

**ROCORI SCHOOL DISTRICT 750**  
**Regular School Board Meeting**  
**Monday, August 24, 2020 @ 6:30 PM**  
**Location: ROCORI SECONDARY AUDITORIUM**  
**534 5th Ave. North**  
**Cold Spring, Minnesota 56320**

**AGENDA**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

**4. COMMENTS AND REQUESTS FROM VISITORS**

**5. CONSENT ITEMS**

A. APPROVAL OF MINUTES

B. EMPLOYMENT

1. John Clark Elementary School-0.4 FTE EL teacher: Joan Stanly
2. Buildings and Grounds Department-Cold Spring Elementary-Cleaner: Sandy Fink
3. Buildings and Ground Department-Cold Spring Elementary-Cleaner: Deb Hansen
4. ROCORI Secondary- Health Tech: Melissa Boucher
5. ROCORI Secondary School-Innovation Center Facilitator: Mark Krueger
6. ROCORI Middle School-Long Term Substitute English: Lauren Seibert
7. ROCORI Public School-Physical Education: Kurt Gunn increase from 0.7 FTE to 1.0 FTE at Cold Spring Elementary
8. John Clark Elementary-Food Service department-Breakfast time Monitor and Cook's Helper: Connie Jennings

C. FAMILY MEDICAL LEAVE

1. ROCORI District Office-Business Office Assistant: Samantha Wallace requesting leave from December 30, 2020 through March 12, 2021. An expected return date of March 15, 2021.
2. District Education Facility-Early Childhood teacher: Denin Knapp Baykham requesting leave from September 5, 2020 through October 30, 2020. An expected return date of November 2, 2020.
3. Cold Spring Elementary-Paraprofessional: Melissa Philippi requesting leave from September 10, 2020 to November 5, 2020. An expected return date of November 6, 2020

D. APPROVAL OF BILLS

E. TREASURER REPORT

F. CONSTRUCTION - CHANGE ORDER

G. 6.30.2020 FUND TRANSFERS

**6. ACTION ITEMS**

A. RESOLUTION TO ADOPT THE BASE LEARNING MODEL FOR THE 2020-2021 SCHOOL YEAR AND OTHER COVID-19 RELATED MATTERS

B. MULTI-USE TURF FIELD AGREEMENT

C. STUDENT HANDBOOKS

D. EMPLOYEE HANDBOOK

E. COMMUNITY EDUCATION PROGRAM HANDBOOK

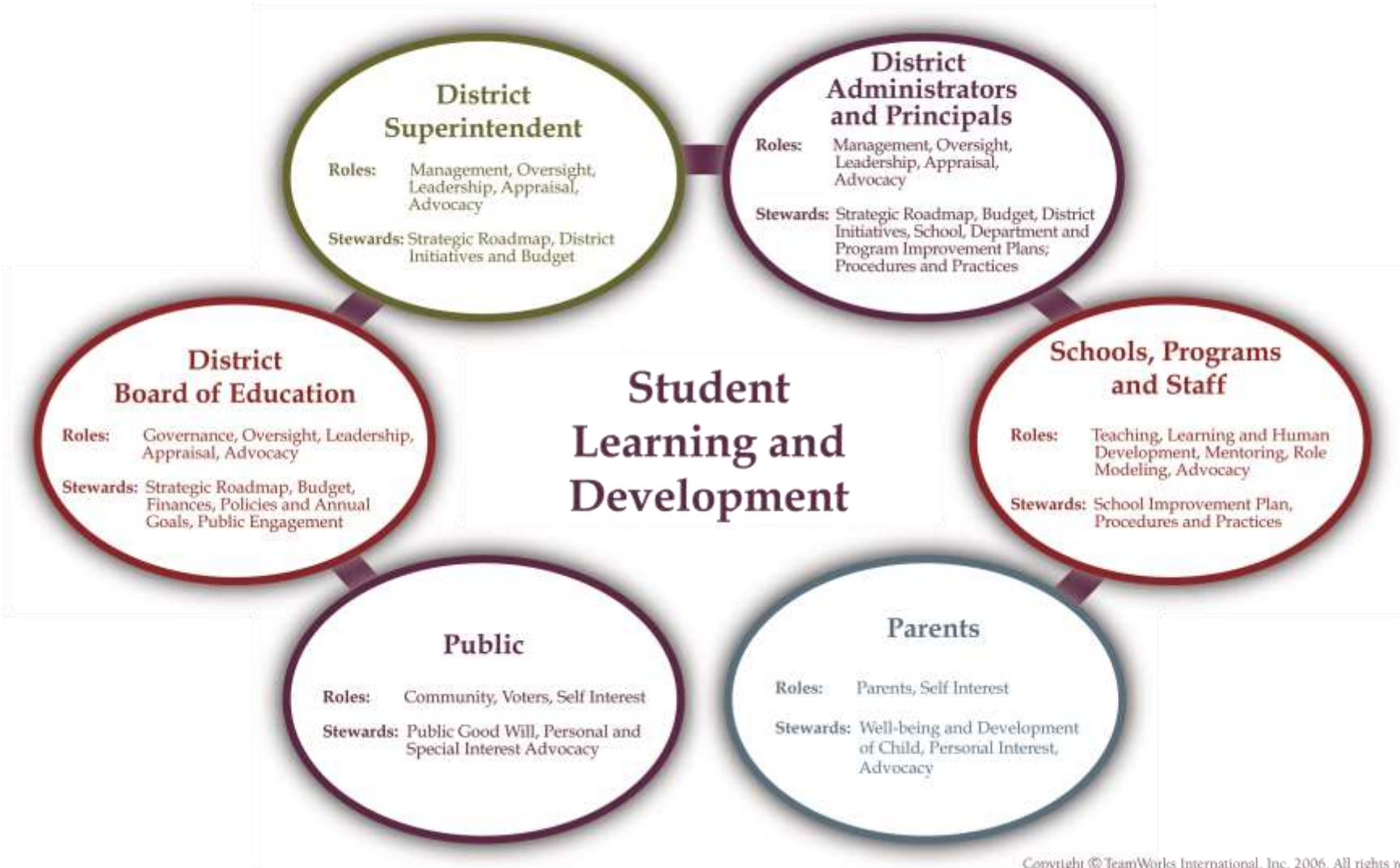
**7. DISCUSSION ITEMS**

A. OUT OF STATE TRAVEL FOR ROCORI STUDENTS

B. ENROLLMENT UPDATE AND RECOMMENDATIONS

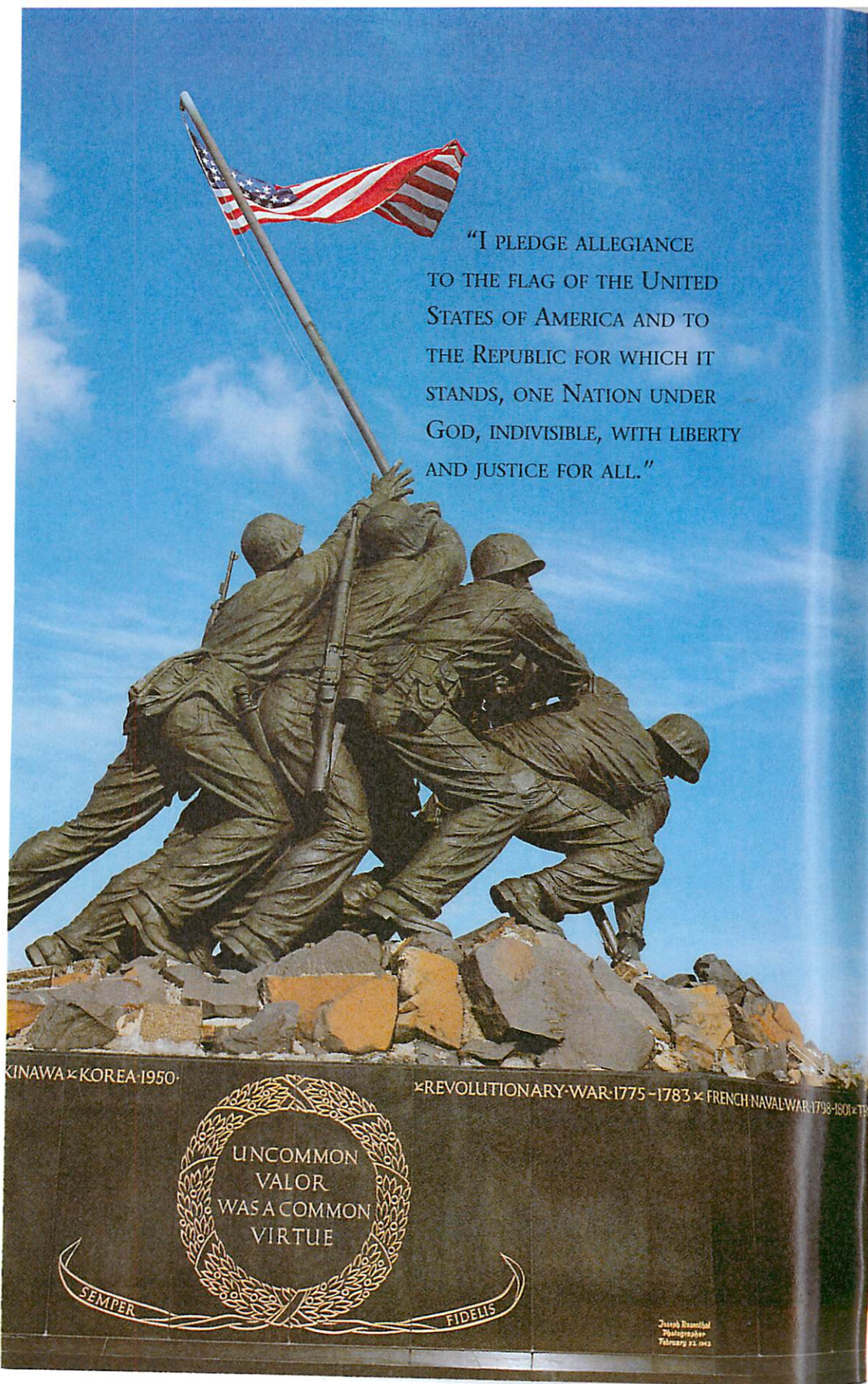
- C. COMMUNITY EDUCATION UPDATE FOR FALL OF 2020
- D. STAFFING UPDATE FOR FALL 2020
- 8. **ADMINISTRATIVE AND BOARD REPORTS**
  - A. SUPERINTENDENT REPORT
    - 1. Fall Planning Update
  - B. BOARD COMMITTEE AND REPRESENTATIVE REPORTS
  - C. BUDGET COMPARISON REPORT JULY 2020
- 9. **UPCOMING EVENTS AND ACTIVITIES**
- 10. **ADJOURN**

Mission: *Making a difference today to create a better tomorrow*  
*Caring Learning Giving*



# ROCORI School District Strategic Roadmap 2020

<p><b>Mission</b> <span style="float: right;"><i>Our Core Purpose – “The Why”</i></span></p> <p style="text-align: center;">Making a difference today to create a better tomorrow.</p>	<p><b>Core Values</b> <span style="float: right;"><i>Drivers of Our Words and Actions – “Who We Are”</i></span></p> <p>At ROCORI, we are...</p> <ul style="list-style-type: none"> <li><b>R</b>espectful</li> <li><b>O</b>pen and Honest</li> <li><b>C</b>ompassionate</li> <li><b>O</b>ptimistic</li> <li><b>R</b>eady</li> <li><b>I</b>nclusive</li> </ul>
<p><b>Vision 2020</b> <span style="float: right;"><i>What We Intend to Create – “The What”</i></span></p> <p style="text-align: center;">ROCORI is committed to be Central Minnesota's Public Education Standard of Excellence</p> <ul style="list-style-type: none"> <li>• A place where people choose to learn, work, and live</li> <li>• A school where students of all identities have equitable access to resources</li> <li>• A school empowering all students and staff to achieve their greatest potential</li> </ul>	<p><b>Strategic Directions</b> <span style="float: right;"><i>Paths to Reach Vision 2020 – “The How”</i></span></p> <ol style="list-style-type: none"> <li>1. Providing a daily experience that is engaging, supportive, and empowering</li> <li>2. Aligning and strengthening programming             <ol style="list-style-type: none"> <li>A. Focusing on early learners</li> <li>B. Closing the achievement gap</li> <li>C. Preparing citizens with a global perspective</li> <li>D. Developing life, college, and career readiness</li> </ol> </li> <li>3. Building relationships within the district through collaboration and communication</li> <li>4. Deepening community partnership and pride</li> </ol>



"I PLEDGE ALLEGIANCE  
TO THE FLAG OF THE UNITED  
STATES OF AMERICA AND TO  
THE REPUBLIC FOR WHICH IT  
STANDS, ONE NATION UNDER  
GOD, INDIVISIBLE, WITH LIBERTY  
AND JUSTICE FOR ALL."

PERSIAN WAR 490 BC  
KINAWA & KOREA 1950

REVOLUTIONARY WAR 1775-1783  
FRENCH NAVAL WAR 1793-1801

UNCOMMON  
VALOR  
WAS A COMMON  
VIRTUE

SEMPER FIDELIS

Jesse Rosenthal  
Photographer  
February 22, 1942

MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD  
Independent School District No. 750  
Cold Spring, Minnesota  
August 10, 2020

The regular meeting of the School Board of Independent School District No. 750 was called to order by Chair Wesenberg in the Auditorium at the ROCORI Secondary Building at 6:30 p.m.

Board Members present: Jennifer Bohnsack, Lynn Schurman, Shannon Humbert, Jason Wesenberg,  
Sunny Hesse, Kara Habben

Board Members absent: No members were absent

The Pledge of Allegiance was recited.

A motion was made by Schurman, seconded by Hesse to approve the agenda. Motion carried unanimously.

Chair Wesenberg called for comments and requests from visitors.

Community Member Erin Bonito recommended having the fewest students possible in the secondary at the same time, and suggested there is no safe way to have choir or band as electives.

