/OUT OF STATE ATHLETIC TRIPS - FALL 2026

SPORT	LEAVE	RETURN	EVENT	STUDENTS	WHO PAYS COSTS?	BUS/SUB.	SUPER(S)
G.Tennis	8/25/26	8/26/26	Litchfield/ Willmar	24	School/Transportation; Boosters/Lodging	Bus	Coaches
Volleyball	9/11/26	9/12/26	NB Tournament	30	School/Transportation; Boosters/Lodging	Bus	Coaches
Football	9/19/26	9/20/26	Gopher FB Game	15 Seniors	Boosters	Sub	Coaches
CC	9/18/26	9/19/26	Griak Race	20	School/Transportation; Boosters/Lodging	Bus	Coaches

August 24, 2026

offered the following resolution and moved for its adoption.

RESOLVED, By the Board of Education of Independent School District #2909 that the following bills be allowed and the Chairperson and Clerk be and are hereby authorized to draw orders on the Treasurer for payment of same:

<u>CHECK NO.</u>	<u>VENDOR</u>	<u>UFARS CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
20873	CITY OF GILBERT	E 03 005 760 000 720 330	Water & Sewer	\$535.78
20873 Total				<u>\$535.78</u>
20874	AAGENES STEPHANIE	E 01 005 640 000 316 366	Travel	\$74.12
20874 Total				<u>\$74.12</u>
20875	AMAZON CAPITAL SERVICES INC	E 01 112 203 401 000 430	Instruct Supplies	\$202.50
20875	AMAZON CAPITAL SERVICES INC	E 01 112 203 402 000 430	Instruct Supplies	\$94.60
20875	AMAZON CAPITAL SERVICES INC	E 01 300 211 000 000 401	General Supplies	\$369.95
20875	AMAZON CAPITAL SERVICES INC	E 01 005 810 000 000 350	Repairs Maint Serv	\$421.15
20875	AMAZON CAPITAL SERVICES INC	E 01 005 420 000 372 530	Equipment	\$3,416.20
20875	AMAZON CAPITAL SERVICES INC	E 01 300 211 000 000 401	General Supplies	\$999.77
20875	AMAZON CAPITAL SERVICES INC	E 01 112 203 000 000 401	General Supplies	\$129.98
20875	AMAZON CAPITAL SERVICES INC	E 01 116 203 405 000 430	Instruct Supplies	\$200.45
20875	AMAZON CAPITAL SERVICES INC	E 01 112 212 000 000 430	Instruct Supplies	\$198.87
20875	AMAZON CAPITAL SERVICES INC	E 01 119 420 000 740 401	General Supplies	\$1,477.41
20875	AMAZON CAPITAL SERVICES INC	E 01 300 211 000 000 401	General Supplies	\$719.40
20875 Total				<u>\$8,230.28</u>
20876	APG MEDIA OF MN	E 01 005 010 000 000 380	Print-Publish	\$665.24
20876 Total				<u>\$665.24</u>
20877	ARCHKEY SOLUTIONS	E 01 005 810 000 000 350	Repairs Maint Serv	\$5,363.07
20877 Total				<u>\$5,363.07</u>
20878	ASCENDANCE TRUCKS LLC	E 03 005 760 000 720 350	Body Shop fix holes behind rear wells Bus 5	\$7,524.43
20878 Total				<u>\$7,524.43</u>
20879	AT & T MOBILITY	E 01 005 690 000 000 320	Comm Telephone	\$620.80
20879	AT & T MOBILITY	E 01 005 690 000 000 320	Comm Telephone	\$3,869.95
20879	AT & T MOBILITY	E 01 005 690 000 000 320	Comm Telephone	\$1,201.28
20879 Total				<u>\$5,692.03</u>
20880	AVIBEN LLC	E 01 005 110 000 000 311	Prof Tech Services	\$268.64
20880 Total				<u>\$268.64</u>
20881	BRYSON III BILL	E 01 005 606 000 000 401	General Supplies	\$23.20
20881 Total				<u>\$23.20</u>
20882	CENGAGE LEARNING INC	E 01 005 030 000 000 406	Instructional Software License	\$7,095.00
20882 Total				<u>\$7,095.00</u>
20883	COOLE SCHOOL	E 01 101 203 000 000 401	2026-2027 planners	\$618.70
20883	COOLE SCHOOL	E 01 101 203 000 000 401	shipping	\$112.70
20883 Total				<u>\$731.40</u>
20884	COSTIN GROUP INC	E 01 005 010 000 000 311	Prof Tech Services	\$3,500.00
20884 Total				<u>\$3,500.00</u>
20885	DAHLHEIMER BEVERAGE	E 01 118 810 000 000 332	Water	\$9.00
20885	DAHLHEIMER BEVERAGE	E 03 005 760 000 720 401	General Supplies	\$9.00
20885	DAHLHEIMER BEVERAGE	E 01 116 203 000 000 401	General Supplies	\$38.00
20885	DAHLHEIMER BEVERAGE	E 01 300 810 000 000 332	Water	\$9.00
20885	DAHLHEIMER BEVERAGE	E 01 112 810 000 000 332	Water	\$25.92
20885	DAHLHEIMER BEVERAGE	E 01 300 810 000 000 332	Water	\$77.76
20885 Total				<u>\$168.68</u>

20886	DSGW	E	05	119	850	000	302	311	Prof Tech Services	\$385.00
20886 Total										<u>\$385.00</u>
20887	EARTHLINK	E	01	116	203	000	000	320		\$78.83
20887	EARTHLINK	E	01	300	211	000	000	320		\$220.74
20887	EARTHLINK	E	01	112	203	000	000	320		\$52.55
20887	EARTHLINK	E	01	005	810	000	000	320		\$52.55
20887	EARTHLINK	E	01	117	810	000	000	320		\$97.00
20887	EARTHLINK	E	01	101	203	000	000	320		\$78.83
20887	EARTHLINK	E	03	005	760	000	720	320		\$21.02
20887	EARTHLINK	E	04	500	505	000	321	320		\$21.02
20887 Total										<u>\$622.54</u>
20888	EVELETH PUBLIC UTILITIES	E	01	119	810	000	000	334		\$22.54
20888	EVELETH PUBLIC UTILITIES	E	01	119	810	000	000	332		\$36.22
20888	EVELETH PUBLIC UTILITIES	E	01	119	810	000	000	333		\$28.00
20888	EVELETH PUBLIC UTILITIES	E	01	300	810	000	000	332		\$283.97
20888	EVELETH PUBLIC UTILITIES	E	01	300	810	000	000	333		\$368.80
20888	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	334		\$1,645.00
20888	EVELETH PUBLIC UTILITIES	E	01	300	810	000	000	333		\$35.10
20888	EVELETH PUBLIC UTILITIES	E	01	300	810	000	000	332		\$31.50
20888	EVELETH PUBLIC UTILITIES	E	01	101	810	000	000	330		\$109.17
20888	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	334		\$705.00
20888	EVELETH PUBLIC UTILITIES	E	01	118	810	000	000	332		\$107.47
20888	EVELETH PUBLIC UTILITIES	E	01	118	810	000	000	334		\$110.87
20888	EVELETH PUBLIC UTILITIES	E	01	118	810	000	000	333		\$56.40
20888	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	334	Garbage	\$94.00
20888	EVELETH PUBLIC UTILITIES	E	03	005	760	000	720	332		\$67.72
20888	EVELETH PUBLIC UTILITIES	E	03	005	760	000	720	333		\$77.70
20888 Total										<u>\$3,779.46</u>
20889	GRANDE ACE HARDWARE	E	01	005	810	000	000	350	Repairs Maint Serv	\$404.53
20889 Total										<u>\$404.53</u>
20890	HAWKINS INC	E	01	300	810	000	000	350	Repairs Maint Serv	\$1,346.32
20890 Total										<u>\$1,346.32</u>
20891	HEALTH SPECIAL RISKS INC	E	01	005	940	000	000	340	Property&liab Ins	\$12,729.00
20891 Total										<u>\$12,729.00</u>
20892	HILLYARD INC	E	01	112	810	000	000	410	Custodial Supplies	\$1,909.44
20892	HILLYARD INC	E	01	300	810	000	000	410	Custodial Supplies	\$1,896.41
20892	HILLYARD INC	E	01	101	810	000	000	410	Custodial Supplies	\$195.05
20892	HILLYARD INC	E	01	300	810	000	000	350	Repairs Maint Serv	\$285.53
20892	HILLYARD INC	E	01	300	810	000	000	350	Repairs Maint Serv	\$555.98
20892 Total										<u>\$4,842.41</u>
20893	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$300.00
20893	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$53.75
20893 Total										<u>\$353.75</u>
20894	HORIZON COMMERCIAL POOLS	E	01	300	810	000	000	350	Repairs Maint Serv	\$3,737.06
20894 Total										<u>\$3,737.06</u>
20895	JAY'S PAC-N-SHIP	E	01	005	105	000	000	329	INVOICE NO. 742190	\$45.00
20895 Total										<u>\$45.00</u>
20896	KING AMBER	E	01	005	640	000	316	366	Travel	\$68.14
20896	KING AMBER	E	01	005	640	000	316	366	Travel	\$18.54
20896 Total										<u>\$86.68</u>
20897	KRAUS-ANDERSON	E	05	119	850	000	302	311	Prof Tech Services	\$3,909.49
20897 Total										<u>\$3,909.49</u>