A motion was made by Schurman, seconded by Habben, to approve the following consent agenda items. Motion carried.

Consent Agenda Items:

A. APPROVAL OF MINUTES

The minutes from the Regular meeting of July 20, 2020, and August 3, 2020 Work session are included in the exhibits.

Recommend approval of the minutes from the meetings.

B. EMPLOYMENT

Recommend approval of the assignment as outlined.

1. ROCORI Technology Department-Technology Assistant: Stacey Evans

C. FAMILY MEDICAL LEAVE REQUEST

1. ROCORI High School-Science teacher: Jena Volkens requesting leave from October 12, 2020 through December 22, 2020.

A motion by Schurman to approve the Child Care Contract for 2020-2021, seconded by Bohnsack. The motion carries unanimously.

The following resolution was moved by Hesse and seconded by Humbert:

**RESOLUTION ACCEPTING DONATIONS**

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education."; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.” and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Rocori Public Schools, ISD 750, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose(if any)
Eric Decker	Football Activity Account	\$5,000

The vote on adoption of the Resolution was as follows:

Aye: Bohnsack, Wesenberg, Habben, Hesse, Humbert, Schurman,

Nay: no members voted against

Absent: no members were absent

Whereupon, said Resolution was declared duly adopted.

A motion by Schurman to approve the calendar for 2020-2021, seconded by Habben. The motion carries unanimously. The motion carries unanimously.

The Employee Handbook was presented and reviewed. No formal action was taken.

The Student Handbooks for the Elementary, Middle, and High School were presented and reviewed. No formal action was taken.

The Community Education Program Handbooks were presented and reviewed. No formal action was taken.

The ROCORI School Board and Superintendent Kelvington provided an update on Fall Planning for 2020. The consensus was to move forward with a hybrid model, for grades K-12 all day every day. No formal action was taken.

Chair Wesenberg presented the Resolution to Adopt the Base Learning Model for the 2020-2021 School year and Other COVID-19 Matters. No formal action was taken.

Upcoming events and activities on the school calendar were reviewed.

The meeting adjourned at 8:40 PM

Respectfully submitted:

Sunny Hesse, Clerk

MINUTES OF THE EMERGENCY MEETING OF THE SCHOOL BOARD  
Independent School District No. 750  
Cold Spring, Minnesota  
August 14, 2020

The Emergency Meeting of the School Board of Independent School District No. 750 was called to order by Chair Wesenberg in the Auditorium at the ROCORI Secondary Building at 6:30 PM

Board Members present: Shannon Humbert, Jennifer Bohnsack, Sunny Hesse, Jason Wesenberg, Lynn Schurman, Kara Habben

Board Members absent: no members were absent

The Pledge of Allegiance was recited.

A motion was made by Schurman, seconded by Hesse, to approve the agenda. Motion carried unanimously.

Chair Wesenberg called for comments and requests from visitors.

Community Members came forth with public comments regarding the start of the school year for Fall 2020.

The school board discussed the start of the school year for Fall 2020.

A motion by Schurman, seconded by Habben to approve the AB model as the Hybrid model for 1<sup>st</sup> trimester. The motion passes with a 4-2 vote. Aye: Wesenberg, Schurman, Bohnsack, Habben. Nay: Hesse, Humbert.

A motion by Humbert to wait until Thursday (August 20, 2020) to communicate the decision of the Start of School Model based on County data. Seconded by Hesse, the motion failed 2-4. Aye: Hesse, Humbert. Nay: Wesenberg, Habben, Bohnsack, Schurman.

A motion by Wesenberg to start the school year in the ABAB Hybrid model for the first two weeks, then base it off of county data every two weeks after that. Seconded by Schurman, the motion carried 4-2. Aye: Wesenberg, Habben, Bohnsack, Schurman. Nay: Hesse, Humbert

A motion by Humbert

Chair Wesenberg adjourned the meeting at 9:29 PM

Respectfully submitted:

Sunny Hesse, Clerk

# ROCORI SCHOOL DISTRICT

## STAFFING RECOMMENDATIONS FOR SCHOOL BOARD CONSIDERATION

Administrator making recommendation: Sam Court

Building: JCE

Date: 8/10/2020

1. Name of Candidate Recommended: Joan Stanly

Resume of candidate recommended - attached

2. Position being filled: .4 JCE EL Teacher

a. How did the vacancy occur? Growing EL enrollment

b. Who is being replaced? None

c. How has the vacancy been changed or modified from previous assignments?

No modifications. This is a new position to support a growing number of EL students at JCE.

3. Placement on salary schedule and extent of employment

Schedule Used: ROCORI Teachers Master Agreement

Experience Credited: 0

Schedule Placement: BS Step 1

Proposed Salary: \$15,517

Number of Hours .4 FTE or

Extent of Employment: \_\_\_\_\_

4. Source of funding for the position (especially if not from general fund)

General Fund X Other: (Identify) \_\_\_\_\_

5. Number of candidates interviewed 1 out of 1 applications

a. Internal \_\_\_\_\_

b. External 1

6. Key issue(s) or qualities for decision:

## **ROCORI SCHOOL DISTRICT**

Joan has worked at CSE as a long term substitute in the EL department. She knows ROCORI well, and has a great passion for working with students. She is working on her EL license through St. Cloud State. We are very excited to have her as a part of the JCE teaching team.

# Joan Stanly

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## Objective

- Desire to obtain position as ELL Teacher at Cold Spring Elementary

## Education

**BACHELOR OF SCIENCE | JUNE 1982 | UNIVERSITY OF MINNESOTA, MINNEAPOLIS**

- Major: Physical Education K-12 Emphasis in Adapted Physical Education & Coaching
- Related coursework: Refer to transcript from the University of Minnesota

## Skills & Abilities.

- Passed MTLE English as a second Language (Grades K-12) Subtest 1, and Subtest 2
- Participated in Cultural Competency Training Spring 2020
- Tier 1 License for teaching ELL 2018-2019, **I qualify now, for a TIER 2 License**
- 5- year Minnesota On Call Short Term Teacher Substitute License
- Short term/ long term assignments - K-12 for ISD742, Stride Academy, Athlos Academy, and Cold Spring Elementary.
- Seven years -Special Education Paraprofessional at Westwood Elementary in ISD742. 2008-2015

## Communication

- I believe that communication is key in any setting; especially a school setting. Maintaining proper communication between coworkers, as well as students and parents is essential to helping the students be successful.
- I am creative, flexible, adaptable, and have excellent communication and people skills.
- I have the ability to vary my teaching style based upon the student's needs, to help them better understand the material being taught.
- I am firm, yet loving, using a sense of humor, movement, and inter-activity in my teaching.

## Leadership

- PTA vice-president in 1993-1994
- District 742 curriculum advisory council from 1994 – 1996 representing Westwood Elementary
- Youth-group leader and teacher for LDS church education system for over 34 years, teaching, planning, coordinating, and implementing the youth program activities, and lessons serving children ages 3-18, and maintaining an annual budget for the youth group

- Mother of four children – I have learned to balance my schedule, along with four other busy schedules.

## **Experience**

### **Full Time Teacher**

January 12, 2019 -June 30, 2020 |Athlos Academy of St. Cloud| ELL- K,1,2, (6,7,8)  
(Tier1-ELL license)

### **Long-Term Substitute**

September 20, 2018- January 7, 2019 |Cold Spring Elementary |ELL- Pre -K, K, 1 ,2(Tier 1 ELL-license)

April 16 - May 27, 2018 | Stride Academy | Title - K, 1 ,2

February 28 - April 6, 2018 | Westwood Elementary | Special- Ed. - K, 1

December 6, 2017- February 16, 2018| Stride Academy |1st Grade

October 2 - December 5, 2017 | Athlos Academy |2nd Grade

May - June 2017 | Stride Academy | In House Sub

February - April ,2017 | Stride Academy | 2nd Grade

January - February 2017 | Westwood Elementary | Special Ed. 2, 3

January - June 2016 | Stride Academy| General Music 1, 2, 3, 5/6, 7/8 choir

November 2015 - January 2016 | Stride Academy | 1st Grade

### **Short Term Substitute**

-ATHLOS ACADEMY | SEPTEMBER 2017-SEPTEMBER2018

- Stride Academy |October 2015-September 2018

- District 742| March 2015– September 2018

## **References**

Eric Skanson |Principal Cold Spring Elementary

Belinda Bergren |ELL Director Athlos Academy

Brittany Schoephoerster |Assistant Principal Sartell Elementary (use to be Asst. Dir. Athlos)

Susan Kroska |personal friend of 30 years



# **Sandra J Fink**

## **CORE PROFICIENCIES**

- Waste Disposal
- Equipment Checkup
- Sanitation Methods
- Stocking School Facility
- Communication
- Safety Policies
- Chemicals Management

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## **Previous Work Experience**

- Kitchen duties at all Rocori sites as substitute (Bake, cook, dishroom, laundry, food prep) 2007 – 2019
- Daycare Substitute Certified 2007 – 2019
- Custodial and Cleaning at all Rocori sites as substitute 2007 – 2019
- Enroll women and demonstrate exercise machines at Curves for Women 2005 – 2007
- Pre-Kindergarten Aide at St. Boniface Catholic School 1995 – 2005
- Order Entry for Royal Melrose Granite (Cold Spring Granite) 1975 – 1980

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## **Education**

- High School Degree at Holdingford High School 1976
  - SFM courses recently completed for 2019 – 2020, including: Bloodborne Pathogens (BBP); Disinfecting the Workplace for COVID-19; Hand Safety; Hazard Communications; Slips, Trips and Falls; Active Shooter Response
  - Food Service Training before 2019 -2020 school year
  - CPR / 1<sup>st</sup> Aid & SUIDS Certified through 2021
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# ROCORI SCHOOL DISTRICT

## STAFFING RECOMMENDATIONS FOR BOARD OF EDUCATION CONSIDERATION

Administrator making recommendation: Brent Neisinger

Building: **CSE**

Date: **8/13/20**

1. Name of Candidate Recommended: **Deb Hansen**

Resume of candidate recommended – **attached**

2. Position being filled: Cleaner at CSE

a. How did the vacancy occur? **Resignation**

b. Who is being replaced? **Levi Lauer**

c. How has the vacancy been changed or modified from previous assignments? **Split between two employees.**

3. Placement on salary schedule and extent of employment

Schedule Used:

Experience Credited:     **6**    

Schedule Placement: III

Proposed Salary:     **\$17.48**    

Number of Hours            or

Extent of Employment:   **PT School year**     **T, Th**  

4. Source of funding for the position (especially if not from general fund)

General Fund                      Other: (Identify)                     

5. Number of candidates interviewed **2** out of **2** applications

a. Internal            **2**

b. External            **0**

6. Key issue(s) or qualities for decision: **NA**

# ROCORI SCHOOL DISTRICT

## STAFFING RECOMMENDATIONS FOR BOARD OF EDUCATION CONSIDERATION

Administrator making recommendation: Josh Austad

Building: RMS/RHS Date: August 17, 2020

1. Position being filled:
  - a. How did the vacancy occur? Resignation
  - b. Who is being replaced? Julie Sabo
  - c. How has the vacancy been changed or modified from previous assignments?  
No Changes
  
2. Name of Candidate Recommended: Melissa Boucher  
Resume of candidate recommended—attached
  
3. Placement on salary schedule and extent of employment  
Schedule Used: Classified Contract Class C, Group VI  
Experience Credited: **9 years**  
Schedule Placement: Step 6  
Proposed Salary: **\$19.22 + .35 (longevity) + .50 (AA degree) = \$20.07**  
Number of Hours 6.5 hours per student contact day/32.5 hours per week  
Extent of Employment: 2020-2021
  
4. Source of funding for the position (especially if not from general fund)  
General Fund: X Other: (Identify)\_\_\_\_\_
  
5. Number of candidates interviewed 2 out of 2 applications
  - a. Internal 1
  - b. External 1
  
6. Key issue(s) or qualities for decision: Melissa has a great background in health/medical services. She has valuable experience as an EMT, first responder, and Red Cross instructor. Melissa has been a quality paraprofessional at ROCORI and has proper knowledge of our school and the systems we have. She will be a great addition to our RMS/RHS team.

# Melissa A. Boucher

## Personal Profile

- Trustworthy
- Hard-working
- Service orientated
- Strong communication skills
- Dependable
- Adaptable
- Computer knowledgeable
- Proficient in various medical techniques

## Professional Experience

### Rocori School District, Health Tech. Paraprofessional September 2017-present

- Assist with students health needs when required
  - Administer medication
  - Render appropriate aid for injuries that occur through the course of a day
  - Communicate with parents/guardians of aid given to students

### ROCORI School District, Paraprofessional, October 2011-present

- Assist with various students
  - Keeping those students on tactics
  - Deal with behavior issues as they arise
  - Provide supervision

### Cold Spring Granite Company, Order Processing/Data Entry Clerk, October 2010 – October 2011

- Enter consumer orders
  - Attention to detail
  - Accuracy

### City of Albany, Full-time Police Officer, May 2006 – October 2010

### City of Watkins, Part-time Police Officer, September 2005 – December 2006

### City of Cold Spring, Part-time Police Officer, October 2005 – May 2006

- Patrolling assigned area
- Responding to community member calls
- Respond, evaluate, and render medical assistance as appropriate
- Investigating complaints and criminal acts
- Detailed documentation and adherence to regulatory statutes
- Provide exceptional service to community members
  - Responsiveness
  - Strong listening skills
  - Execution of conflict resolution methods
  - Act with confidence and authority
  - Fostering open communication

Mills Fleet Farm, Front End Supervisor/Cashier/Stockier, St. Cloud, MN and Alexandria, MN,

May 2000 - October 2005

- Began my career as a cashier and was promoted to a front end supervisor.
- As the front end supervisor I was responsible for assisting cashiers on the line as necessary, exchanging currency, counting tills, balancing daily deposits, and balancing the safe.