20898	KRUSE KEITH	E	03	005	750	000	720	311	Prof Tech Services	\$103.50
20898 Total										<u>\$103.50</u>
20899	L & M SUPPLY INC	E	01	005	810	000	000	401	Traffic cones not returned to transportation	\$43.93
20899	L & M SUPPLY INC	E	01	005	810	000	000	401	Parking lot paint	\$13.98
20899 Total										<u>\$57.91</u>
20900	LINDE GAS & EQUIPMENT INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$86.65
20900	LINDE GAS & EQUIPMENT INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$118.48
20900	LINDE GAS & EQUIPMENT INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$110.34
20900 Total										<u>\$315.47</u>
20901	MARIUCCI VIDEO PRODUCTION INC	E	19	005	105	000	000	401	General Supplies	\$3,200.00
20901 Total										<u>\$3,200.00</u>
20902	MEI TOTAL ELEVATOR SOLUTIONS	E	01	005	810	000	000	350	Repairs Maint Serv	\$9,546.61
20902 Total										<u>\$9,546.61</u>
20903	MENARDS	E	01	005	810	000	000	350	Repairs Maint Serv	\$2.29
20903	MENARDS	E	03	005	760	000	720	401	Battery for sub 39 key Fob	\$4.57
20903	MENARDS	E	01	005	810	000	000	350	Repairs Maint Serv	\$50.91
20903	MENARDS	E	01	005	810	000	000	350	Repairs Maint Serv	\$27.96
20903	MENARDS	E	01	005	810	000	000	401	Wiper blades for Maint and trans	\$41.94
20903	MENARDS	E	01	005	810	000	000	350	Repairs Maint Serv	\$3.76
20903	MENARDS	E	01	005	810	000	000	350	Repairs Maint Serv	\$32.40
20903 Total										<u>\$163.83</u>
20904	MESABI SIGN CO INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$277.96
20904 Total										<u>\$277.96</u>
20905	MESPA	E	01	005	640	000	316	366	Travel	\$195.00
20905	MESPA	E	01	005	640	000	316	366	Travel	\$195.00
20905	MESPA	E	01	005	640	000	316	366	Travel	\$195.00
20905 Total										<u>\$585.00</u>
20906	METRO SALES INC	E	05	005	850	000	302	335	Short Term Lease	\$15.28
20906 Total										<u>\$15.28</u>
20907	MINER'S INC	E	01	300	402	000	740	433	Ind Instructnl Mtrls	\$27.71
20907 Total										<u>\$27.71</u>
20908	MINNESOTA ENERGY RESOURCES	E	03	005	760	000	720	440	Fuel For Buildings	\$48.32
20908	MINNESOTA ENERGY RESOURCES	E	03	005	760	000	720	440	Fuel For Buildings	\$10.20
20908	MINNESOTA ENERGY RESOURCES	E	03	005	760	000	720	440	Fuel For Buildings	\$53.44
20908 Total										<u>\$111.96</u>
20909	MINNESOTA TELECOMMUNICATIONS	E	04	500	505	000	321	320		\$173.96
20909	MINNESOTA TELECOMMUNICATIONS	E	03	005	760	000	720	320		\$173.96
20909	MINNESOTA TELECOMMUNICATIONS	E	01	101	203	000	000	320		\$434.90
20909	MINNESOTA TELECOMMUNICATIONS	E	01	300	211	000	000	320		\$1,826.58
20909	MINNESOTA TELECOMMUNICATIONS	E	01	116	203	000	000	320		\$652.35
20909	MINNESOTA TELECOMMUNICATIONS	E	01	112	203	000	000	320		\$652.35
20909	MINNESOTA TELECOMMUNICATIONS	E	01	005	810	000	000	320		\$434.90
20909 Total										<u>\$4,349.00</u>
20910	MN DEPT OF LABOR & INDUSTRY	E	01	005	810	000	000	350	Repairs Maint Serv	\$250.00
20910 Total										<u>\$250.00</u>
20911	MRI SOFTWARE LLC	E	01	005	110	000	000	314	Background Checks for July 2026	\$282.00
20911 Total										<u>\$282.00</u>
20912	NASCO EDUCATION LLC / SCHOOL SPECIALTY LI E	01	112	212	000	000	430	Instruct Supplies	\$428.16	
20912	NASCO EDUCATION LLC / SCHOOL SPECIALTY LI E	01	116	212	000	000	430	Instruct Supplies	\$1,113.68	
20912	NASCO EDUCATION LLC / SCHOOL SPECIALTY LI E	01	116	212	000	000	430	Instruct Supplies	\$30.10	
20912 Total										<u>\$1,571.94</u>
20913	NORTHEAST SERVICE COOPERATIVE	E	01	005	010	000	000	820	Dues/Mbrshp/Lic Fee	\$200.00
20913 Total										<u>\$200.00</u>

20914	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$44.00
20914	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$44.00
20914	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$44.00
20914 Total										<u>\$132.00</u>
20915	RANGE COOPERATIVE INC	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$334.64
20915 Total										<u>\$334.64</u>
20916	RANGE PAPER CORPORATION	E	01	300	810	000	000	410	Custodial Supplies	\$1,745.12
20916	RANGE PAPER CORPORATION	E	03	005	760	000	720	401	Facial Tissue	\$61.48
20916	RANGE PAPER CORPORATION	E	01	116	810	000	000	410	Custodial Supplies	\$597.01
20916 Total										<u>\$2,403.61</u>
20917	RANTALA MARY	E	01	300	361	000	428	368	Out-of-State Travel	\$1,478.23
20917 Total										<u>\$1,478.23</u>
20918	SCHOOL HEALTH CORPORATION	E	01	300	720	000	000	401	General Supplies	\$1,213.17
20918	SCHOOL HEALTH CORPORATION	E	01	300	720	000	000	401	General Supplies	\$507.32
20918 Total										<u>\$1,720.49</u>
20919	SCHOOL SPECIALTY LLC	E	01	300	256	000	000	430	2215710 House of Doolittle Recycled Academic	\$17.35
20919	SCHOOL SPECIALTY LLC	E	01	300	256	000	000	430	086667 School Smart Graph Grid Paper, 3-Hole	\$32.34
20919	SCHOOL SPECIALTY LLC	E	01	300	256	000	000	430	1583439 School Smart Alkaline AAA Batteries,	\$15.98
20919	SCHOOL SPECIALTY LLC	E	01	300	256	000	000	430	2215642 School Smart, 12 Month Calendar Yea	\$5.32
20919	SCHOOL SPECIALTY LLC	E	01	300	256	000	000	430	084475 School Smart Smooth Paper Clips, 2 Inc	\$2.32
20919 Total										<u>\$73.31</u>
20920	SFM	B	01	215	270				Payroll Deductions-WC	\$3,820.00
20920 Total										<u>\$3,820.00</u>
20921	SHUBAT TRANSPORTATION	E	04	500	560	709	321	311	Prof Tech Services	\$325.00
20921 Total										<u>\$325.00</u>
20922	TK ELEVATOR CORPORATION	E	01	005	810	000	000	350	Repairs Maint Serv	\$274.47
20922 Total										<u>\$274.47</u>
20923	TWIN PORTS PAPER & SUPPLY INC	E	01	101	810	000	000	350	Repair & Maint Service	\$1,270.40
20923 Total										<u>\$1,270.40</u>
20924	UNTAMED VISUALS	E	01	300	810	000	000	350	Repairs Maint Serv	\$11,045.00
20924 Total										<u>\$11,045.00</u>
20925	VIRGINIA PUBLIC UTILITIES	E	01	005	810	000	000	334		\$16.26
20925	VIRGINIA PUBLIC UTILITIES	E	01	005	810	000	000	333		\$221.68
20925	VIRGINIA PUBLIC UTILITIES	E	01	005	810	000	000	332		\$89.80
20925	VIRGINIA PUBLIC UTILITIES	E	01	005	810	000	000	331		\$51.26
20925	VIRGINIA PUBLIC UTILITIES	E	01	005	810	000	000	440		\$17.37
20925	VIRGINIA PUBLIC UTILITIES	E	01	117	810	000	000	334		\$390.96
20925	VIRGINIA PUBLIC UTILITIES	E	01	117	810	000	000	333		\$56.46
20925	VIRGINIA PUBLIC UTILITIES	E	01	117	810	000	000	332		\$30.40
20925	VIRGINIA PUBLIC UTILITIES	E	01	117	810	000	000	331		\$2,503.22
20925	VIRGINIA PUBLIC UTILITIES	E	01	117	810	000	000	440		\$89.35
20925	VIRGINIA PUBLIC UTILITIES	E	01	005	810	000	000	334		\$566.46
20925	VIRGINIA PUBLIC UTILITIES	E	01	116	810	000	000	333		\$112.48
20925	VIRGINIA PUBLIC UTILITIES	E	01	116	810	000	000	332		\$55.15
20925	VIRGINIA PUBLIC UTILITIES	E	01	116	810	000	000	331		\$3,458.77
20925	VIRGINIA PUBLIC UTILITIES	E	01	116	810	000	000	440		\$62.57
20925 Total										<u>\$7,722.19</u>
20926	W A FISHER COMPANY	E	01	005	010	000	000	401	#10 WNDOW ENVELOPES TO BE PRINTED WITH	\$195.00
20926	W A FISHER COMPANY	E	01	005	110	000	000	401	#10 WINDOW ENVELOPES TO BE PRINTED WITI	\$115.00
20926	W A FISHER COMPANY	E	01	005	110	000	000	401	#10 ENVELOPES TO BE PRINTED WITH ROCK RIC	\$105.00
20926 Total										<u>\$415.00</u>
20927	WRIGHT SPECIALTY PREMIUM TRUST	E	01	005	940	000	000	341	Liability Ins	\$23,390.08
20927	WRIGHT SPECIALTY PREMIUM TRUST	E	01	005	940	000	000	341		\$12,396.80