## **Commendations**

2009-Life Saving Award for my actions during an incident where I assisted in saving a person's life.

2006-Received letter of recognition for my quick and proper use of CPR to a cardiac arrest victim.

## **Education**

Apollo High School - St. Cloud, MN  
High School Diploma 2003

Alexandria Technical College - Alexandria, MN  
AAS Degree - Law Enforcement 2005

## **Specialized Training**

- I have an inactive Minnesota P.O.S.T. License (18331), which I have been maintained by attending continuing education courses.
- Emergency Medical Technician
  - State Certification No. 923837
  - National Certification No. B1621634
- CornerHouse Certified (2007)
  - Forensic Interviewing of children
- Firearms Safety Instructor (2007- current)
- CPR Instructor (2017 - current)
- Certification of Completion "Protecting Children Online: Technology-Facilitated Crimes Against Children"
- Volunteer First Responder for City of Garfield, MN (2004-2005)
- Stearns County Explorer (2001-2004)
- CPI training (Nonviolent Crisis Intervention)

# ROCORI SCHOOL DISTRICT

## STAFFING RECOMMENDATIONS FOR BOARD OF EDUCATION CONSIDERATION

Administrator making recommendation: Nate Guetter

Building: ROCORI Secondary School

Date: August 20, 2020

1. Position being filled: Innovation Center Facilitator

a. How did the vacancy occur?  
Resignation of Mary Waite

b. Who is being replaced?  
Mary Waite

c. How has the vacancy been changed or modified from previous assignments?  
No Changes. Name of position has changed from media specialist to Innovation Center Facilitator. Adding screen printer to the area and overseeing the use of this and the 3D printers.

2. Name of Candidate Recommended: Mark J. Krueger

Resume of candidate recommended—attached

3. Placement on salary schedule and extent of employment

Schedule Used: Teacher Salary Schedule

Experience Credited: 8 Year + masters.

Extent of Employment: 2020-2021 school year

Proposed Salary: \$ 56,504

Number of Hours: Full Time

4. Source of funding for the position (especially if not from general fund)

General Fund: X      Other: (Identify)\_\_\_\_\_

5. Number of candidates interviewed    3 out of 3 applications

a. Internal            0  
b. External           3

6. Key issue(s) or qualities for decision:

Mr. Krueger has previous experience as a media specialist, classroom teacher, and athletic coach at various levels. His knowledge, positive attitude, and team approach will be a great addition to the ROCORI secondary staff.

# Mark John Krueger

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## EDUCATION:

<b>State of Minnesota Teaching Certification</b>	Current
<ul style="list-style-type: none"><li>• School Library Media Specialist (K-12)</li><li>• Social Studies Education (5-12)</li></ul>	
<b>Social Studies Education Certification</b>	Dec. 2006
Saint Cloud State University, Saint Cloud, Minnesota	
<ul style="list-style-type: none"><li>• History Emphasis</li><li>• Sartell Education Association Student Teaching Scholarship Recipient</li></ul>	
<b>Coaching Certificate</b>	Aug. 2006
<ul style="list-style-type: none"><li>• Head Coach Certified</li></ul>	
<b>Masters of Science: Information Media: Educational Media</b>	Aug. 2015
Saint Cloud State University, Saint Cloud, Minnesota	
<b>Bachelor of Elective Studies</b>	Dec. 2004
Saint Cloud State University, Saint Cloud, Minnesota	
<ul style="list-style-type: none"><li>• Overall GPA: 3.44</li><li>• Graduated Cum Laude</li><li>• Grunerud History Scholarship Recipient</li><li>• History Departmental Scholarship Recipient</li></ul>	

## TEACHING EXPERIENCE:

<b>Technical High School Social Studies: St. Cloud School District</b>	Sept. 2018-Jan. 2019
<ul style="list-style-type: none"><li>• Taught 10<sup>th</sup> grade World History, Ethnic Studies, and Practical Law</li><li>• Implemented diverse curriculum with use of 1:1 laptop program initiative and through use of Schoology</li><li>• Differentiated instruction for students of various levels; including special education and English language learners</li><li>• Used student data to inform and help develop instruction</li><li>• Collaboratively developed curriculum across grade level with other staff members</li></ul>	
<b>North Junior High School Media Specialist: St. Cloud School District</b>	Sept. 2009-Sept. 2018
<ul style="list-style-type: none"><li>• Successfully implemented a 1:1 iPad initiative including staff development and technology integration</li><li>• Managed a budget, which included purchasing necessary resources for the media center and school.</li><li>• Implemented media literacy standards into curriculum.</li><li>• Train staff to maximize the uses of technology in their classroom.</li></ul>	
<b>Discovery Elementary School Media Specialist: St. Cloud School District</b>	Sept. 2008-Sept. 2009
<ul style="list-style-type: none"><li>• Managed a budget, which included purchasing necessary resources for the media center and school.</li><li>• Implemented media literacy standards into curriculum.</li><li>• Train staff to maximize the uses of technology in their classroom.</li></ul>	
<b>Lincoln Elementary School Media Specialist: St. Cloud School District</b>	Dec. 2007-Sept. 2008
<ul style="list-style-type: none"><li>• Managed a budget, which included purchasing necessary resources for the media center and school.</li><li>• Implemented media literacy standards into curriculum.</li><li>• Train staff to maximize the uses of technology in their classroom.</li></ul>	

# Mark John Krueger

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## **ADDITIONAL QUALIFICATIONS:**

### **Varsity Girls Golf Coach**

Apollo High School, St. Cloud, MN

April 2013-June 2018

### **Junior High Basketball Coach**

North Junior High School, St. Cloud, MN

Nov. 2010-Jan. 2019

- Effectively motivated individuals to accomplish a common goal.
- Established excellent rapport with players, coaches, parents, and the community.

### **Assistant Varsity Golf Coach**

Sauk Rapids-Rice High School, Sauk Rapids, MN

April 2009-March 2013

### **Junior Varsity Girls Basketball Coach**

Sauk Rapids-Rice High School, Sauk Rapids, MN

Dec. 2007-Nov. 2010

- Effectively motivated individuals to accomplish a common goal.
- Established excellent rapport with players, coaches, parents, and the community.

### **Head Varsity Girls Basketball Coach**

Royalton High School, Royalton, MN

Nov. 2006-June 2007

- Managed both large and small groups through player and parent management.
- Handled a wide variety of tasks such as creating practice plans, game plans, and coaching responsibilities on a daily basis.
- Established excellent rapport with players, coaches, parents, and the community.

### **10<sup>th</sup> Grade Girls Basketball Coach**

Sartell High School, Sartell, MN

Nov. 2005-June 2006

- Effectively motivated individuals to accomplish a common goal.

# ROCORI SCHOOL DISTRICT

## STAFFING RECOMMENDATIONS FOR SCHOOL BOARD CONSIDERATION

Administrator making recommendation: Jake Nelson

Building: RMS      Date: 8/20/20

1. Name of Candidate Recommended: Lauren Seibert

Resume of candidate recommended - attached

2. Position being filled: RMS English

a. How did the vacancy occur? Long-term sub

b. Who is being replaced? Amanda Rosengren

c. How has the vacancy been changed or modified from previous assignments?  
No change.

3. Placement on salary schedule and extent of employment

Schedule Used: Teacher contract

Experience Credited: 0

Schedule Placement: BA, Step 1

Proposed Salary: 38,792 pro-rated

Number of Hours \_\_\_\_\_ or

Extent of Employment: Duration of maternity leave

4. Source of funding for the position (especially if not from general fund)

General Fund       Other: (Identify) \_\_\_\_\_

5. Number of candidates interviewed 2 out of 2 applications

a. Internal      0

b. External      2

6. Key issue(s) or qualities for decision:

Lauren has an excitement and passion for teaching. Her education and teaching experience is a good fit for our students. She stressed the importance of flexibility and building relationships.

# **Lauren A. Seibert**

## **Education**

**Bachelor of Science in Social Studies: Secondary Education, dual emphasis in History and Psychology**  
Minnesota State University Moorhead (MSUM), Moorhead, MN

Obtained May 2019

## **Work Experience**

**Director of Education, The Goddard School, Fargo, ND**

January 2020 – Present

- Maintaining appropriate staff levels according to state daycare licensing
- Recruitment, selection and appraisal of employees
- Playing a primary roll with parents in orientation, problem solving and maintain active parent-school relationships
- Maintaining records pertaining to the administration of the school in accordance with ND licensing
- Planning monthly staff meetings for training aspects
- Handles onboarding of new staff and families.

**School Age Site Coordinator, YMCA School Age Learning Center, Moorhead, MN**

July 2019 – January 2020

- Plans, implements, and supervises, the day-to-day operations of the School Age Learning Center Program.
- Develops and implements an age-appropriate program curriculum, activities, and field trips. Operates programs to be compliant to state/county licensing and agency regulations.
- Supervises the Learning Center Supervisors and Leaders.
- Communicates regularly and clearly with program parents-written and oral, formally and informally.

**School Age Site Supervisor, YMCA School Age Learning Center, Moorhead, MN**

May 2018 – July 2019

- Led groups of 20-30 children ages five to ten years old through a daily schedule including snack, gym, recess, and free play
- Maintained strong communication with parents and caregivers of the children
- Encouraged physical, emotional, intellectual, and social development
- Followed YMCA procedures for preparing snack and meals
- Maintained staff and parent relationships
- Introduced curriculum to school age students
- Planned lessons for groups of 20-30 children of varying ages

**School Age Leader, YMCA School Age Learning Center, Moorhead, MN**

October 2016 – May 2018

- Led groups of 20-30 children ages five to ten years old through a daily schedule including snack, gym, recess, and free play
- Maintained strong communication with parents and caregivers of the children
- Encouraged physical, emotional, intellectual, and social development

## **Lauren A. Seibert**

- Followed YMCA procedures for preparing snack and meals
- Followed procedures for safe food preparation, assembly, and presentation
- Handled currency and credit transactions quickly and accurately
- Utilized computer system effectively to best satisfy customers' needs

### **Related Coursework:**

- Introduction to Education, MSUM
- Educational Psychology, MSUM
- Individuals with Exceptionalities, MSUM
- Social Foundations of Education, MSUM
- Developmental Psychology, MSUM
- Child/Adolescent Psychology, MSUM
- Professional Teacher in the Classroom, MSUM
- Reading in the Content Areas, MSUM

# ROCORI SCHOOL DISTRICT

## STAFFING RECOMMENDATIONS FOR BOARD OF EDUCATION CONSIDERATION

Administrator making recommendation: Skanson

Building: CSE Date: 8.20.20

Name of Candidate Recommended: Kurt Gunn

1. Position being filled: CSE PE
  - a. How did the vacancy occur? Increase need of Specialist Time at CSE
  - b. Who is being replaced? NA
  - c. How has the vacancy been changed or modified from previous assignments?

2. Placement on salary schedule and extent of employment

Schedule Used: Schedule B 20-21

Experience Credited: \_\_\_\_\_

Schedule Placement: BS Step 9

Proposed Salary: **\$15,406.5**

Number of Hours \_\_\_\_\_ or

Extent of Employment: .3 FTE

3. Source of funding for the position (especially if not from general fund)

General Fund x Other: (Identify) \_\_\_\_\_

4. Number of candidates interviewed 0 out of 0 applications

a. Internal 0

b. External 0

5. Key issue(s) or qualities for decision: Increase of current staffing

# ROCORI SCHOOL DISTRICT

## STAFFING RECOMMENDATIONS FOR SCHOOL BOARD CONSIDERATION

Administrator making recommendation: Christine Barker

Building: Secondary Site

Date: August 21, 2020

1. Name of Candidate Recommended: Connie Jennings
  
2. Position being filled: Breakfast time monitor (1.75 hours) and Cook Helper (up to 4 hours) at John Clark Elementary
  - a. How did the vacancy occur? Diane Bechtold (lunchroom monitor) resigned in 2019 and Gabrielle Schmitz (cook helper) resigned in July of 2020.
  
  - b. Who is being replaced? Diane Bechtold and Gabrielle Schmitz
  
  - c. How has the vacancy been changed or modified from previous assignments?

The lunchroom (currently breakfast time monitor) and the cooks helper positions are being combined. The breakfast time monitor hours will be 7:00 to 8:45 and the cooks helper hours from 8:45 to 12:45.

3. Placement on salary schedule and extent of employment

Schedule Used: Classified

Experience Credited: 2 year

Schedule Placement: \$14.28

Proposed Salary: \_\_\_\_\_

Number of Hours: 5 hours 45 minutes

Extent of Employment: \_\_\_\_\_

4. Source of funding for the position (especially if not from general fund)

General Fund \_\_\_\_\_ Other: (Identify) 02

5. Number of candidates interviewed 1 out of 2 applications

a. Internal 0

b. External 2

6. Key issue(s) or qualities for decision: See attached resume and application.

# Connie Jenniges

## Experience

Owner/Operations Manager

The Buzz@CJ's

Cold Spring, Minnesota

2008 - 2020

Self employed stylist, scheduling clients, purchasing supplies, record keeping. Apple iPhone, iPad, ArchiTech software, Square Up accounting software

Private Catering

Private Parties • Cold Spring, Minnesota

Reserve venue, meal planning, cooking food for private parties. Follow cleaning protocol as determined by local law. Assist kitchen staff in food preparation.

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## Skills

- Scheduling
- Organization
- Self Motivated
- Management
- Food Prep
- Sanitation

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## Education

High School – Staples Motley High School 1992

Technical – Cosmetology, Northwest Technical University • Wadena, Minnesota 1993

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## Interests

Resident of Rocori School district since 2002. Son and Daughter graduated from Rocori. Currently have 7<sup>th</sup> grade girl at Rocori. Girl Scout leader (2006-2016). Enjoys family time and outdoor activities.

Responsible, good work ethic, friendly, organized, desire to help kids grow in nurturing environment, team player, cares about community.

## AUGUST 2020 SCHOOL BOARD MEETING

JULY 20 NET PAYROLL (TRANSFER FROM 1ST LAF TO PAYROLL ACCOUNT)	370,644.95
AUGUST 5 NET PAYROLL (TRANSFER FROM 1ST LAF TO PAYROLL ACCOUNT)	348,827.58
AUGUST 20 NET PAYROLL (TRANSFER FROM 1ST LAF TO PAYROLL ACCOUNT)	353,578.26
WEEKLY CHECKS	492,707.09
WIRE TRANSFERS	1,408,677.02
STUDENT ACTIVITIES CHECKS	15,675.73
AUGUST BOARD CHECKS (LESS CS BAKERY)	<u>1,009,404.15</u>
	3,999,514.78
COLD SPRING BAKERY - (NO CHECK THIS MONTH)	<u>-</u>
<b>GRAND TOTAL</b>	<b>3,999,514.78</b>

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P-CARD PAYMENT	34,817.55
TRANSFER FROM 1ST LAF TO MSDMAX	-
TRANSFER FROM 1ST LAF TO GENERAL	2,895,575.00
TRANSFER FROM OPEB TRUST TO 1ST LAF	-

Weekly Checks include payroll deductions and benefits, discounted invoices, invoices with due dates, conference registrations.

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
104321	AFLAC	07/20/2020	107.30
104322	HORACE MANN LIFE INSURANCE CO	07/20/2020	105.70
104323	MADISON NATIONAL LIFE INS. CO., INC	07/20/2020	3,749.03
104324	MN CHILD SUPPORT PAYMENT CENTE	07/20/2020	79.00
104325	MN PUBLIC EMPLOYEES INSURANCE PROGR	07/20/2020	205,441.28
104326	ROCORI FLEX MEDICAL	07/20/2020	3,572.67
104327	STATE FARM LIFE INSURANCE	07/20/2020	520.96
104328	UNITED WAY OF CENTRAL MN	07/20/2020	78.00
104329	USABLE LIFE	07/20/2020	293.50
104330	BEAM INSURANCE ADMINISTRATORS LLC	07/22/2020	3,285.25
104331	BOUCHER, ERIC OR SARAH	07/22/2020	60.00
104332	CENTERPOINT ENERGY	07/22/2020	1,425.90
104333	CENTRAL LAKES CONFERENCE	07/22/2020	4,000.00
104334	CENTURYLINK	07/22/2020	147.42
104335	CMERDC	07/22/2020	19,510.57
104336	EDUCATORS BENEFIT CONSULTANTS, LLC	07/22/2020	465.66
104337	GRELSON, MARK	07/22/2020	357.22
104338	JOHNSON, MARK	07/22/2020	14.99
104339	LOFFLER COMPANIES, INC.	07/22/2020	3,007.38
104340	MITCHELL, KIM	07/22/2020	206.04
104341	PUERINGER, TOM	07/22/2020	215.00
104342	CDW GOVERNMENT, INC.	07/29/2020	422.15
104343	CITI CARDS	07/29/2020	6,477.02
104344	CMERDC	07/29/2020	0.00
104345	CMERDC	07/29/2020	9,822.24
104346	GUNNERSON, SCOTT OR ALISSA	07/29/2020	60.00
104347	SCHOLASTIC, INC.	07/29/2020	388.77
104348	T-MOBILE	07/29/2020	2,000.00
104349	WALMART COMMUNITY/GEGRB	07/29/2020	47.39
104350	XCEL ENERGY	07/29/2020	17.33
104351	HORACE MANN LIFE INSURANCE CO	08/03/2020	105.70
104352	MN CHILD SUPPORT PAYMENT CENTE	08/03/2020	79.00
104353	ROCORI FLEX MEDICAL	08/03/2020	3,572.67
104354	AAA TREE PROS	08/06/2020	1,800.00
104355	SMITH, LISA	08/06/2020	215.00
	SMITH, LISA	08/17/2020	215.00CR
104356	HULS, ERIN	08/06/2020	28.00
104357	MIDCONTINENT COMMUNICATIONS	08/06/2020	700.00
104358	VERIZON WIRELESS	08/06/2020	388.39
104359	WELLS FARGO FINANCIAL LEASING	08/06/2020	392.10
104360	CANON FINANCIAL SERVICES, INC.	08/12/2020	16.49
104361	GRANITE COMMUNITY BANK	08/12/2020	105.04
104362	MIDCONTINENT COMMUNICATIONS	08/12/2020	2,800.00
104363	NISTLER, KARI	08/12/2020	215.00
104364	RICHMOND BUS SERVICE	08/12/2020	3,976.00
104365	VOYANT	08/12/2020	510.81
104366	WAIT, CHARLES	08/12/2020	60.00
104367	AFLAC	08/18/2020	107.30
104368	HORACE MANN LIFE INSURANCE CO	08/18/2020	105.70
104369	MADISON NATIONAL LIFE INS. CO., INC	08/18/2020	3,866.25
104370	MN CHILD SUPPORT PAYMENT CENTE	08/18/2020	79.00
104371	MN PUBLIC EMPLOYEES INSURANCE PROGR	08/18/2020	203,456.74
104372	ROCORI FLEX MEDICAL	08/18/2020	3,572.67
104373	STATE FARM LIFE INSURANCE	08/18/2020	520.96
104374	UNITED WAY OF CENTRAL MN	08/18/2020	78.00
104375	USABLE LIFE	08/18/2020	293.50

*Weekly checks*

Totals for checks

29<sup>92,707.09</sup>

# Wire transfers

Check Nbr	Vendor Name	Check Date	Check Amount
202000024	EHLERS AND ASSOCIATES, INC.	07/29/2020	4,265.63
202000025	EHLERS AND ASSOCIATES, INC.	07/29/2020	15,000.00
202000026	EHLERS AND ASSOCIATES, INC.	07/29/2020	27,717.50
202000027	EHLERS AND ASSOCIATES, INC.	07/29/2020	406,115.63
202000028	EHLERS AND ASSOCIATES, INC.	07/29/2020	85,525.00
5	Wire Transfer Check(s) For a Total of		538,623.76

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
202000056	AMERICAN FUNDS	7/20/2020	6,464.25
202000057	AMERIPRISE FINANCIAL SERVICES	7/20/2020	3,075.83
202000058	ECONOMIC SERVICES, INC.	7/20/2020	616.25
202000059	AXA EQUITABLE -- EQUI-VEST	7/20/2020	3,542.34
202000060	FIDELITY RETIREMENT SERVICES	7/20/2020	1,549.75
202000061	GRANITE COMMUNITY BANK	7/20/2020	96,249.40
202000062	HORACE MANN LIFE INSURANCE CO	7/20/2020	3,931.73
202000063	THRIVENT FINANCIAL	7/20/2020	65.00
202000064	MII LIFE/VEBA	7/20/2020	20,331.00
202000065	MN TEACHERS RETIREMENT ASSN.	7/20/2020	57,578.49
202000066	VARIABLE ANNUITY INS CO	7/20/2020	290.00
202000067	MII LIFE/SELECT ACCOUNT	7/20/2020	5,053.04
202000083	AMERICAN FUNDS	7/20/2020	1,801.88
202000084	AMERIPRISE FINANCIAL SERVICES	7/20/2020	375.01
202000085	FIDELITY RETIREMENT SERVICES	7/20/2020	166.68
202000086	GRANITE COMMUNITY BANK	7/20/2020	42,100.46
202000087	FRANKLIN TRUST COMPANY	7/20/2020	129.17
202000088	HORACE MANN LIFE INSURANCE CO	7/20/2020	1,329.21
202000089	THRIVENT FINANCIAL	7/20/2020	568.72
202000090	MII LIFE/VEBA	7/20/2020	5,186.67
202000091	MN TEACHERS RETIREMENT ASSN.	7/20/2020	8,567.81
202000092	PUBLIC EMPLOYEES RETIREMENT ASSN	7/20/2020	14,202.76
202000093	MII LIFE/SELECT ACCOUNT	7/20/2020	1,308.42
202000094	GRANITE COMMUNITY BANK	7/24/2020	221.80CR
202000095	MN TEACHERS RETIREMENT ASSN.	7/24/2020	217.44CR
202000096	GRANITE COMMUNITY BANK	7/24/2020	221.80
202000097	MN TEACHERS RETIREMENT ASSN.	7/24/2020	217.44
202000098	AMERICAN FUNDS	8/5/2020	6,464.25
202000099	AMERIPRISE FINANCIAL SERVICES	8/5/2020	3,075.83
202000100	ECONOMIC SERVICES, INC.	8/5/2020	616.25
202000101	AXA EQUITABLE -- EQUI-VEST	8/5/2020	3,542.34
202000102	FIDELITY RETIREMENT SERVICES	8/5/2020	1,549.75
202000103	GRANITE COMMUNITY BANK	8/5/2020	96,271.31

*Wire  
transfers*

202000104	HORACE MANN LIFE INSURANCE CO	8/5/2020	3,931.73
202000105	THRIVENT FINANCIAL	8/5/2020	65.00
202000106	MII LIFE/VEBA	8/5/2020	20,271.00
202000107	MN TEACHERS RETIREMENT ASSN.	8/5/2020	57,578.49
202000108	VARIABLE ANNUITY INS CO	8/5/2020	290.00
202000109	MII LIFE/SELECT ACCOUNT	8/5/2020	5,053.04
202000110	AMERICAN FUNDS	8/5/2020	1,725.52
202000111	AMERIPRISE FINANCIAL SERVICES	8/5/2020	375.01
202000112	FIDELITY RETIREMENT SERVICES	8/5/2020	166.68
202000113	GRANITE COMMUNITY BANK	8/5/2020	36,097.82
202000114	FRANKLIN TRUST COMPANY	8/5/2020	129.17
202000115	HORACE MANN LIFE INSURANCE CO	8/5/2020	1,329.21
202000116	THRIVENT FINANCIAL	8/5/2020	568.72
202000117	MII LIFE/VEBA	8/5/2020	5,186.67
202000118	MN TEACHERS RETIREMENT ASSN.	8/5/2020	7,313.86
202000119	PUBLIC EMPLOYEES RETIREMENT ASSN	8/5/2020	12,059.92
202000120	MII LIFE/SELECT ACCOUNT	8/5/2020	1,308.42
202000131	FURTHER	8/5/2020	29,201.00
202000132	AMERICAN FUNDS	8/20/2020	6,464.25
202000133	AMERIPRISE FINANCIAL SERVICES	8/20/2020	3,075.83
202000134	ECONOMIC SERVICES, INC.	8/20/2020	616.25
202000135	AXA EQUITABLE -- EQUI-VEST	8/20/2020	3,542.34
202000136	FIDELITY RETIREMENT SERVICES	8/20/2020	1,549.75
202000137	GRANITE COMMUNITY BANK	8/20/2020	96,266.61
202000138	HORACE MANN LIFE INSURANCE CO	8/20/2020	3,931.73
202000139	THRIVENT FINANCIAL	8/20/2020	65.00
202000140	MII LIFE/VEBA	8/20/2020	20,271.00
202000141	MN TEACHERS RETIREMENT ASSN.	8/20/2020	57,576.05
202000142	VARIABLE ANNUITY INS CO	8/20/2020	290.00
202000143	MII LIFE/SELECT ACCOUNT	8/20/2020	5,053.04
202000144	AMERICAN FUNDS	8/20/2020	1,775.52
202000145	AMERIPRISE FINANCIAL SERVICES	8/20/2020	375.01
202000146	FIDELITY RETIREMENT SERVICES	8/20/2020	166.68
202000147	GRANITE COMMUNITY BANK	8/20/2020	37,134.11
202000148	FRANKLIN TRUST COMPANY	8/20/2020	129.17

202000149	HORACE MANN LIFE INSURANCE CO	8/20/2020	1,329.21
202000150	THRIVENT FINANCIAL	8/20/2020	568.72
202000151	MII LIFE/VEBA	8/20/2020	5,186.67
202000152	MN TEACHERS RETIREMENT ASSN.	8/20/2020	8,243.44
202000153	PUBLIC EMPLOYEES RETIREMENT ASSN	8/20/2020	11,938.64
202000154	MII LIFE/SELECT ACCOUNT	8/20/2020	1,308.42

835,951.54

# Capital One wire transfers

Check Nbr	Vendor Name	Check Date	Check Amount
202000155	AMERICAN DOOR WORKS	08/24/2020	229.50
202000156	BATTERIES PLUS	08/24/2020	731.64
202000157	BATTERIES PLUS	08/24/2020	286.25
202000158	BROTHERS FIRE & SECURITY	08/24/2020	126.00
202000159	BROTHERS FIRE & SECURITY	08/24/2020	772.76
202000160	GOODIN COMPANY	08/24/2020	139.05
202000161	GOPHER	08/24/2020	8,926.20
202000162	HILLYARD/HUTCHINSON	08/24/2020	394.00
202000163	HILLYARD/HUTCHINSON	08/24/2020	678.00
202000164	HILLYARD/HUTCHINSON	08/24/2020	860.46
202000165	HILLYARD/HUTCHINSON	08/24/2020	146.00
202000166	HILLYARD, INC.	08/24/2020	575.00
202000167	HILLYARD/HUTCHINSON	08/24/2020	13.38
202000168	HILLYARD/HUTCHINSON	08/24/2020	38.29
202000169	HILLYARD/HUTCHINSON	08/24/2020	1.50
202000170	HILLYARD/HUTCHINSON	08/24/2020	16.15
202000171	HILLYARD/HUTCHINSON	08/24/2020	83.58
202000172	HILLYARD/HUTCHINSON	08/24/2020	1,023.75
202000173	HILLYARD/HUTCHINSON	08/24/2020	59.40
202000174	HILLYARD/HUTCHINSON	08/24/2020	59.40
202000175	HILLYARD/HUTCHINSON	08/24/2020	2,895.45
202000176	HILLYARD/HUTCHINSON	08/24/2020	713.73
202000177	HILLYARD/HUTCHINSON	08/24/2020	39.00
202000178	HILLYARD/HUTCHINSON	08/24/2020	7.28
202000179	HILLYARD/HUTCHINSON	08/24/2020	14.40
202000180	HILLYARD/HUTCHINSON	08/24/2020	273.05
202000181	HILLYARD/HUTCHINSON	08/24/2020	396.37
202000182	HORIZON POOL SUPPLY	08/24/2020	67.17
202000183	INNOVATIVE OFFICE SOLUTIONS, L	08/24/2020	189.94
202000184	INNOVATIVE OFFICE SOLUTIONS, L	08/24/2020	42.60
202000185	INSTITUTE FOR ENVIRONMENTAL AS	08/24/2020	2,953.80
202000186	LOFFLER COMPANIES - 131511	08/24/2020	66.07
202000187	LOFFLER COMPANIES - 131511	08/24/2020	45.17
202000188	LOFFLER COMPANIES - 131511	08/24/2020	0.67
202000189	LOFFLER COMPANIES - 131511	08/24/2020	47.16
202000190	QUAVERED, INC	08/24/2020	8,820.00
202000191	ROYAL RECYCLING	08/24/2020	50.00
202000192	TRIO SUPPLY COMPANY	08/24/2020	2,030.23
202000193	TRIO SUPPLY COMPANY	08/24/2020	289.32