20927	WRIGHT SPECIALTY PREMIUM TRUST	E	03	005	760	000	720	340		\$34,269.40
20927	WRIGHT SPECIALTY PREMIUM TRUST	E	01	005	940	000	000	340		\$279,524.00
20927 Total										<u>\$349,580.28</u>
20928	ZOOM COMMUNICATIONS INC	E	01	005	606	000	000	401	General Supplies	\$4,800.00
20928 Total										<u>\$4,800.00</u>
20929	ACT	E	01	300	211	000	000	820	Dues/Mmbrshp/License	\$2,154.50
20929 Total										<u>\$2,154.50</u>
20930	AHO DREW EVAN	E	04	500	560	709	321	311	Prof Tech Services	\$1,500.00
20930 Total										<u>\$1,500.00</u>
20931	AT&T MOBILITY-CC	E	01	005	606	000	000	401	General Supplies	\$144.92
20931	AT&T MOBILITY-CC	E	01	005	606	000	000	401	General Supplies	\$187.92
20931 Total										<u>\$332.84</u>
20932	CRISIS PREVENTION INSTITUTE	E	01	005	640	000	316	366	Travel	\$2,499.00
20932 Total										<u>\$2,499.00</u>
20933	EQUIP MECHANICAL SUPPORT	E	01	005	810	000	000	350	Repairs Maint Serv	\$3,428.00
20933 Total										<u>\$3,428.00</u>
20934	ISD #2	E	01	300	361	958	428	303	Purchased Services	\$1,406.85
20934 Total										<u>\$1,406.85</u>
20935	ISD #361	E	01	300	361	959	475	303	Purchased Services	\$1,000.00
20935 Total										<u>\$1,000.00</u>
20936	ISD #698	E	01	300	361	954	428	303	Purchased Services	\$117.45
20936 Total										<u>\$117.45</u>
20937	KY INTERPRETING SERVICES INC	E	01	300	405	000	740	399	Spec Purchased Services	\$1,040.00
20937	KY INTERPRETING SERVICES INC	E	01	300	405	000	740	399	Spec Purchased Services	\$16,967.50
20937 Total										<u>\$18,007.50</u>
20938	L & M SUPPLY INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$7.98
20938	L & M SUPPLY INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$24.99
20938	L & M SUPPLY INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$33.98
20938	L & M SUPPLY INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$129.84
20938	L & M SUPPLY INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$49.99
20938	L & M SUPPLY INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$39.99
20938	L & M SUPPLY INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$37.98
20938	L & M SUPPLY INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$79.99
20938	L & M SUPPLY INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$32.99
20938 Total										<u>\$437.73</u>
20939	MARQUETTE CATHOLIC SCHOOL	E	04	701	590	000	351	460	Textbooks Workbooks	\$21,143.82
20939 Total										<u>\$21,143.82</u>
20940	MINNESOTA NORTH COLLEGE	E	01	300	690	000	000	390	Pmt Educ Pur MN Dist	\$319,652.19
20940 Total										<u>\$319,652.19</u>
20941	NCS PEARSON INC	E	01	005	420	000	740	433	Sup/Mat Indiv Instr	\$11.70
20941	NCS PEARSON INC	E	01	005	420	000	740	433	Sup/Mat Indiv Instr	\$41.10
20941	NCS PEARSON INC	E	01	005	420	000	740	433	Sup/Mat Indiv Instr	\$39.15
20941 Total										<u>\$91.95</u>
20942	NORTHSTAR STUDENT TRANSPORTATION	E	03	005	760	000	723	361	Private Trans Cont	\$140,131.68
20942 Total										<u>\$140,131.68</u>
20943	RANGE PAPER CORPORATION	E	01	300	810	000	000	350	Repairs Maint Serv	\$419.92
20943 Total										<u>\$419.92</u>
20944	SJOBERG MATT	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$251.73
20944 Total										<u>\$251.73</u>
20945	SPEECH PARTNERS LLC	E	01	005	401	000	740	399	SpEd Purchased Services	\$13.96
20945 Total										<u>\$13.96</u>

PAYROLL 08/14/26	\$633,792.52
OASDI	\$37,598.82
MEDICARE	\$8,797.62
PERA	\$9,337.62
TRA	\$49,236.46
TSA MATCH	\$5,939.53

TOTAL DISBURSEMENTS & PAYROLL	<u><u>\$1,735,857.59</u></u>
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Seconded by

that the above resolution be adopted.

Resolution adopted August 24, 2026.

Clerk

Chairperson



Elementary Student Handbook

Laurentian Elementary
1409 Wolverine Way
Eveleth, MN 55734
218-735-6201

North Star Elementary
411 South 5th Avenue
Virginia, MN 55792
218-742-3944

Parkview Elementary
506 North 9th Ave.
Virginia, MN 55792
218-742-3801

Rock Ridge Vision

- An educational environment designed to inspire passion and joy for everyone
- Collaborative educational experiences with immediate real-world applications
- Meaningful integration of community professionals into the daily education of students
- Adaptable learning spaces that will continually meet the needs of an ever-changing world

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DISTRICT CALENDAR

Rock Ridge Public Schools														
2026-2027 School Calendar (Student Version)														
July					August					September				
		1	2	3	3	4	5	6	7		1	2	3	4
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	31					28	29	30		
October					November					December				
			1*	2	2	3	4**	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8*	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25^	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	
January					February					March				
				1	1	2	3	4	5	1	2^	3	4	5
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12
11	12	13	14	15**	15	16	17	18	19*	15	16	17	18	19**
18	19	20	21	22	22	23	24	25	26	22	23	24	25	26
25	26	27	28	29						29	30	31		
April					May					June				
			1	2	3	4	5	6	7		1	2	3	4
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27**	28	21	22	23	24	25
26	27*	28	29	30	31					28	29	30		
Graduation Date: May 28, 2027														
	First & Last Pupil Days				*Midterm (Quarter 1)				Oct. 1	^Trimester 1				Nov. 25
	No School				**Quarter 1				Nov. 4	^Trimester 2				Mar. 02
	Student Contact Days				*Midterm (Quarter 2)				Dec. 8	^Trimester 3				May. 27
					**Quarter 2				January 15					
					*Midterm (Quarter 3)				Feb. 19					
					**Quarter 3				Mar. 19					
					*Midterm (Quarter 4)				April 27					
					**Quarter 4				May 27					

SCHOOL SONG

Rock Ridge Rouser

Rock Ridge High School, fight on for all,
 Brave and bold, we answer the call.
 Proud of our colors, we're black and green,
 With our spirit, let them hear it: GO WOLVERINES!
 We are to stand up and cheer, to our school be true,
 And FIGHT! And FIGHT! With all or your might,

We're here to honor you.

ARRIVAL AND SCHOOL DISMISSAL

We love seeing our students each day and are committed to creating a consistent, safe, and welcoming environment for everyone. Regular attendance and on-time arrival help your child start the day off right and make the most of their learning.

Please note that each of our elementary buildings has slightly different start and end times. See the chart below for details:

	Drop off time	Start time	End Time
Laurentian	7:30 AM	8:05 AM	2:55 PM
North Star	7:30 AM	7:55 AM	2:45 PM
Parkview	7:20 AM	7:50 AM	2:40 PM

If you need to pick up your child during school hours, please contact your school secretary to make arrangements for pick-up. Please do not ask us to send your child home from school unattended. If plans for the care of your child after school should change, please notify our office by 1:30 p.m. These regulations are for the safety of your child. If your child is taking a bus to their after-school destination and is not a regular bus student, the office must receive a note stating the address of drop off.