39 Wire Transfer Check(s) For a Total of 34,101.72

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
1750	EDEN PRAIRIE HIGH SCHOOL	07/17/2020	2,250.00
1751	JUST FOR KIX	07/17/2020	3,930.00
1752	MITCHELL, KIM	07/17/2020	37.86
1753	UNPLUGGED, LLC	07/17/2020	120.00
1754	WESTCOM WIRELESS INC	07/17/2020	2,013.00
1755	BERGER, TAMARA	08/19/2020	394.71
1756	BSN SPORTS	08/19/2020	3,249.37
1757	FRALEY, VALERIE	08/19/2020	144.00
1758	FRANK, LEA'	08/19/2020	399.20
1759	MINNTEX	08/19/2020	134.75
1760	NOVACARE REHABILITATION	08/19/2020	600.00
1761	SCHLANGEN, SAMANTHA	08/19/2020	146.94
1763	THE TEE HIVE	08/19/2020	2,255.90
Totals for checks			15,675.73

*Student  
activities*

Check Nbr	Vendor Name	Check Date	Check Amount
104376	ADVANCE AUTO PARTS	08/24/2020	33.49
104377	AIR MAX LLC	08/24/2020	644.82
104378	ALBANY AREA SCHOOLS	08/24/2020	659.85
104379	ALL CITY ELEVATOR, INC.	08/24/2020	1,644.00
104380	APPERTS / SYSCO WESTERN MN	08/24/2020	7,188.13
104381	APPLE COMPUTER, INC.	08/24/2020	897.00
104382	ARCHITECTURAL RESOURCES, INC.	08/24/2020	2,928.00
104383	BAUER AUTO SERVICE	08/24/2020	2,157.79
104384	BCI CONSTRUCTION, INC.	08/24/2020	272,641.51
104385	BEAM INSURANCE ADMINISTRATORS	08/24/2020	3,469.42
104386	BENTON-STEARNES ED. DISTRICT	08/24/2020	74,130.37
104387	BSN SPORTS	08/24/2020	2,942.99
104388	CANON FINANCIAL SERVICES, INC.	08/24/2020	16.49
104389	CDW GOVERNMENT, INC.	08/24/2020	5,047.63
104390	CENGAGE LEARNING	08/24/2020	102.30
104391	CENTERPOINT ENERGY	08/24/2020	1,217.23
104392	CENTRAL LAKES CONVENIENCE STOR	08/24/2020	241.54
104393	CENTURYLINK	08/24/2020	147.42
104394	CITY OF COLD SPRING	08/24/2020	839.20
104395	CMERDC	08/24/2020	11,657.43
104396	COLD SPRING RECORD, INC.	08/24/2020	453.40
104397	DESIGN TREE ENGINEERING	08/24/2020	7,817.00
104398	DISCOVERY EDUCATION, INC.	08/24/2020	5,810.00
104399	DOLLAMUR SPORT SURFACES	08/24/2020	8,500.00
104400	FISLERDATA, LLC	08/24/2020	926.00
104401	FITZHARRIS SPORTS	08/24/2020	508.00
104402	FOLLETT SCHOOL SOLUTIONS	08/24/2020	1,056.25
104403	FURTHER	08/24/2020	1,029.85
104404	GENERAL RENTAL CENTER OF COLD	08/24/2020	256.00
104405	GILK PLUMBING, HEATING & A/C,	08/24/2020	1,009.74
104406	GRANITE PEST CONTROL SERVICE	08/24/2020	677.00
104407	GUSTAVE A. LARSON COMPANY	08/24/2020	1,199.23
104408	HEARTLAND GLASS CO., INC.	08/24/2020	329.87
104409	HERC-U-LIFT	08/24/2020	786.18
104410	HILLYARD/HUTCHINSON	08/24/2020	465.83
104411	HUDL	08/24/2020	6,499.00
104412	IMAGINE LEARNING, INC.	08/24/2020	9,600.00
104413	IND. SCHOOL DISTRICT #31	08/24/2020	109.64
104414	KEMPS	08/24/2020	3,077.70
104415	KENNEDY & GRAVEN SCHOOL LAW SE	08/24/2020	225.00
104416	KIESS BROTHERS	08/24/2020	64.03
104417	KNIFE RIVER	08/24/2020	66,500.00
104418	LIFTFORWARD, INC	08/24/2020	1,541.00
104419	LIGHTNING GRAPHICS	08/24/2020	982.50
104420	LOFFLER COMPANIES, INC.	08/24/2020	3,007.38
104421	MAKEMUSIC!	08/24/2020	1,980.00
104422	MARCO	08/24/2020	3,509.94
104423	MARSH & MCLENNAN AGENCY LLC	08/24/2020	105.00
104424	MCDOWALL COMFORT MANAGEMENT	08/24/2020	7,060.00
104425	MCDOWALL COMPANY	08/24/2020	287,373.20

Check Nbr	Vendor Name	Check Date	Check Amount
104426	MECHANICAL SYSTEMS LLC	08/24/2020	217.43
104427	METRO GROUP, INC.	08/24/2020	306.00
104428	MIDWEST MACHINERY CO.	08/24/2020	22.23
104429	MIRACLE RECREATION	08/24/2020	382.00
104430	MN DEPARTMENT OF HEALTH	08/24/2020	80.00
104431	MINNESOTA SAFETY COUNCIL	08/24/2020	60.00
104432	MN STATE HIGH SCHOOL LEAGUE	08/24/2020	5,353.00
104433	NEISINGER, BRENT A	08/24/2020	88.55
104434	NETTER'S WELDING & FABRICATION	08/24/2020	2,825.00
104435	NORDIC SOLAR HOLD CO, LLC	08/24/2020	14,328.82
104436	OFFICE DEPOT	08/24/2020	113.95
104437	OXYGEN SERVICE COMPANY, INC.	08/24/2020	13.02
104438	PAN-O-GOLD BAKING COMPANY	08/24/2020	268.80
104439	PAZDERNIK, NICHOLE	08/24/2020	71.16
104440	PRIMEX WIRELESS, INC.	08/24/2020	337.00
104441	QUALITY LUBE TIRE & AUTO	08/24/2020	51.51
104442	RAINBOW PRINTING	08/24/2020	346.50
104443	RESOURCES FOR EDUCATORS, INC.	08/24/2020	758.00
104444	RHL, INC.	08/24/2020	2,270.82
104445	RICHMOND BUS SERVICE	08/24/2020	4,864.76
104446	RPM ATHLETICS, LLC	08/24/2020	2,802.95
104447	SCHOOL DATEBOOKS	08/24/2020	1,816.89
104448	SHERWIN-WILLIAMS CO.	08/24/2020	133.66
104449	SMITH, LISA	08/24/2020	215.00
104450	SOCORE ENERGY LLC	08/24/2020	60,423.14
104451	SPEEDWAY OF COLD SPRING	08/24/2020	261.41
104452	STATE SUPPLY	08/24/2020	7,939.97
104453	ST. CLOUD ACOUSTICS, INC.	08/24/2020	436.27
104454	ST. CLOUD REFRIGERATION, INC.	08/24/2020	1,819.00
104455	SUMMIT FIRE PROTECTION	08/24/2020	13,000.00
104456	TDS METROCOM - MN	08/24/2020	178.51
104457	TEAL'S MARKET	08/24/2020	12.95
104458	TECH CHECK, LLC	08/24/2020	35,705.12
104459	TOM KRAEMER, INC.	08/24/2020	480.00
104460	TRUE BALANCE LTD.	08/24/2020	620.00
104461	TYSON FOODS, INC.	08/24/2020	749.72
104462	UHL COMPANY, INC.	08/24/2020	22,695.47
104463	VCI ENVIRONMENTAL, INC.	08/24/2020	3,520.00
104464	W. GOHMAN CONSTRUCTION, INC.	08/24/2020	10,088.19
104465	WENNER COMPANY, THE	08/24/2020	428.15
104466	WEST CENTRAL SANITATION, INC.	08/24/2020	2,253.85

91 Computer Check(s) For a Total of 1,009,404.15

**TREASURER'S REPORT  
JULY 2020**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	ENDING BALANCE
01 General*	3,200,204.48	380,325.42	1,782,848.83	1,797,681.07
02 Food Service	567,165.72	76,388.73	46,374.22	597,180.23
03 Transportation*	(18,335.52)	-	1,085.14	(19,420.66)
04 Community Service	218,397.31	55,240.25	82,285.34	191,352.22
05 Capital Outlay*	522,894.90	-	84,252.92	438,641.98
07 Debt Service	1,667,656.33	102,560.23	510,906.26	1,259,310.30
47 OPEB Debt Service	251,367.03	8,002.04	27,717.50	231,651.57
08 Activities	114,348.27	-	8,350.86	105,997.41
Subtotal	6,523,698.52	622,516.67	2,543,821.07	4,602,394.12
06 CONSTRUCTION	3,475,900.41	20,205.26	1,245,575.00	2,250,530.67
45 OPEB	1,228,871.61	-	-	1,228,871.61
<b>TOTAL ALL CASH</b>	<b>11,228,470.54</b>	<b>642,721.93</b>	<b>3,789,396.07</b>	<b>8,081,796.40</b>

<b>BANK ACCOUNTS</b>	
MSDMAX	2,754,805.26
MSDLAF	62,505.57
GCB LAF	1,551,869.32
Less outstanding checks	-
General Account	181,564.71
Plus deposits in transit	4,371.50
Less outstanding checks	(58,734.79)
Student Activities Account	110,031.29
Less outstanding checks	(4,033.88)
Payroll Account	4,383.71
Less outstanding checks	(4,368.57)
Subtotal	4,602,394.12
PMA Construction Funds	2,250,530.67
OPEB Account	1,228,871.61
<b>TOTAL</b>	<b>8,081,796.40</b>

Due from State	\$3,061,312.76
Due from Federal	\$140,340.37
Due from Others	\$161,713.02

**CHANGE ORDER NO.:**

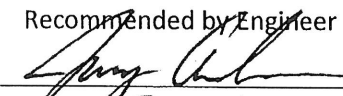
Owner:	ROCORI School District	Owner's Project No.:	
Engineer:	Design Tree Engineering	Engineer's Project No.:	00019099
Contractor:	Knife River Corporation – North Central	Contractor's Project No.:	
Project:	<b>ROCORI High School Parking Lot Improvements 2020</b>		
Contract Name:	<b>ROCORI High School Parking Lot Improvements 2020</b>		
Date Issued:	8/12/20	Effective Date of Change Order:	8/12/20


The Contract is modified as follows upon execution of this Change Order:

Description: After bidding was completed, City comments were received on the plans submitted. PR #1 incorporates thus City comments, less the islands for a variance received, into the Contract. A more detailed description of the work included is included on the attached PR #1.

Attachments: PR #1, PR #1 Pricing

Original Contract Price: \$ <u>1,036,000.00</u>	Original Contract Times: Substantial Completion: <u>August 14, 2020</u> Ready for final payment: <u>August 28, 2020</u>
Increase from previously approved Change Orders No. 0 to No. 0 \$ <u>0.00</u>	Increase from previously approved Change Orders No.0 to No.0: Substantial Completion: <u>August 14, 2020</u> Ready for final payment: <u>August 28, 2020</u>
Contract Price prior to this Change Order: \$ <u>1,036,000.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>August 14, 2020</u> Ready for final payment: <u>August 28, 2020</u>
Increase this Change Order: \$ <u>4,306.00</u>	Increase this Change Order: Substantial Completion: <u>August 14, 2020</u> Ready for final payment: <u>August 28, 2020</u>
Contract Price incorporating this Change Order: \$ <u>1,040,306.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>August 14, 2020</u> Ready for final payment: <u>August 28, 2020</u>

Recommended by Engineer (if required)  
By:   
Title: Project Engineer  
Date: 8/12/20

Approved by Contractor  
  
PROJECT MANAGER  
8-12-20

Authorized by Owner  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Proposal Request No. 1 – City Comment Revisions  
Project: ROCORI High School Parking Lot Improvements 2020  
Project Location: Cold Spring, MN  
Date: 05/20/2020  
To: Knife River Construction

This is a notice of contemplated change for which a quotation is requested. Please attach an itemized quotation for the changes to the Contract Sum as described below. The price submitted for the contemplated change shall show breakdown of equipment, material and labor and shall include mark-up and tax where applicable. The price submitted is to be full and final and shall include original subtrade and supplier quotations and supporting calculations and include all direct, indirect and related impact costs. The submission shall include any adjustments in Contract Time.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

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DESCRIPTION OF PROPOSED WORK CHANGES:

Item No 01: Drawing C101 – EXISTING CONDITIONS & REMOVALS PLAN

- a) Existing City watermain along south property line shown for reference as shown on the drawing.
- b) Note 6 added to drawing regarding drainage easements along CSAH 50 as shown on the drawing.