ATTENDANCE - Board Policy #503

At ISD 2909, we are committed to making the most of every learning opportunity. When students are in school consistently and on time, they not only grow academically but also build habits that support personal growth and success beyond the classroom. We know that strong attendance is a team effort. Families, students, and school staff all play important roles in helping children get the most out of their education. That's why we're asking for your partnership in making daily attendance a priority. Good attendance helps students stay connected to their learning, their teachers, and their peers. It supports both academic achievement and social-emotional development—two key pieces of a well-rounded education. Our shared goal is to support every child in being present, engaged, and ready to learn. Together, we can build strong habits that lead to lifelong success.

Minnesota State Law: (a) Every child between seven and 17 years of age must receive instruction unless the child has graduated. Every child under the age of seven who is enrolled in a half-day kindergarten program shall receive instruction except as provided in subdivision 6, a parent may withdraw a child under the age of seven from enrollment at any time. (b) A school district by annual board action may require children subject to this subdivision to receive instruction in summer school. A district that acts to require children to receive instruction in summer school shall establish at the time of its action the criteria for determining which children must receive instruction. (c) A pupil 16 years of age or older who meets the criteria of MN 1234D.68, subdivision 2, may be assigned to an area learning center. Such assignment may be made only after consultation with the principal, area learning center director, and parent or guardian.

ABSENCES

If your child will be absent from school for any reason, please call your school's attendance line.

Laurentian = 218-735-6200

North Star = 218-742-3940

Parkview = 218-742-3800

Attendance is taken each school day by **8:30 AM**. If your child will be absent, please call the school's attendance line as early as possible that morning. If we haven't heard from you, we'll give you a quick call to check in and make sure everything is okay.

When leaving a message on the attendance line, please include:

- Your child's full name
- Grade
- Teacher's name
- Reason for the absence
- How long you expect the absence to last (if known)

Parents can now report absences online using the following instructions:

- Log into Parent Portal at <https://rrps.powerschool.com/public/>
- Select your student in the upper blue bar if they're not already selected
- Scroll down and click on "Attendance Monitor" in the menu on the left.
- To report a new attendance, click on "Report New Attendance".
- Fill in the absence details to Create an Attendance Report, then click "Submit".
- The attendance details will be sent to the attendance secretary, who will review and approve it.

Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session. Students are required to make up all assignments or to complete alternative assignments for all absences as deemed appropriate by the classroom teacher.

Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's/Supervisor's Responsibility

It is the teacher's/supervisor's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's/supervisor's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's/supervisor's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes.

EXEMPT Absences Do Not Count Towards 10	EXCUSED Absences Count Towards 10	UNEXCUSED Absences Count Towards 10
Documented Medical Code M for Medical - Appointments w/ Medical Note - Illness & Injuries w/ Medical Note - School Nurse Recommendation School Related Activities Code S for School Excused - School Related Assessment - Sport/Activity Participation - College Visits w/ Documentation - Career Visits w/Documentation Administrative Referral Code I for ISS - In School Suspension Code O for OSS - Out of School Suspension Discretion of Administration Code X for Exempt - Prior Approval Required - Community Service - Funerals of Immediate Family - Documented Legal Concerns - Religious/Cultural Observance	Undocumented Medical Code AE for Absence Excuse - Illness - Injury - Appointments w/out Documentation - Serious Illness of Family Physical Emergencies Code AE for Absence Excuses - Fire or Similar Disturbance - Weather Related Funerals Code AE for Absence Excuses - Non-Immediate Family Family Leave/Vacations Code AE for Absence Excuses - Please make every effort to communicate with your teacher prior to your absence Non-School Related Activities Code AE for Absence Excuses - Community Activities Unforeseen Circumstances Code AE for Absence Excuses - Oversleeping - Transportation Trouble Once a student has reached 10 cumulative excused/unexcused absences in a semester, all future absences will be coded as unexcused unless it is considered exempt.	Uncleared Absences Code AU for Absence - Any absence that is not cleared by a parent/guardian within 24 hours Truancy/Educational Neglect Code TR for Truancy/Educational Neglect - Any absence in which a student leaves the building without parent/guardian notification - Any absence in which a student is not in the assigned location without prior notification Once a student has reached 10 cumulative excused/unexcused absences in a semester, all future absences will be coded as unexcused unless it is considered exempt.

EXPECTATIONS

In line with Rock Ridge district policy, students are allowed a maximum of 10 absences per semester course. Some absences—such as those related to verified medical appointments, religious observances, or school-sponsored events—are considered exempt and do not count toward this limit. You'll find a full list of exempt absences in the chart below. Absences that are not verified by a medical professional (such as general illness without documentation) do count toward the 10-day limit. To ensure student safety, no student is allowed to leave school during the day without permission from the nurse or a school administrator. If a student leaves without permission, the absence will be considered unexcused and truant. Once permission is given, students must sign out through the main office before leaving.

While our teachers and school staff will do their best to notify families when attendance becomes a concern, we ask that parents and guardians also keep track of their child's absences. You can monitor attendance through our student information system or reach out to the school office anytime for support. We're here to work with you and help every student stay on track for success—both in and out of the classroom.

OVER TEN CUMULATIVE ABSENCES

Our goal with attendance interventions is to **reconnect and reengage students** with their school community in positive, supportive ways. We understand that families may face challenges that impact school attendance, and we are committed to working together to support each child's well-being and success. Research shows that when students feel connected to school, they're more likely to attend regularly and graduate on time. That's why we focus on building relationships and creating a sense of belonging for every student. For students in **grades K-6** who accumulate **10 or more absences**, we may offer additional support through our **Check & Connect mentoring program/staff**. This program pairs students with a caring adult mentor to provide encouragement, build strong connections, and help improve attendance. In some cases, we may also refer families to **county truancy or educational neglect resources**, especially when we believe additional community support could be helpful. Our intention is always to partner with families—not to punish—but to ensure every student has the opportunity to thrive. Please reach out if you have concerns or need help—we're here to support you.

NOTIFICATIONS

Daily

Daily notifications will be sent via electronic systems for all absences not cleared by a parent/guardian.

Continuing Truant (3 Unexcused Absences)

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse (unexcused absence) within a single school year for:

1. Three days if the child is in elementary school

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardians.

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;

3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201.

Habitual Truant (7 Unexcused Absences)

A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days 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 and who has not lawfully withdrawn from school.

- A principal shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.
- Once a student has reached 7 excused or unexcused absences, a formal notification will be provided to the student and his/her guardian. This notification will be generated only one time per semester regardless of additional absences. A student who has missed 7 or more days will result in a parent/guardian conference with administration to discuss absenteeism and possible interventions.

BIRTHDAYS

We love celebrating our students' birthdays! If you'd like to send in a treat for your child's special day, please reach out to their teacher in advance to make arrangements. To keep everyone safe and healthy, all treats must be store-bought and commercially packaged, as home-baked items cannot be shared with students due to state health guidelines.

We kindly ask that birthday party invitations be distributed outside of school, such as through the mail. This helps us avoid any hurt feelings and ensures that all students feel included and respected.

BREAKFAST

A healthy start makes a big difference! Our school cafeteria offers a daily breakfast program for any students who would like to participate. Students who wish to eat breakfast at school should head straight to the cafeteria upon arrival so they have time to finish before the school day begins. Once students are done eating, they should clean up their area, empty their trays, and then head outside for morning recess or to their classroom, depending on the time. While we love that students enjoy spending time together, the cafeteria is reserved for breakfast only in the morning and not for socializing afterward.

BULLYING - Board Policy # 514

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate

students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 - 1. on the school premises, at the school functions or activities, on the school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

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

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (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 or cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct

shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

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

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

BUS TRANSPORTATION

- 1. The bus driver has complete authority on the bus.
- 2. The school bus does not stop, nor does it wait for students who are not out at their designated school bus pick up location. Students who miss their bus through their own negligence must find their own transportation to or from school.
- 3. Students must ride their assigned bus to and from school unless administrative approval is granted. A written request must be made by a parent/guardian, and the office must sign the request.
- 4. Students must board and leave their bus at the location designated by the district.

5. Permanent changes to the bus transportation (i.e. moving or change in before/after school care) must be made at least one week in advance by filling out a Transportation Change Request Form. Forms are available online or by contacting the office.

District Policy: Bus drivers will report serious and/or continued violations to the administration. Parents or guardians will be notified by letter. Transportation may be denied a student by school authorities for repeated or flagrant violation of bus rules. **NOTE: All School District Policies remain in effect while riding a school bus.**

Please visit the following for more information:

Bus Conduct: <https://rrps.org/district/transportation/bus-conduct/>

Bus Discipline: <https://rrps.org/district/transportation/bus-discipline-codes/>

CELLPHONES AND PERSONAL DEVICES

We understand that many students carry cell phones and other personal electronic devices. However, during the school day, we want to keep the focus on learning and face-to-face interactions. **All personal devices, including cell phones, should be turned off and stored in backpacks** unless a staff member gives direct permission for use. This helps minimize distractions and ensures a positive, respectful learning environment for everyone. Please note that the district **is not responsible for lost, stolen, or damaged personal devices** brought to school.

If a student uses a phone or device without permission:

- **First time:** The device will be held by the teacher and returned to the student at the end of the day.
- **Second time:** A parent or guardian will need to pick up the device from the main office.
- **Third time:** A meeting will be scheduled with administration to create a personal electronics plan or contract.

CHILD ABUSE AND NEGLECT

The safety and well-being of every child is our top priority. By law, all district employees are required to report any suspected cases of physical or sexual abuse, neglect, or emotional maltreatment to the Child Protection Unit of St. Louis County Social Services immediately. This legal responsibility ensures that concerns are taken seriously and that children receive the support and protection they may need. The goal of making a report is not to place blame, but to help ensure a child's safety and well-being. Anyone who is legally required to report and knowingly fails to do so may be guilty of a misdemeanor. On the other hand, any person who makes a report in good faith is protected by law and cannot be held civilly or criminally liable.

CODE OF CONDUCT - Board Policy # 506

At our school, we believe every student and staff member has the right to feel safe, be treated with kindness, and enjoy a positive learning environment. To support these important values, we have created clear guidelines that help everyone understand expectations and maintain a respectful, welcoming community.

While each teacher will share their own classroom rules, the following conduct guidelines are followed by everyone throughout the school to ensure consistency and fairness. Together, these help us create the best environment for learning and growing.

Restorative Intervention/Mediation

Restorative practices represent a step forward in teaching students to focus on resolving conflict, repairing harm, and healing relationships. Restorative practices support a positive and safe school climate, prevent bullying, and reduce disciplinary incidents. Deescalation and mediation are at the center of our restorative approach to poor student behavior. We seek answers to the following questions:

- What happened?
- What was your thinking at the time of the incident?
- Who was affected by what happened?
- What do you think you need to do to make things right?

Once the individual responsible for causing harm has had an opportunity to reflect on the incident, we often seek to bring all involved parties together to both discuss and resolve continued conflict and repair harm done. This may include but is not limited to the issuing and acceptance of an apology (written or verbal), an in-person meeting of affected parties directed by school staff, and/or the completion of a think sheet. Mediations of this kind are contingent upon the readiness of those involved in the incident to move forward.

Rock Ridge Reset and Return Room

This room will be used if a student's behavior rises to the level of needing to take a break from their classes for a period of time. Often the reset and return room provides students with the time and space they need to move forward socially and emotionally from what took place. Students typically visit the reset and return room for repeated behaviors causing harm to their peers or to their own ability to maintain positive social relationships.

Students in the reset and return room have access to and are expected to complete missed instruction and assignments. Students may also be asked to complete a Wolverine Way reentry ticket as a strategy to foster positive social and emotional decision-making.

Disciplinary Action for Inappropriate Behavior:

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

Consequences for inappropriate behavior may include but are not limited to:

- 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 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 petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act; 506-8
- Q. Preparation of an admission or readmission plan;
- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act and/or
- T. Other disciplinary action as deemed appropriate by the school district.

All students are protected under the Pupil Fair Dismissal Act. Students involved in out of school suspension or possible expulsion will be given a copy of this document which outlines the steps the school district will be taking and defines the students' rights. Parents/guardians of students who have not been involved in suspension/expulsion situation who wish to view the Pupil Fair Dismissal Act may contact the school principal. Nothing in this handbook is intended to conflict with the Pupil Fair Dismissal Act or school board policy #506.

	Respect for <i>People</i>	Respect for <i>Space</i>	Respect for <i>Learning</i>
School	- Follow directions from adults - Treat others with respect. - Accept responsibility for your choices.	- Caring for property of school and others. - Keep our school clean.	- Respect of the learning of others - Be prepared with homework and supplies
Hallways	- Voices off/low - Hands to Self	- Walk behind the person in front of you - Keep to the right side of the hallway	Do not disturb learning
Common Spaces	- Respect other's space - Appropriate voices	- Value property / clean-up / help out - Stay in one place	- Move in orderly fashion - Walking feet - Stay on task
Bathrooms	- Quiet - no visiting - Lock doors when in use - Flush - Wash hands with soap - Let teachers know if there is problem	- One person per stall - Follow the arrows on the floor - Leave it as clean as you found it - Respect others privacy / space - Use space appropriately	Do not disturb learning
Cafeteria	- Respect all adults - Clean up after yourself - Use manners - Welcome all to the table	- Stay at your space - Walking feet - Remain seated - Inside voices - Push in your chairs	- Keep the space tidy - Stay on task
Playground / Outside	- Take turns - Include others - Line up when called - Show good sportsmanship - Keep hands to self	- Stay off the rocks. - Stay within the boundaries - Respect the equipment - Respect play space	Do not disturb classrooms

CHARACTERISTICS OF A SUCCESSFUL LEARNER

Kindergarten through 6th Grade

We are F.I.E.R.C.E.

F  **FOCUSED**

- Pays attention
- Stays on task
- Follows directions

I  **INQUISITIVE**

- Asks questions
- Actively participates

E  **EFFECTIVE COLLABORATOR**

- Interacts respectfully with others

R  **RESPONSIBLE**

- Demonstrates organizational skills
- Shows self-control

C  **COMPASSIONATE**

E 

- Speaks and acts with kindness toward everyone
- Demonstrates effort
- Uses time wisely

Elementary Behavior Matrix

	Level 1 responses Addressed by classroom teacher	Level 2 responses Addressed by student support & administration	Level 3 responses Addressed by student support & administration
Insubordination ☐ Not listening ☐ Not following directions/policies ☐ Arguing/saying "no" repeatedly	1st offense: Reteach expectations 2nd offense: Reteach expectations with 1:1 conversations 3+ offenses: Log Entry by teacher and Parent Contact by Teacher After all of these efforts have been exhausted, move to level 2. * These log entries are not sent home to families.	• Student referred to admin or behavior intervention • Behavior intervention consultation/ reset (reteach) with designated adult Action: • Parent Contact with log entry and action plan • Follow-up email or conversation with teacher • Restorative conversation/action with teacher * This log entry is sent home to families.	▼ • Consequences assigned with admin/teacher/ staff input -see reverse side for possible consequences (and/or) • Potential conference with admin/teacher/ student/parent/ student support staff to develop behavior plan * This log entry is sent home to families.
Inappropriate Language ☐ Cussing ☐ Name-calling/Threats ☐ Using unkind words			
Disruptive ☐ Distracting others ☐ Disrupting the learning of others			
Physical Contact ☐ Hitting/Pushing/Fighting ☐ Biting/Pinching ☐ Tripping/Kicking/etc.			
Vandalism/Theft ☐ Vandalism/Graffiti ☐ Breaking/Throwing/Dropping items ☐ Stealing from peers/adults			
Safety Concern ☐ Weapons ☐ Drugs/Alcohol/Tobacco ☐ Non-school-appropriate items			
Technology Violation ☐ Inappropriate images/sites ☐ Cyber-bullying ☐ Policy violation			

DIGITAL TOOLS

Rock Ridge Public Schools uses a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world. We have an inventory of our curriculum, testing, and assessment tools posted <https://rrps.org/digital-tools/> and include an outline of the student data elements within each tool.

This list is maintained and communicated annually to all families at the start of the school year. Please reach out to Bill Bryson (bill.bryson@rrps.org) for additional questions regarding specific digital tools used in classrooms.

DRESS CODE - Board Policy # 504

At Rock Ridge, we're incredibly proud of our students and grateful to our families for helping to make our school a place where learning is the priority and students come ready to succeed. We truly appreciate the effort you put into ensuring your child comes to school dressed appropriately for both the learning environment and the weather. As a school, we aim to maintain a respectful, distraction-free atmosphere where students can focus on their education. To help us do that, we ask that students wear clothing and accessories that are suitable for school, reflect our shared community values, and do not interfere with the safety or learning of others.

Some clothing items and styles are not considered appropriate at school or school-related events, including:

- Clothing that shows the midriff, chest, or undergarments (including garments meant to look like undergarments)
- Spaghetti straps, short shorts, or see-through/overly revealing apparel
- Masks, costumes, painted faces, or disguises that prevent us from clearly identifying students or that may cause a disruption (except those used for health purposes)
- Clothing with words or images that are inappropriate, offensive, or that promote drugs, alcohol, tobacco, or hate speech
- Clothing or items that suggest gang affiliation or promote violence
- Hats are also not allowed inside the building during the school day

Please also avoid sending your child to school in flip-flops or shoes with wheels. These types of footwear can be unsafe, especially on stairs and during active play. If a student's attire does not meet these expectations, we'll help them make a quick change. This may involve contacting a parent/guardian or providing an option from the nurse's office.