Item No 02: Drawing C201 – CIVIL SITE PLAN

- a) Radius and alignment of Northwest entrance to parking lot increased as shown on the drawing.
- b) Add curb islands to the western parking lot as shown on the drawing.
- c) Revise key note 6 to add cast iron truncated domes per MnDOT approved products list for pedestrian ramps within the 5<sup>th</sup> Ave Right-of-Way as shown on the drawing.
- d) Adjust electrical handholes down from curb island elevations to bituminous elevations.

Item No 03: Drawing C301 – SIGNAGE & STRIPING PLAN

- a) Add striping replacement at Southwest entrance as shown on the drawing.
- b) Revise striping type and color as shown on the drawing.

Item No 04: Drawing C401 – GRADING PLAN

- a) Add note 7 regarding sidewalks constructed within Right-of-Way as shown on the drawing.

Item No 05: Drawing C601 – EROSION CONTROL PLAN

- a) Add inlet protection to catch basin on 5<sup>th</sup> Ave N between the driveways as shown on the drawing.
- b) Add note 8 regarding sediment deposited into City or County storm sewer during construction as shown on the drawing.

Item No 06: Drawing C701 – LANDSCAPING PLAN

St. Cloud Office  
3339 W. St. Germain St. #250  
St. Cloud, MN 56301  
320.217.5557

Alexandria Office  
120 17<sup>th</sup> Ave. West  
Alexandria, MN 56308  
320.762.1290

Twin Cities Office  
21308 John Milless Dr.; Suite 104  
Rogers, MN 55374  
320.217.5557

## PROPOSAL REQUEST NO. 1 – City Comment Revisions

ROCORI High School Parking Lot Improvements 2020

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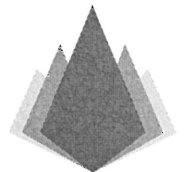
- a) Add note 6 to coordinate tree location along CSAH 2 with City as shown on the drawing.
- b) Add trees to new curb islands as shown on the drawing.

Item No 07: Drawing C806 – SWPPP NARRATIVE

- a) Revised SWPPP to label receiving storm sewer as County as shown on the drawing.

### ATTACHMENTS:

Item No 01: ROCORI High School Parking Lot Improvements 2020 revised plan set





AN MDU RESOURCES COMPANY

**Knife River Corp. - North Central**

P.O. Box 1333  
St. Cloud, MN 56302-1333

Phone: 320-251-9472 Fax 320-251-0011

**Bill to:**

Design Tree  
120 17th Ave W  
Alexandria, MN 56308

**RE: Rocori High School - Parking Lot Improvements**

**Job # 32202026**

Account #		Due Date	
AH001	PR 1		8/7/20

Qty	Unit	Description	Price	Total
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**PR #1 - City Comment Revisions:**

1.00	LS	Earthwork (Item #1, 2 & 5)	\$ 1,200.00	\$1,200.00
1.00	LS	Electric (Item #2)	\$ 2,313.00	\$2,315.00
1.00	LS	Landscaping (Item #2 & 5)	\$ 400.00	\$400.00

**Total \$3,915.00**  
Prime Markup 10%

**Total Due \$4,306.00**

6.30.2020 Transfers  
To be Board approved 8.24.2020

**General Fund to ECFE and School Readiness**

ECFE	91,779.61
School Readiness	<u>23,798.26</u>
	115,577.87

**Note:** There was a budgeted transfer of \$53,000 to cover the increased contract costs for teachers and paraprofessionals. The School Board has made it a priority to adjust the early childhood teaching salaries and benefits to more closely match those of K-12 teachers. The current state and fees received for preschool classes are not sufficient to cover this strategic goal. The remaining amount above the budgeted transfer is to cover approximately \$5,400 that was lost in United Way Grants, and approximately \$47,500 lost in class fees from March - May.

**General Fund to Debt Service**

LTFM Bond	88,666.67
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**Note:** This is a required transfer per the 2019 LTFM bond issuance. It covers the first interest payment that was levied for LTFM as "pay-as-you-go" in the general fund versus levied to the debt service fund.

## **Adoption of Base Learning Model for the 2020-2021 School Year and Other COVID-19 Related Matters**

**WHEREAS**, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

**WHEREAS**, the Superintendent of Independent School District 750 [hereinafter the “Superintendent”] is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

**WHEREAS**, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District Policy 2-10, *Superintendent*;

**WHEREAS**, on March 13, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-01, which declared a peacetime emergency in Minnesota in response to the COVID-19 pandemic; and

**WHEREAS**, on July 30, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 and the Safe Learning Plan for 2020-2021 (the “Safe Learning Plan”), which set forth five Learning Models (in-person learning for all, in-person learning for elementary students and hybrid learning for secondary students, hybrid learning for all students, hybrid learning for elementary students and distance learning for secondary students, and distance learning) and authorized all school districts in the State of Minnesota to select and implement an appropriate base Learning Model in accordance with, and subject to, the Safe Learning Plan; and

**WHEREAS**, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

**WHEREAS**, the Minnesota Department of Health (“MDH”) has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

**WHEREAS**, the Superintendent and the administration of the School District have conferred with the School Board regarding the available Learning Models, the current MDE and MDH requirements for each, and other relevant information; and

**WHEREAS**, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board that **Hybrid ABAB Model** will be the base Learning Model to be implemented at the commencement of the 2020-2021 school year.

**NOW, THEREFORE, BE IT RESOLVED**, by the School Board of Independent School District No. 750 as follows:

Section 1: The Superintendent is hereby directed to implement the following base Learning Model to open the 2020-2021 school year: **Hybrid ABAB Model** NOTE: School Districts may wish to consider designating a district-wide Learning Plan or separate building-specific plans in recognition of the possibility that school buildings may be located in different counties where the localized health data may vary].

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement a different Learning Model for the School District or any specific school buildings without School Board action if the Superintendent reasonably believes that prompt implementation of a different Learning Model is necessary, and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation. The Learning Model selected and implemented by the Superintendent shall continue in effect unless and until the School Board, in consultation with the Superintendent and appropriate school district staff and public health officials, deems it in the best interest of the School District and its students to implement a different Learning Model.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District's efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

The vote of adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

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School Board Chair

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School Board Clerk

Adopted this 24th day of August, 2020.

DEVELOPMENT AGREEMENT  
(DEVELOPER INSTALLED IMPROVEMENTS)  
ROCORI Multi-Use Turf Field

AGREEMENT dated \_\_\_\_\_, 2020 by and between Independent School District 750 – ROCORI, a Minnesota School District, ("District"), and the ROCORI Booster Club, a Minnesota non-profit corporation, (the "Developer").

1. Proposed Development. The District is the owner of certain property designated for development as a multi-use athletic field known as Turf Multi-Use Field. The land is legally described as:

See Exhibit A - hereinafter "Turf Multi-Use Field".

2. Developer Role. The Developer desires to construct and donate certain improvements within the Turf Multi-Use Field. The improvements constructed by Developer will be donated to the District.
3. Development Plans. The Developer shall construct all improvements. The improvements shall be constructed in accordance with the following plans. The plans shall not be attached to this Agreement. If the plans vary from the written terms of this Agreement, the written terms shall control. Any variation from the plans must be approved in advance by the District. The required plans are:

Exhibit A            Site Plan Dated August 20, 2020

4. Right to Proceed. The Developer may not grade or otherwise disturb the earth, remove trees, construct any public or private improvements until this Agreement has been fully executed and filed with the District, the necessary security has been received by the District and the District has issued a letter certifying that all conditions have been satisfied and the Developer may proceed.
5. Required Work and the Like of the Developer. The Developer shall install and pay for the improvements detailed in the Site Plans. The improvements shall be installed at the Developer's expense in accordance with District and State standards, ordinances and plans and specifications which have been prepared by competent professionals and approved by the District building official. The Developer shall be responsible for obtaining bids or quotes and contract management without District involvement. The District may inspect the work performed by the Developer. The Developer shall provide adequate field inspection personnel to assure an acceptable level of quality control to the extent that the District building official will be able to certify that the construction work meets the approved District standards as condition of District acceptance. The Developer shall schedule a preconstruction meeting at a mutually agreeable time at the District Office with all parties concerned, including the District staff, to review the program for construction work. The Developer shall provide record drawings of all improvements as required by the District building official. The Developer shall secure all necessary permits for any regulatory agency that has jurisdiction.

6. Ownership of Improvements. Upon the completion and acceptance of the improvements required to be done by this Agreement, the public improvements shall become District property without further notice or action.
7. Equipment. The Developer will provide grooming equipment (sweeper and rake) for field maintenance equipment. This equipment will be the full property of the District.
8. Warranty. The Developer shall obtain warranties on all equipment, material and workmanship and shall assign such warranties to the District.
9. Erosion Control/Storm Water Measures. The Developer must obtain necessary permits for erosion control/storm water measures. The Developer shall comply with the Erosion Control Plan, and with all requirements of the General Storm Water Permit for Construction Activity for the prevention of damage to adjacent property and the control of surface water runoff. The Developer shall have the duty of ensuring that all contractors are made aware of these requirements. As the development progresses, the District may impose additional erosion control requirements. The Developer shall comply with the erosion control plans and with any such additional instructions it received from the District. All areas disturbed by excavation and backfilling operations shall be reseeded forthwith after the completion of the work in that area.
10. License. The District hereby grants the Developer, its agents, employees, and contractors a license to enter the Turf Multi-Use Field to perform all necessary work of the Developer hereunder. The license shall expire after the public improvements installed have been installed and accepted by the District.
11. Damage and Clean Up. The Developer shall promptly cause to be cleared from public streets and property any soil, earth or debris resulting from construction work by the Developer or its agents or assigns. The Developer shall promptly cause to be repaired any damage to existing streets, boulevards or existing utilities caused by construction activities. Should the Developer fail to clean up soil, earth or debris or commence repairs within 24 hours of notice by the District, the District shall have the right to require the Developer to deposit \$5,000.00 in escrow with the District to secure the Developer's prompt future performance under this section. If the Developer thereafter fails to clean up any soil, earth or debris or commence repairs, the District may perform such work itself or through an independent contractor and deduct the costs from the escrowed funds. Any funds remaining upon completion of the project shall be refunded to the Developer. The District may require an additional deposit from the Developer in the event that the escrowed funds are substantially depleted.
12. Security. The Developer shall furnish the District with a payment bond, irrevocable letter of credit, or cash escrow ("Security"). It shall be in the amount of \$10,000.00 for the Developer installed improvements. The Security shall be subject to the approval of the District Superintendent. Any letter of credit shall be for an initial one-year term and shall be automatically renewable for successive one-year periods from the present or any future expiration dates, unless one hundred twenty (120) days prior to an expiration date the bank notifies the District that it elects not to renew for an additional period. The Security shall secure compliance with all of the terms of this Agreement and all financial obligations of the Developer under it. The District may draw down on the Security, without notice, for any violation of the

terms of this Agreement or upon pending expiration or cancellation of the Security. In the event of a draw upon the Security, the District may require the Developer to provide additional Security. The Developer shall remain obligated to provide new Security upon any non-renewal until such time as all of the Developer's obligations under this Agreement have been completed and Developer has provided proof of payment of all laborers and materialmen. The District may reduce the Security required hereunder upon the Developer submitting acceptable proof of completion and payment for the improvements.

13. Responsibility for Costs.

- a. Except as otherwise specified herein, the Developer shall pay all costs incurred by it in conjunction with the improvements it is constructing. The Developer shall timely pay all contractors, subcontractors and material suppliers and shall at all times keep Turf Multi-Use Field free from any mechanic's liens.
- b. The Developer shall hold the District and its officers and employees harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from its work hereunder. The Developer shall indemnify the District and its officers and employees for all costs, damages or expenses which the District may pay or incur in consequence of such claims or default by Developer, including attorney's fees.
- c. The Developer shall upon request of the District provide the District with information documenting the Developer's ability to pay for the improvements hereunder.

14. Developer's Default. In the event of default by the Developer as to any of the work to be performed by it hereunder, the District may at its option, perform the work and the Developer shall promptly reimburse the District for any expense incurred by the District, provided the developer is first given written notice of the work in default, not less than forty-eight (48) hours in advance. In the event of a payment default by Developer, the District may issue a stop work order requiring that all work on the property cease immediately. This Agreement is a license for the District to act, and it shall not be necessary for the District to seek a court order for permission to enter the land.

15. Miscellaneous.

- a. This Agreement shall be binding upon the parties, their heirs, successors or assigns, as the case may be.
- b. Third parties shall have no recourse against the District under this Agreement.
- c. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.
- d. The action or inaction of the District shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing,

signed by the parties and approved by written resolution of the District School Board. The District's failure to properly take legal action to enforce this Agreement shall not be a waiver or release.

- e. The District's rights and remedies in this Agreement are cumulative and in addition to any of the District's other rights and remedies, and the District's exercise of any right or remedy under this Agreement will not be a waiver of any of the District's other rights and remedies. The District may exercise any of its rights and remedies at any time and in any order.
  - f. The Developer may not assign this Agreement without the written permission of the District Council.
  - g. Prior to commencement of the improvements, Developer shall take out and maintain until six (6) months after the District has accepted the public improvements, general liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of the Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them. Limits for bodily injury or death shall not be less than \$500,000 for one person and \$1,000,000 for each occurrence; limits for property damage shall be not less than \$1,000,000 for each occurrence. The District shall be named as an additional named insured on said policy, and the Developer shall file a copy of the insurance coverage with the District prior to commencing work. The Developer shall cause each person with whom the Developer contracts for construction and installation of any improvements to provide evidence of General Liability, Owner/Engineer Protective Liability, Automobile Liability, Contractual Liability and Worker's Compensation coverage. Limits shall be \$1,000,000 per occurrence and \$1,000,000 aggregate with the District and District Building Official named as additional insured.
16. Notices. Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees and agents, or mailed to the Developer by certified or registered mail at the following address: \_\_\_\_\_ . Notices to the District shall be in writing and shall be either hand delivered to the District Superintendent or mailed to the District by certified or registered mail in care of the District Superintendent at the following address: 534 Fifth Avenue North, Cold Spring, MN 56320, Attention: District Superintendent.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For The ROCORI Booster Club

For Independent School District No. 750

\_\_\_\_\_  
Representative

\_\_\_\_\_  
SUPERINTENDENT OF SCHOOLS

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

STATE OF MINNESOTA)  
  )ss  
COUNTY OF STEARNS )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2020 by Brad Kelvington, Superintendent of Independent School District 750 - ROCORI, on behalf of the District and pursuant to the authority granted by the School Board.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA)  
  )ss  
COUNTY OF STEARNS )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2020 by \_\_\_\_\_, President of the ROCORI Booster Club, a Minnesota non-profit corporation on behalf of said entity, Developer.