ELECTRIC ASSISTED BICYCLES AND SCOOTERS

Minnesota law prohibits individuals under age 15 from operating an electric-assisted bicycle. Students under age 15 may not operate an e-bike when traveling to or from school or on school property. Electric scooters are also prohibited from being operated on school property.

EMERGENCY SCHOOL CLOSING

School will be open every day unless prevented by severe weather or other emergency or facility issues. In this event, an announcement will be made early in the morning via the district's instant alert system. This system will also alert you, by an automated phone message, to any school closings due to inclement weather.

In addition to an Instant Alert System, the local radio and TV stations will also announce information concerning the Rock Ridge Public Schools if school is cancelled in the morning. The same stations will announce early dismissals due to severe weather or other emergencies.

HAZING - Board Policy #526

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 526-2 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 526-3 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 receive a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be 526-4 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. 526-5 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.

HEALTH SERVICES

Each of our elementary schools has a Health Office staffed by a licensed nurse trained in CPR and First Aid. Our goal is to keep students healthy, safe, and ready to learn every day. If your child has a special health condition or needs, please be sure to inform the school nurse so we can provide the best care and support.

If your child feels sick during the school day, they should first tell their teacher and ask for a pass to visit the nurse. The nurse will evaluate their condition and contact you before any decision is made to send them home. Students must check out through the office before leaving school for any reason. Please note: Students are not allowed to call home to be picked up without first checking in with the nurse or office.

Accidents at School

All accidents or injuries that happen during the school day, on school grounds, or at school-sponsored events should be reported to the nurse right away.

- The nurse will assess the situation and provide basic first aid.
- If additional medical or dental care is needed, we'll contact you to transport your child
- If we can't reach you, we'll call the emergency contact listed on your child's emergency card.

In the case of a life-threatening emergency, we will contact you immediately and transport your child via school vehicle or ambulance to the facility listed on your emergency card. If you would like an alternate plan in place, please submit your request in writing to the school nurse.

Immunizations

As required by Minnesota law (Section 121A.15), all students must have up-to-date immunization records on file before their first day of school. If immunizations are medically not recommended or you have personal beliefs that prevent immunization, you must complete Section 2 of the "Student Immunization Form" (available on our website) and return it to the school nurse. Students who are not in compliance will not be allowed to attend school until proper documentation is submitted.

Medication at School

For everyone's safety, students may not carry any medications, including over-the-counter products, at school. If your child may need medication during the school day: A parent/guardian must complete the "Consent for Administration of Medication During School Hours" form (available from the health office).

1. All medication must be in its original container and labeled with the child's full name.
2. Medication will be stored in the health office and administered by school staff as needed.
3. Parents/guardians are responsible for providing and refilling medications.

If you have any questions about your child's health care at school, please don't hesitate to contact your school's nurse. We're here to help support your child's health and learning every step of the way!

Elementary Nursing Offices

Laurentian Nurse: 218-735-6206
North Star Nurse: 218-742-3947
Parkview Nurse: 218-742-3821

INSTRUCTIONAL MATERIALS

We respect that families may have different perspectives and values when it comes to learning content. Rock Ridge Public Schools provides a process for parents, guardians, or adult students (18 years or older) to review any instructional materials being used in the classroom. If a parent, guardian, or adult student has concerns about the content, they may request an opportunity to review the materials and work with school staff to arrange reasonable alternative instruction.

- Alternative instruction may be provided by the parent/guardian or adult student if the school's alternative does not meet their concerns.
- Please note: The school district is not responsible for any costs associated with instruction provided outside of school.
- Students will not be penalized academically or otherwise for receiving alternative instruction.
- However, school staff may still evaluate the student's work to ensure it meets academic standards.

INTERVIEW OF STUDENTS BY OUTSIDE AGENCIES - Board Policy # 519

At Rock Ridge Public Schools, the safety and well-being of our students is a top priority. While we understand there may be times when someone outside of the school needs to speak with a student, we are also committed to minimizing disruptions to learning and protecting each child's privacy. In general, students will not be interviewed during the school day by anyone other than their parent or guardian, school district staff or authorized personnel, or individuals legally authorized by court order or statute. If a request is made by someone outside of these categories—such as a law enforcement officer—it must go through the principal's office. Before approving any such request, the principal will review it to determine whether it is appropriate under school policy and applicable law. The principal will also attempt to contact the student's parent or guardian to inform them of the request, unless doing so is prohibited by law. These steps help ensure students are supported and that families are informed whenever possible.

LEAD

As part of our commitment to providing a safe and healthy learning environment, our school conducts annual lead testing in accordance with state requirements and district procedures. Drinking water sources are routinely monitored, and any concerns identified through testing are addressed promptly. Results of this testing can be obtained by emailing Buildings and Grounds Director, Mike Hoag at mike.hoag@rrps.org

LOCKERS - Board Policy # 502

The 1995 Omnibus Crime Act creates a statewide school policy. It provides that it is the policy of the State of Minnesota that:

“School lockers are the property of Rock Ridge Public Schools. At no time does the Rock Ridge District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general

inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

1. STUDENTS ARE RESPONSIBLE FOR ALL CONTENTS CONTAINED IN THEIR LOCKERS.
2. STUDENTS ARE ADVISED NOT TO LEAVE MONEY OR OTHER VALUABLES IN THEIR LOCKERS.
3. Students found tampering with another person's locker will be subject to disciplinary actions and liable for damaged/stolen property
4. STUDENTS ARE NOT TO CHANGE LOCKERS.
5. Students will be expected to honor a request by the administration to open his/her locker for inspection. Should a student refuse to honor the request, the school reserves the right to cut the lock on the student's locker.

LOST AND FOUND

Each of our elementary schools has a Lost and Found area where misplaced items are collected and displayed. To help your child recover lost items quickly, we recommend clearly labeling clothing, lunch boxes, backpacks, and other personal belongings with your child's name.

Unclaimed items will be periodically cleared out and donated or discarded, so be sure to check the Lost and Found regularly if something goes missing. We want to help every item find its way back home!

LUNCH/RECESS

Our cafeteria is a welcoming place where students enjoy a nutritious meal and spend time with classmates. Students remain seated with their class during lunch, followed by outdoor recess. Our caring lunchroom staff supervise both the cafeteria and playground to help provide a safe, respectful, and positive environment. We encourage families to participate in our hot lunch program and to complete the Educational Benefits Application, even if you do not think you qualify. This helps our school receive valuable funding that benefits all students. To help keep our school clean and safe, food and beverages must remain in the cafeteria.

Students participate in outdoor recess daily unless it is raining or the temperature, including wind chill, is -10°F or below. Please send your child dressed appropriately for the weather.

NONDISCRIMINATION

Our school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Dr. Noel Schmidt as the district's Title IX coordinator (218-742-3901).

PERSONAL PROPERTY

To help keep our school environment safe, respectful, and focused on learning, we kindly ask that students leave personal items at home that are not directly related to classroom activities. Items such as cell phones, video games, music players, and extra money can become distractions during the school day and are often difficult to store securely. Because we cannot guarantee the safety of these belongings, we strongly encourage families to keep them at home. Please note that Rock Ridge Public Schools are not responsible for lost or stolen personal items. We appreciate your support in helping us create a learning-focused environment for all students.

PEST CONTROL: (PARENT'S RIGHT TO KNOW ACT)

Our school district utilizes a licensed, professional pest control service form for the prevention and control of rodents, insects, and other pests in and around the district's buildings. The program consists of:

1. inspection and monitoring to determine whether pests are present and whether treatment is needed;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening; and application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to the label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should an application be deemed necessary on a day different from the days specified in the schedule.

PETS

To help ensure the safety and comfort of all students and staff, we kindly ask that pets not be brought to school by students or parents. While we understand that pets are often a special part of the family, having animals on school grounds can present safety, allergy, and distraction concerns. Thank you for your understanding and cooperation.

PLEDGE OF ALLEGIANCE - Board Policy # 531

The Pledge of Allegiance will be recited daily on the days school is in session. It is the responsibility of every citizen to show proper respect to his/her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag, on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate may either stand or sit, remaining respectfully silent. No homework may be done during this short time.

PTA/PTO

We're proud to have amazing PTA groups at each Rock Ridge elementary school! Our Parent/Teacher Associations do incredible work to support students and staff throughout the year. From organizing successful fundraisers and running Book Fairs to funding class field trips, providing treats for classroom celebrations, and showing appreciation to our teachers—they make a big difference in our school communities. Getting involved with your school's PTA is a great way to stay connected and make a positive impact. To learn more or find out how to join, simply contact your child's elementary school office. We'd love to have you on board!