\_\_\_\_\_  
Notary Public





# Rocori

# Turf Field Project

August 24, 2020 Update



# Advantages of Taking Action Now

- Very limited window of opportunity among key leadership donors
- 100% of Project Funded - Private charitable gifts. Booster Club is “Developer” 1) Receives gifts, 2) Hires and executes contracts, 3) Pays bills, 4) Finished turf field is donated to the Rocori School District
- Other area high schools have already installed turf (Alexandria, St. Cloud Tech, Brainerd, Sauk Centre, New London-Spicer, Minnewaska, Fergus Falls)



# Benefits Many Stakeholders

- Girls & Boys Soccer, Football, Girls & Boys Lacrosse, Baseball, Softball, Girls & Boys Track and Field, Dance Team, Strength Training, Band, K-12 Physical Education, Community Education
- Becomes a centerpiece for the district that attracts students
- Central MN Standard of Excellence
- Host site for Section and State Playoff Competition – Income



# Why ROCORI Now?

- Use of current grass field is limited to 12-15 events annually
- Sprinkler system needs replaced; field deteriorates late October
- Would become site for varsity soccer and lacrosse competition
- Lights allow for evening use during both fall and spring
- Practice site for football, lacrosse, baseball, softball, track, dance
- Would be used daily for freshman and JV competition
- Outdoor physical education classroom for CSE, RMS and RHS





**SPRINTURF**

**ROCORI HIGH SCHOOL  
MULTI SPORT FIELD**



**ROCORI**

**SPARTANS**



10- 20- 30- 40- 50 -40 -30 -20 -10  
10- 20- 30- 40- 50 40- 30- 20- 10-

58

PHONE: 843-936-6023

FAX: 843-410-5712

INFO@SPRINTURF.COM

146 FAIRCHILD STREET, DANIEL ISLAND, SC 29492



# Project Timeline

August 22, 2020 Leadership Gifts Secured by Booster Club

August 24, 2020 School Board approval of project – pending

August 25, 2020 Booster Club executes contracts

Design Tree Engineering

Kraemer Trucking & Excavating

SprinTurf

Aug 25 – Sep 14 Survey, Soil Borings, Engineering Design

Sep 14 – Oct 9 Site work and base preparation begins

Oct 12 – Oct 30 Turf Installation

October 30 – Turf Field Improvements donated to Rocori School District



# Project Estimated Cost

**Surface Area is 101,200 Square Feet**

Base Construction: \$3.50-\$3.75 per square foot  
\$355,000 - \$379,000

Turf Field and Installation: \$3.85-\$4.10 per square foot  
\$390,000 - \$415,000

**Total Cost Estimate Range: \$745,000<sup>60</sup> - \$794,000**



# Charitable Gift Commitments

The Blattners	\$500,000
Rocori Booster Club	\$125,000
COLDSRING, Inc.	\$ 75,000
Kraemer Trucking & Excavation, Inc.	\$ 50,000
Local Company (not yet public)	\$ 40,000
Pending Commitment	\$ ???????
<b>TOTAL</b> as of 8/22/2020	<b>\$790,000</b>



**DISTRICT ELEMENTARY**  
**(ROCKVILLE-COLD SPRING-RICHMOND)**

**PARENT/STUDENT**  
**HANDBOOK**

**2020-2021**

# ROCORI School District Strategic Roadmap 2020

<p><b>Mission</b> <i>Our Core Purpose – “The Why”</i></p> <p style="text-align: center;">Making a difference today to create a better tomorrow.</p>	<p><b>Core Values</b> <i>Drivers of Our Words and Actions – “Who We Are”</i></p> <p>At ROCORI, we are...</p> <ul style="list-style-type: none"> <li><b>R</b>espectful</li> <li><b>O</b>pen and Honest</li> <li><b>C</b>ompassionate</li> <li><b>O</b>ptimistic</li> <li><b>R</b>eady</li> <li><b>I</b>nclusive</li> </ul>
<p><b>Vision 2020</b> <i>What We Intend to Create – “The What”</i></p> <p style="text-align: center;">ROCORI is committed to be Central Minnesota's Public Education Standard of Excellence</p> <ul style="list-style-type: none"> <li>• A place where people choose to learn, work, and live</li> <li>• A school where students of all identities have equitable access to resources</li> <li>• A school empowering all students and staff to achieve their greatest potential</li> </ul>	<p><b>Strategic Directions</b> <i>Paths to Reach Vision 2020 – “The How”</i></p> <ol style="list-style-type: none"> <li>1. Providing a daily experience that is engaging, supportive, and empowering</li> <li>2. Aligning and strengthening programming             <ol style="list-style-type: none"> <li>A. Focusing on early learners</li> <li>B. Closing the achievement gap</li> <li>C. Preparing citizens with a global perspective</li> <li>D. Developing life, college, and career readiness</li> </ol> </li> <li>3. Building relationships within the district through collaboration and communication</li> <li>4. Deepening community partnership and pride</li> </ol>

## **ABSENCES**

Parents are asked to notify the school office (not the classroom teacher) by 8:30 AM on the day a student is absent. In most cases, a call will be made to the home of each student absent to inquire as to his/her absence unless a call has been received from the parent. A written excuse to the office is required when a student is absent, unless you have made a phone call to the school. The note should include the date of absence, reason for absence, and signature of parent/guardian. All absences should be reported directly to the office, not to the teachers.

If a note or phone call is not received the absence(s) will be considered unexcused until proper verification is received. This absence will count towards the truancy policy.

**PRE-PLANNED ABSENCES:** The student's parent must notify the building secretary in writing in advance of any planned absence or extended absence. This would include family vacations, etc. It is the student's/parent's responsibility to communicate planned absences with the school and teachers. The student should do school work prior to leaving if requested by the teacher to do so. Upon request, teachers will provide work to the students prior to a planned absence to the best of their ability. Students and parents must recognize that it is difficult to provide work ahead of time due to the following reasons:

1. It may be inappropriate to provide work without the accompanying instruction.
2. Lesson plans and activities change frequently in response to student needs.
3. The planned activities will not fit in the scope and sequence of concept development if provided out of order.

The above factors, in addition to the duration and timing of the work request, will all determine the ability of teachers to provide work. Work will certainly be provided upon a student's return according to the procedures outlined in excused absences below. **IF WORK IS ASSIGNED PRIOR TO A TRIP, IT MUST BE COMPLETED AND TURNED IN UPON RETURN.**

**MEDICAL APPOINTMENTS:** All medical appointments are considered an excused absence and will count toward your total absences for the term/trimester. If a medical doctor recommends (written verification given to the office) that you should stay home from school for X number of days, then the X number of days will be excused. It is the expectation of school staff that you plan medical appointments after the school day as much as possible unless your medical condition warrants immediate attention.

**EXCUSED ABSENCES:** Typically for personal illness, emergencies, medical or dental appointments, family trips, or situations where there is agreement between home, school, and student as to the purpose and validity of the absence. Students are required to make up all daily assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students are allowed 2 days for each day of an excused absence. Any daily work not completed within this period shall result in receiving consequences according to the teacher's procedure. Long-term projects are due on the date that they have been assigned or before. If a student is absent on the long term project due date, the teacher must be notified or the project submitted if no prior arrangements have been made. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

Parents/guardians receive an attendance notification through Skyward when their student has been marked absences if the feature has been enabled by the parent. Students who accumulate 15 days of absences will receive an attendance alert letter. Students who accumulate 18 days of absences will receive a second attendance notification letter requiring medical verification for future absences. If medical verification is not

received for the absence the absence will be considered unexcused. Students that are absent for more than three consecutive days as a result of illness may be required to have a doctor's note to avoid further absences from being counted as unexcused. The school administrator may request medical verification at any time in order to properly characterize an absence.

**UNEXCUSED ABSENCES (TRUANCY):** An absence which has neither the approval of parent/guardian, school administrator, or failure to notify the school include but are not limited to skipping class(es), oversleeping, missing the bus, shopping, or leaving school at any time for any reason during the school day without permission. The authority to decide whether an absence is excused or unexcused rests with the building principal or building assistant principal. Students who miss class as a result of an unexcused absence will not be allowed to receive credit for missed work during their absence. Continuous truancy (as defined by the Minnesota State Statute 260A.03) will be referred to the Stearns County Attorney's Office.

3 Unexcused Absences = School letter

5 Unexcused Absences = Referral to Truancy Informational Meeting (TIM)

7 Unexcused Absences = Referral to Truancy Petition filed by Stearns County

The school has the right and responsibility to screen and either approve or disapprove excuses submitted by a student and/or parent. The school has the right to declare an absence unexcused even though a parent/guardian may have provided a written excuse. Such disapproval by the school indicates that the absence was not consistent with the reasons for excused absences. Students will receive an unexcused absence and the consequences associated with that type of absence.

### **ACCIDENTS OR ILLNESSES**

If an accident or illness occurs during the school day, parents will be notified. Your cooperation is requested in completing the Enrollment/Emergency Form given at the beginning of the year with all requested information, so that we can easily reach you or an alternate. If you or the designees are unavailable, it is important that the school have your permission to call your doctor or seek professional help as necessary. Please make sure your child is fully recovered and free of a temperature for 24 hours before having him/her return to school.

### **ARRIVAL TO SCHOOL**

Students walking to school, riding their bicycles or coming with parents, **are not to arrive more than ten (10) minutes** before the beginning of the school day. Bus students are to follow the building procedure when arriving at school before the beginning of the day. Cold Spring Elementary students are expected to ride the bus.

### **ATTENDANCE PROCEDURE**

**Three (3) days of unexcused absences,** parents will be notified with a school letter.

**Five (5) days of unexcused absences,** a letter will be sent to the Stearns County Attorney's office informing them of the truancy concern with the child.

**Seven (7) days of unexcused absences,** the school will send a second letter to the Stearns County Attorney informing them of the continued truancy problem.

### **CONSEQUENCES FOR TARDIES TO SCHOOL**

If a student is late for the start of the school day, he/she should report directly to the school office upon arrival at school. The accumulation of tardies will start over at the beginning of each term.

## **BICYCLES**

Parents' discretion is advised when allowing children to bring bicycles to school. Things to consider are safety factors, weather conditions, vandalism and theft. Students who ride bikes are to park them in the designated bike racks. We advise that bikes be locked, as the **school cannot be held liable for theft or damage**. However, any vandalism or missing bike should be reported to the building office. Bikes are to be walked, not ridden, on school grounds. (Cold Spring Elementary students are expected to ride the bus, bikes are not allowed).

## **BUS REGULATIONS**

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school.

## **BUS RIDERSHIP POLICIES**

In order to have a better understanding of the rules communicated to the bus drivers, we want to take the opportunity to relay some information to you as parents so you are informed. The following is a list of some of the most important topics for safe bus riding.

### ➤ **Stop Times**

All buses should run on schedule most days. Please have all students at the sidewalk or the end of the driveway 5 minutes before the scheduled stop time. Expect that the bus could be up to 5 minutes late on any given day. Days where the weather is inclement, please be patient, but don't assume the bus is late. If you find the bus is not arriving within the printed time, or it is varying more than 10 minutes during any given week, please contact the bus company office. (**Richmond: 597-2055 or Rockville/Voights: 251-6649**).

### ➤ **Live animals and skateboards are prohibited on school buses.**

### ➤ **Riding Alternate Bus Routes**

District policy indicates that for visiting friends, meetings, or sleepover events, you need to find your own transportation home. In the event of an emergency, you must contact the bus company in advance. Once it is determined whether or not transportation can be provided, you will be instructed how to further document your request. Without proper documentation, your student will not be allowed to ride. **STUDENTS WILL BE TURNED AWAY AT THE LOADING POINT.** The bus company reserves the right to deny any request.

### ➤ **Danger Zones**

Please communicate with your students about the danger zones around the buses. Please tell them to **NEVER** chase a moving bus. Once the doors close at any school, the bus is gone. It is too hard to watch all four corners of a vehicle at one time, so your help and understanding is greatly appreciated. If your student cannot get to the bus on time, contact the school to see if anything can be adjusted.

### ➤ **Dress Code for Inclement Weather**

If your student comes to the bus in a T-Shirt and/or "Flip-Flops" when the temperature is below Zero, they could be endangering themselves. Although we try very hard to maintain the best equipment possible, we are not prepared to accept responsibility for those who do not dress for the weather in the event of a breakdown.

➤ **Discipline**

Please be aware that most kids do not have to be told twice on how they need to behave on the bus. At no time will a student have his or her riding privileges revoked without you being contacted either by a school official, a bus company representative or a report coming by US Mail. If your student tells you they were kicked off the bus, which is an invitation to ask several questions about what is going on. Next you should contact the bus company so we can get to the bottom of the issue right away. A statement like that from a student usually means something big is going on and you need to intervene. Our drivers are instructed on several techniques for organizing, minimizing and isolated bad bus behavior. Unless there is a major infraction of the rules, or someone is physically hurt, we will try to help insure everyone is following the bus rules before a report is drafted. If you would like more information about bus ridership policies, please contact your district for more information or a pamphlet.