SEXUAL, RELIGIOUS, RACIAL HARASSMENT & VIOLENCE POLICY - Board Policy # 413

Everyone at Rock Ridge Public Schools has a right to feel respected and safe. Consequently, we want to familiarize you with our policy to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

1. name calling, jokes or rumors
2. pulling on clothing
3. graffiti
4. notes or cartoons
5. unwelcome touching of a person or clothing
6. offensive or graphic posters or book covers or
7. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make a student feel uncomfortable or fearful, he/she needs to tell a teacher, a counselor, the principal or the Human Rights Officer, who is the School Nurse. Students may also make a written report. The students' right to privacy will be respected as much as possible. We take all reports seriously and will take appropriate actions based on the reports. The school district will also take action if anyone tries to intimidate the victim or take action to harm him/her because he/ she reported the situation.

This is just a summary of the Rock Ridge School District's policy against religious, racial and sexual harassment and violence. Complete copies are available in the Superintendent's office. Remember: Religious, racial and sexual harassment and violence are against the law! For more information contact:

School Nurse, Human Rights Officer,
Rock Ridge Public Schools
1403 Wolverine Way
Virginia, MN 55792

218-735-3506

STUDENTS TECHNOLOGY RESOURCES & INTERNET POLICY - Board Policy # 524

A copy of the *Technology Resource Acceptable Use Policy* is available on the school district website. iPad Handbooks are also available on the district web site or may be obtained from your school office.

Students are not allowed access to school computers or devices until their signature pages have been signed by both the student and a parent or guardian and returned to school.

TESTING

In a world of increasing system accountability, schools are being asked how well they are educating their students and how their students compare with students in other schools. To help measure our system's accountability and to give parents/students an idea of how we're doing, students at Rock Ridge participate in a computer testing program called Fastbridge and/or Capti. These tests measure academic progress in reading and math. Students in grades 3-6 also participate in the Minnesota State MCA testing each spring. Fastbridge benchmark scores can be found by grade level on this [document](#).

Information about state-mandated assessments, including testing schedules, purposes, parent resources, and the right to refuse participation in applicable state assessments, is available on the Rock Ridge Public Schools website under [Curriculum, Instruction, and Assessment](#). Families are encouraged to review this information each year. If you have questions regarding assessments or assessment participation, please contact your child's school principal.

TITLE I

As a Title I school, Rock Ridge Public Schools complies with the Every Student Succeeds Act (ESSA) Parent's Right-to-Know requirements. Parents/guardians have the right to request information regarding the professional qualifications of their child's classroom teacher(s) and paraprofessional(s), including whether the teacher meets state licensing and certification requirements and whether paraprofessionals meet applicable qualification requirements. To request this information, please contact your child's school principal.

WEAPONS POLICY - Board Policy # 501

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property.

A dangerous weapon can be many things. It includes guns, switchblades, brass knuckles, nun-chucks, certain liquids and pellet guns. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

Possession on school property includes on a school bus, at a bus stop, on school property, on any property leased by a school and whether the school is public or private. It also includes off campus locations where school hosted activities are taking place.

Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.

+Please keep this handbook for future reference.

Listed Policies:

- Policy 413: Harassment and Violence:*
The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. Rock Ridge Public Schools prohibits any form of religious, racial or sexual harassment and violence.
- Policy 501: Weapons Policy:*
The purpose of this policy is to assure a safe school environment for students, staff and the public.
- Policy 502: Search of student lockers, desks, personal possessions, and student's person:*
The purpose of this policy is to provide for a safe and healthful educational environment by enforcing Rock Ridge Public School's policies against contraband.
- Policy 503: Attendance:*
A. The Board of Education of Rock Ridge Public Schools believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between students and establishes regular habits of dependability important to the future of the student. The purpose of to encourage regular school attendance. It is intended to be positive and not punitive.
B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.
- Policy 504: Student Dress and Appearance:*
The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.
- Policy 506: Student Discipline:*
The purpose of this policy is to ensure that students are aware of and comply with Rock Ridge Public Schools' 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. Rock Ridge Public Schools will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.
- Policy 514: Bullying:*
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 students' ability to learn and teachers' ability to educate students in a safe environment. Rock Ridge Public Schools 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, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline 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, and other similar disruptive behavior.
- Policy 520: Student Surveys:*
Occasionally Rock Ridge Public Schools 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.
- Policy 524: Student Technology Use Agreement Policy:*
The term "Technology Resource(s)" includes, but is not limited to: computer hardware and software, Internet, web-pages, instant messaging systems, networks, telephones, pagers, scanners, printers, digital cameras, photocopy and facsimile machines and all communications and information communicated thereby, including e-mail and voice-mail and all communications and information transmitted by, received from, entered into, or stored in these resources. The term "District" refers to the Rock Ridge Public Schools, Independent School District #2909. The term "user(s)" includes all Rock Ridge Public Schools, Independent School District #2909 faculty/staff members, students, and any other person who may use or access the Technology Resources belonging to the District.

For a list of all board policies, please refer to the webpage below:

<http://rrps.org/school-board/school-board-policies/>

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
CONCURRENT ENROLLMENT CONTRACT

2026-2027

This contract is by and between ***Rock Ridge Public Schools; 1403 Progress Parkway; Virginia, MN 55792*** (hereinafter DISTRICT) and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of ***Lake Superior College, 2101 Trinity Road, Duluth, MN 55811*** (hereinafter MINNESOTA STATE).

WHEREAS, the DISTRICT has a need for a specific service; and

WHEREAS, MINNESOTA STATE, is empowered to enter into contracts pursuant to Minnesota Statutes, Chapter 136F; and

WHEREAS, The Concurrent Enrollment or College in the Schools (CITS) program is available as part of the Post-Secondary Enrollment Option program in accordance with Minn. Stat. § 124D.09 and Minnesota State Board Policy 3.5 which governs the implementation of the Post-Secondary Enrollment Options program by system colleges and universities. Concurrent Enrollment allows high school students to earn both high school and college credit for classes offered through a high school and taught by a high school teacher; and.

NOW, THEREFORE, it is agreed:

1. DUTIES OF MINNESOTA STATE. The MINNESOTA STATE agrees to provide the following:

Lake Superior College (LSC) CITS Staff shall:

- Lake Superior College will work cooperatively and in partnership with high school personnel and students to process registrations, validate course competencies, and transcribe grades.
- Adhere to all Minnesota State, Higher Learning Commission (HLC), and National Alliance of Concurrent Enrollment Partnerships (NACEP) policies and standards.
- Complete credential review process of high school instructors according to guidelines from Minnesota State Colleges and Universities Policy 3.32 found on the MinnState website: <https://www.minnstate.edu/system/asa/academicaffairs/cfc/>
- Communicate student eligibility requirements to the school district.
- Process CITS registrations and send class lists to high school as soon as the registrations are complete.
- Adjust records for student in accordance with add/drop and withdrawal policies.
- Maintain registration, waiver, and grade records for all completed CITS classes.
- Work with each high school to ensure that CITS class lists are correct and that all grades are submitted and transcribed.
- Provide to CITS students and partners access to online information to include information on LSC's student conduct code, academic and student support services, registration policies, transcript requests, and more.

Lake Superior College Instructor Mentors shall:

- Collaborate with the high school CITS instructor to clarify approved college course outline and outcomes, to create a syllabus for each course, and to verify the syllabus meets college criteria.
- Extend invitations to CITS teachers to participate in appropriate campus-based faculty development activities.

- Meet regularly (face-to-face, email, telephone or via other technology) with high school CITS instructor and monitor assignments, exams, projects, and instructional effectiveness to ensure course meets the learning outcomes in the LSC course outline.
- Make at least one visit per course if requested by the high school instructor.
- Provide current college text information, course outlines, sample syllabi, sample exams, assignments, and exercises for the high school CITS teacher's use.
- Provide instructors who have taught the course previously with copies of new course outlines, new calendars, schedules, or other information as courses change.
- Create records of site visits and course evaluations per NACEP accreditation requirements.
- Support CITS instructors, giving additional time and attention to instructors new to the program.

2. DUTIES OF DISTRICT. The DISTRICT agrees to provide the following:

High School Instructors, Administrators, and Staff shall:

- Ensure students meet minimum CITS eligibility requirements as stated in Lake Superior College policy 3.5: <https://www.lsc.edu/policies/3-5-post-secondary-enrollment-option/>
- Provide qualified faculty to teach concurrent courses at the high school.
- Provide all needed books, supplies and materials for each course.
- Abide by the policies and procedures (e.g. add/drop, withdraw, course alignment) detailed in the CITS handbooks available at <https://www.lsc.edu/become-a-student/college-in-the-schools/handbooks/>
- Notify parents/students of CITS course offerings and student eligibility.
- To the extent possible, provide counseling services to students and their parents/guardian before students enroll in CITS courses to ensure awareness of risks and possible consequences of enrollment.
- Collaborate with LSC staff to administer Accuplacer test to potential CITS students and/or provide relevant test scores or GPA to assure compliance with PSEO eligibility requirements.
- Ensure completion of LSC registration forms and verify class rosters.
- Assign final, whole letter grades to each student on the class rosters provided by LSC's CITS staff and share grades with LSC CITS staff for recording.
- Meet regularly (face-to-face, email, telephone or via other technology) with LSC faculty mentor.
- Collaborate with LSC faculty to align course syllabi, assignments, grading, and assessments and ensure each course meets the LSC learning outcomes.
- Provide LSC CITS staff with a copy of each course's syllabus for transfer purposes.
- Assist LSC staff in administering course evaluations for each CITS course in keeping with NACEP accreditation requirements.
- Participate in professional development opportunities offered by LSC in keeping with NACEP accreditation requirements.

3. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed and goods or materials supplied by MINNESOTA STATE pursuant to this contract shall be paid by the DISTRICT as follows: The DISTRICT shall pay Three thousand and 00/100 dollars (\$3,000.00) per course per teacher per term. If one teacher teaches multiple sections, it is one fee; if more than one teacher is assigned to separate sections of the same course, there is an additional fee to be paid by the DISTRICT of Three thousand and 00/100 dollars (\$3,000.00) per teacher. The billing date for courses is October 31, 2026 with payment by the DISTRICT due 30 days later. (See attachment A for course and cost details).
There is no cost to the student.
- b. Terms of Payment. LAKE SUPERIOR COLLEGE will bill for courses by October 31, 2026 with payment by DISTRICT due 30 days later.

4. TERM OF CONTRACT. This contract shall be effective on **July 1, 2026, or upon the date that the final required signature is obtained by MINNESOTA STATE**, whichever occurs later, and shall remain in effect until **June 30, 2027** or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.
5. CANCELLATION. This contract may be canceled by the DISTRICT or MINNESOTA STATE at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the MINNESOTA STATE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
6. AUTHORIZED REPRESENTATIVES.

- a. The DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

Name: Dr. Noel Schmidt
Title: Superintendent
Address: 1403 Progress Parkway; Virginia MN 55792
Telephone: 218-742-3901
E-Mail: noel.schmidt@rrps.org

- b. MINNESOTA STATE 'S Authorized Representative for the purposes of administration of this contract is:

Name: Stephanie Wainionpaa
Title: College in the Schools Director
Address: 2101 Trinity Road, Duluth MN 55811
Telephone: 218-733-5916
E-Mail: stephanie.wainionpaa@lsc.edu

Each authorized representative shall have final authority for acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are paid pursuant to the terms of this contract.

7. ASSIGNMENT. Neither the DISTRICT nor MINNESOTA STATE shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.
8. LIABILITY. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The STATE's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes sections 3.732 and 3.736, et seq., and other applicable law.
9. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The DISTRICT is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. 12101, et. seq. and regulations promulgated pursuant to it. MINNESOTA STATE IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
10. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
11. GOVERNMENT DATA PRACTICES ACT. The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The DISTRICT and MINNESOTA STATE must comply with the Minnesota

Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MINNESOTA STATE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the DISTRICT in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the DISTRICT or MINNESOTA STATE. In the event the DISTRICT receives a request to release the data referred to in this clause, the DISTRICT must immediately notify MINNESOTA STATE. MINNESOTA STATE will give the DISTRICT instructions concerning the release of the data to the requesting party before the data is released.

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

12. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
13. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the DISTRICT relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
14. FORCE MAJEURE. No party to this Contract shall be responsible for any delays or failure to perform any obligation under this Contract due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure the parties' duty to perform obligations shall be suspended.
15. OTHER PROVISIONS. (Attach additional page(s) if necessary): NONE.

The rest of this page intentionally left blank. Signature page to follow.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Lake Superior College

By (authorized signature) <i>Lisa Schlotterhausen</i> Lisa Schlotterhausen (Aug 3, 2026 16:26:10 CDT)
Title Interim VP for academic & student affairs
Date 08/03/2026

2. DISTRICT certifies that the appropriate person(s) have executed the contract on behalf of DISTRICT as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title
Date

3. AS TO FORM AND EXECUTION: Lake Superior College

By (authorized college/university/system office initiating agreement)
Title
Date

Attachment A - 2026-2027 LSC CITS COURSES**Cost: \$3,000.00**

The following courses will be covered under this Concurrent Enrollment Agreement:

Course	Course Title	Cr	HS Instructor	Term
BIOL 1170	Microbiology	3	Strasser, Tim	Fall

Rock Ridge Public School District

District Name Rock Ridge High School
District # 2909
CITS Contact Alice Pelton
CITS Contact Email Alice.Pelton@rrps.org
Principal Scott Manni
Principal Email Scott.manni@rrps.org
Superintendent Dr. Noel Schmidt
Superintendent Email noel.schmidt@rrps.org



ADDENDUM A
Terms of Teleservices Assignment
No Equipment Provided

This Terms of Teleservices Assignment is subject to the terms and conditions of that certain Client Services Agreement between the parties outlined below.

Assignment Details

Soliant Health, LLC ("Soliant" or the "Company") will contract with VocoVision for the provisions of telepractice services to Client. Client will pay Soliant for the hours worked by Contracted Telepractitioner under the following terms:

Contracted Telepractitioner:	Ying Xiong		
Client:	Rock Ridge Public Schools		
Assignment Start Date:	08/18/2026	Assignment End Date:	05/27/2027
Position:	Tele - PT		
Hours per Week:	22.0		
Bill Rate per Hour	\$114.00	<i>Bill Rate is all-inclusive^(a)</i>	
Technology Fee:	Does Not Apply		
Miscellaneous:	N/A		

- a) Sales tax will be added to professional fees if required by state law and client is not a tax-exempt entity.
- b) Client agrees to approve Contracted Telepractitioner's weekly log of service. Logs will be submitted on a weekly basis by Contracted Telepractitioner for Client's review and approval. Should Contracted Telepractitioner fail to submit paperwork or weekly log to show proof of completed work, Client agrees to notify Soliant in writing within three (3) business days of alleged failure. Client's failure to notify Soliant in writing within the three (3) day period shall negate any Client invoicing dispute.
- c) Client acknowledges Additional Terms and Conditions as applicable to teletherapy services and the provision thereof.
- d) Client acknowledges that Contracted Telepractitioner will be providing and using their own equipment in performance of duties.

By: 495013 - Rock Ridge Public Schools

Print Name: Stephanie Aagenes
Title: Special Ed. Director
Date: 8/18/2026

ADDENDUM C

VocoVision Equipment Policies



Teleservices Provisions.

- 1. Client Responsibilities.** Client agrees to provide appropriate local support to facilitate remote Contracted Telepractitioner's ability to fulfill the responsibilities outlined below in Duties and Responsibilities:
- 2. Scheduling.** Client agrees to the minimum hours of Services per week as stipulated in Addendum A: Terms of Teleservices Assignment and will schedule the appropriate number of student sessions and other related services each week to meet or exceed the minimum hours requirement. Client and Contracted Telepractitioner will agree upon a weekly schedule for Services which will be loaded into the VocoVision system. Any revisions to the schedule must be submitted to the VocoVision Operations Department no later than 12:00 PM EST Friday for Services the following week. VocoVision requires a 24-hour notice to cancel scheduled Services. One cancellation without notice is permitted per school year. Additional cancellations with less than 24 hours' notice will be billed at the regular rate. Note that VocoVision Contracted Telepractitioners are encouraged to complete non-therapy work (e.g., paperwork, planning, file reviews, etc.) during any such cancellation time.
- 3. Administrative Responsibilities.** Client shall be responsible for orienting Contracted Telepractitioner to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, individual education plans or Client-specific program plans. During the contracted assignment, should Contracted Telepractitioner fail to submit paperwork as required per Client's policies and procedures, Client must notify VocoVision in writing within three (3) business days of alleged failure. Failure to notify VocoVision within the three (3) day period shall negate any Client claim to withhold payment due to paperwork non-compliance by Contracted Telepractitioner. Within three (3) business days following the conclusion of a contracted assignment, Client shall conduct a final review to determine whether the completion of additional paperwork is needed from the Contracted Telepractitioner. Failure to notify VocoVision prior to the fourth (4th) day after conclusion of the assignment will negate any Client claim to withhold payment due to paperwork non-compliance by Contracted Telepractitioner.

Duties and Responsibilities

The duties and responsibilities of a Contracted Telepractitioner include, but are not limited to the following:

- a) Collaborates with the school district to identify students' communication characteristics, support resources, as well as any physical, sensory, cognitive, behavioral and motivational needs to determine the benefit a student may receive through telepractice.
- b) Collaborates with the school district to determine assessment resources - including their potential benefits and limitations - in the telepractice setting, and to develop a plan to assess students appropriately.
- c) Monitors effectiveness of services and modifies evaluation and treatment plans as needed.
- d) Maintains appropriate documentation of delivered services in a format consistent with professional standards and client requirements.
- e) Complies with state and federal regulations to maintain student privacy and security.
- f) Facilitates behavior management strategies in students as appropriate.
- g) Provides information and counseling to families and school personnel as needed