➤ **Miscellaneous**

If your child is not using the bus in the morning and your family is the only one getting on at your stop, we do appreciate the phone calls letting us know.

Routes will be run as efficiently as possible. That means a rider may be in the bus for an hour. Please make sure restroom visits are done in a timely manner to insure a comfortable ride. Buses cannot stop while driving for restroom visits, and the drivers feel horrible when an accident happens.

Lost and found items will remain on the bus for two days. After two days are up, they will be turned in to the school to be placed in their lost and found bin.

Please feel free to contact the bus company if you have any questions.

**(Richmond: 597-2055 or Voigt: 251-6649)**

**CARE OF PROPERTY**

1. Money – Any money brought into school should be placed in an envelope with the name of the student and the destination written on it. No extra money is needed throughout the day as there is nothing to purchase, so please discourage your children from bringing money into the school.
2. School Books and Materials – There will be no charge for student textbooks and certain related materials. All parents should understand, however, that their children are responsible for the care and safekeeping of all school materials provided for their use. Students may be required to pay for lost and/or damaged items issued by the school.
3. Children’s clothing, shoes, and supplies should be labeled with the child’s name on them.

**CELL PHONES**

All cell phones need to be silenced and left in the child’s backpack during the school day. No one may use their cell phones to take pictures or film individuals without their permission. The school is not liable for lost or damaged personal electronics (cell phones, video games, etc.) Student use of cell phones during school hours is not allowed. If students need to contact parents during the school day, they should go to the office and use the school phone.

**DIRECTORY INFORMATION FOR STUDENTS**

Student directory information is defined in ROCORI School District as the student’s name, photograph, video images, school of attendance, attendance dates, and information related to activities, degrees, and awards.

Directory information does not include personally identifiable data that references age, sex, religion, race, color, social position, or nationality.

A copy of this [policy](#) is on the District web page.

### **DISCIPLINARY ACTION**

A. Disciplinary action may include but is not limited to:

- Detention
- Loss of school privileges
- Modified school programs
- Removal from class
- Suspension
- Exclusion and
- Expulsion

1. Removal from class is the short-term exclusion of a student from class during which the school retains custody of the student. Students removed from class shall be the responsibility of the Principal or his/her lawful designee. The removal of a student from class shall not exceed one class period. Students may be removed from class for more than one class period after an informal administrative conference with the pupil. Where it appears that the student creates an immediate and substantial danger to him/herself or to other persons or property, the Principal or teacher may impose removal from class. The length of time a student may be removed from class shall be at the discretion of the Principal after consultation with the teacher. Students shall make up all work for the periods they are removed from class.
  2. Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with the [Pupil Fair Dismissal Act of 1974](#) as amended.
- B. Parents will be notified of a violation of the rules of conduct and resulting in disciplinary actions.
- C. If a student receiving special education services has been removed from the classroom, the teacher and principal must confer to determine if there is a need for further assessment or a change in the IEP. A parent may request a copy of the [Pupil Fair Dismissal Act of 1974](#) at their child's school office.

### **DISTRICT ON-LINE PAYMENT SYSTEM**

The ROCORI School District has an on-line payment program to assist parents and residents process school fees and payments. The district uses a system known as [RevTrak](#).

The district website has two "buttons" for users. The "On-line Payment Processing System" button allows users to enter into the system to make payments. The "[RevTrak Help Documents](#)" button allows users to set up an account and to learn more about the system. The "Help" button offers a great deal of guidance and information to allow the processing of payments and fees.

### **DISTRICT 750 TITLE NOTIFICATION STATEMENT**

It is the [policy of School District 750](#) not to be discriminative on the basis of sex in its educational programs, activities, or employment policies as requested by [Title IX of the 1972 Education Amendments](#). Inquiries regarding compliance with Title IX may be directed to the District Office (685-4901). The grievance procedure for any alleged discrimination on the basis of sex has been distributed and may be obtained by contacting the school office.

### **EMERGENCY SCHOOL CLOSINGS**

The superintendent will use the district **School Messenger** system to alert parents of emergency closings. Emergency school closings, late starts or early dismissals, for all district schools, due to weather or for any other reason, will be announced over WJON, KCLD - St. Cloud, and KASM - Albany, radio stations and WCCO, KSTP-5, KARE 11 - Minneapolis, TV stations. These stations will list our school announcement as ROCORI Area Schools (Rockville, Cold Spring, and Richmond) several times during their broadcasting. Parents are asked to listen to any of these stations in the event of inclement weather, and to make necessary arrangements for their children.

### **HARASSMENT AND VIOLENCE POLICY**

It is the policy of Independent School District 750 to maintain a learning and working environment that is free from sexual harassment and violence. The School District prohibits any form of sexual harassment or violence. Any person who believes he/she has been the victim of sexual harassment or violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The building principal is the person responsible for receiving oral or written reports of sexual harassment or violence at the building level. A copy of this [policy](#) is on the District web page.

### **HOMEWORK**

The amount of homework varies with the teacher and the subject involved. Students are required to complete some lessons at home. You are encouraged to consult the teacher if a problem arises in this matter.

### **KEEP-IN-TOUCH**

K.I.T. session will be scheduled for parents in each grade in school. The K.I.T. program is designed to build stronger home connections and relationships.

### **Conferences/ Report Cards**

Report cards will be issued after each trimester; elementary staff will be available for conferences twice a year (see school calendar). Any questions or concerns, please call your child's teacher immediately.

### **LUNCH AND MILK PROGRAM**

We encourage all children to take part in our lunch program. The menus are planned and prepared by qualified personnel to meet nutritional requirements. We require that each child try all foods served, though not necessarily eat all the portions if he/she is unable. Children not eating hot lunch are required to bring a nutritious lunch. **Candy and pop are not allowed.** Parents are encouraged to make full payment on the first Monday of each month. For those of you who are inconvenienced by this procedure, we have a second option of two payments. The split payment is due on the first ~~and~~ third Monday of each month. Months that have more, or less, than 20 school days will need additional adjustments. Students are notified while going through

the lunch line when their accounts are getting low. ***It is the student's and parent's responsibility to monitor their lunch balance.*** No student will be allowed an extra milk or additional items without money deposited in their lunch account. When an account reaches -\$10.00 students are no longer allowed to charge their lunch. At this time, a personal phone call will be made from the kitchen. If a lunch payment is not made by the following school day a peanut butter sandwich will be provided to the student at no charge up to three times. After that additional arrangement will be made. Our school district has family accounts for the lunch program; so, checks for the lunch program may be made out to any of the schools that your children attend. You need to remember that all children in your family eat off the dollar amount that you put in your family account. Please make sure you have enough in your account to cover all your children.

[RevTrak Link](#)  
[NutriSlice Link](#)

### **MEDICATIONS AT SCHOOL**

School District 750 shall require that all medication given to students at school be given by the licensed school nurse, principal, teacher or someone designated by the school nurse. A physician must prescribe medication with authorization signed by the parent. Medication to be administered must be brought to school and maintained in a container labeled by the pharmacy or physician. Only the licensed school nurse may administer medications that are not taken orally or that have the potential of dangerous side effects. A copy of this [policy](#) is on the District web page.

### **NUISANCE DEVICES**

We continue to work on building community in our schools. We believe that if we truly are going to build a caring community, we need to improve our communication. We are finding that kids are becoming more and more isolated. We find that the expensive toys create a class system that does not promote community; rather it encourages competition and the need to keep up with others. It is important for kids to interact with others, their peers, parents, grandparents, neighbors, etc. These skills need to be taught. Parents, as primary teachers, can help demonstrate these skills through their everyday activities. Examples may include playing outside games, board games, listening to them as they share their thoughts and being a role model by giving to others. **To promote communication and community here at school, we are NOT ALLOWING video games, trading cards, I-Pods, headsets, cell phones, personal toys, etc.** Due to the potential of danger or injury to other persons, students are subject to disciplinary action(s) if they have harmful toys or nuisance devices in their possession while in school. 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.

### **RELEASE OF STUDENTS**

Parents are encouraged to schedule appointments for their children to promote ongoing health care and prevent a breakdown in any of the body systems or functions. Whenever possible, please schedule appointments before or after school, or when school is not in session. If a student must be released from class during the school day, the following procedures are used:

- Students will not be released from school without parental contact either by note or phone.

- At the time they are to leave, they are to report to the office to sign out.

## **SCHOOL HOURS**

### **Cold Spring Elementary:**

First Bell: 8:15 am

Class Time: 8:20 am

First Dismissal Bell: 2:55 pm

Final Dismissal Bell: 3:00 pm

\*Parents wishing to drop students off may do so after 8:00 am.

### **Richmond and John Clark Elementary:**

First Bell: 8:20

Class Time: 8:30

First Dismissal Bell: 2:40

Final Dismissal Bell: 2:50

\*Parents wishing to drop students off may do so after 8:00 am.

## **SNACKS AND CELEBRATIONS**

Following the district's policy on [Snacks and Wellness](#), celebrations which involve food during the school day (birthday's, etc.) should be limited to one per month. The snack cart is available for each trimester—please look for registration forms at the beginning of each trimester. Snacks brought from home should not be high in sugar or fats but should rather be focused on health and nutrition.

## **SPECIAL EDUCATION SERVICES**

A variety of Special Education Services is available for students that qualify for services. If parents have a concern for their child in any of these areas, they are encouraged to contact their child's teacher. If a teacher feels a child is in need of these services, he/she will contact the parents and follow due process in setting up conferences, testing, and if qualify, programming.

If parents have a concern for their child in any of these areas, they are encouraged to contact their child's teacher. If a teacher feels a child is in need of these services, he/she will contact the parents and follow due process in setting up conferences, testing, and if necessary, programming.

## **SPORTSMANSHIP**

The behavior of ROCORI students shall, always, be a positive reflection of themselves, their school and their community.

#### BE A GOOD SPORT...

Do...

- Cheer with enthusiasm
- Support your team
- Be a gracious host – a courteous visitor
- Be respectful during the National Anthem

Don't...

- Boo officials or opposing players

#### **STUDENT DRESS CODE**

The student dress code will remain the same for the coming school year and the students will be expected to follow it along with the cooperation of the parents. Any **distractive** or **disruptive** appearances that are detrimental to the purpose or conduct of the school, will not be permitted. Students are expected to wear shoes that they can run in. We are committed to students playing and running around at recess or phy. ed. time, so please bring tennis shoes. Other clothes that are not allowed are:

- t-shirts with obscene or questionable double meanings printed on them, drug or alcohol ads, put down statements, etc.
- spaghetti strap tops (less than 1 inch), tube tops, or halter tops
- pants that do not stay up.
- short skirts or short shorts (As a guide, the shorts or skirt bottoms should extend to the length of the student's hand where the fingers and palm meet with the shoulders and arms relaxed.)
- hats, caps, handkerchiefs during the school day.
- Please check the weather and use your best judgment!

#### **SUSPENSION**

Length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardian will be notified of the action taken and will have complete custody and jurisdiction of their child during the suspension. A suspended student may not loiter or appear on school property or at any school-sponsored activity at home or away. A student will be readmitted to school after parents and administration agree upon a satisfactory solution to his/her conduct. This follows the Minnesota Department of Education's [Pupil Fair Dismissal Act](#).

#### **TARDY TO SCHOOL**

Students should arrive at school on time each day. Students coming late to school are to report immediately to the building office. We will follow state truancy guidelines.

#### **THE SCHOOL AND THE LAW**

Any unlawful act taking place on school grounds or buses not only makes the student subject to penalties which the courts may prescribe but also will result in suspension or dismissal from school.

#### **WEATHER**

The ROCORI School District applies [Policy 4-5, School Closing Policy](#), regarding changes to the school calendar for emergency weather conditions. The District has related procedures regarding late starts, early closings and other conditions affecting the conduct of school.

Regarding outside play, our goal is to encourage ALL students to get outside through most of Minnesota's wintery weather; however, there will be times to keep students inside during Phy. Ed., recess, or before school. Students will remain indoors if the temperature is below zero, wind chill is ten below or more, or an accumulation of precipitation.

**IMPORTANT PHONE NUMBERS:**

**Cold Spring Elementary:** 320-685-7534 Ext. 2  
**Community Ed/ECFE:** 32-685-8631 Ext. 5  
**Early Childhood/Family Education (ECFE):** 320-685-4035  
**John Clark Elementary:** 320-251-8651 Ext. 3  
**Spartan Spot:** 320-685-4959  
**Richmond Bus:** 320-597-2055  
**Richmond Elementary:** 320-597-2016 Ext. 4  
**Secondary Schools:** 320-685-8683 Ext. 1  
**Superintendent's Office:** 320-685-8683 Ext. 6  
**Translator/Interpreter Info:** 320-685-8683 Ext. 7  
**Voigt Bus:** 320-251-6649

**SCHOOL SONG**

Fight you Spartans, as we cheer you  
on to victory.  
We will stand beside you, just to  
show our loyalty.  
Rah! Rah! Rah!  
Firm and Strong united are we.  
To our colors true we shall be.  
Hail to the Red and Silver  
Hail to ROCORI High  
Fight! Fight!  
R-O-C-O-R-I, ROCORI! ROCORI!  
ROCORI High!

# ROCORI Middle School - Student/Parent Handbook



2020-2021

It is the goal of RMS staff to provide a professional and nurturing environment for the purpose of achieving ROCORI's mission. The purpose of this handbook is to provide for the health, safety, and welfare of all ROCORI students, staff, and visitors.

## **STUDENT CODE OF ETHICS**

All students have the responsibility:

- A. to value learning first and foremost;
- B. to take responsibility for their actions and learning;
- C. to contribute to a positive, caring environment;
- D. to demonstrate compassion, honesty, and integrity toward others;
- E. to do their best and help others to do their best;
- F. to maintain a sincere desire to learn, change, and grow;
- G. to seek help when needed;
- H. to value each person, respecting individual differences and beliefs;
- I. to refrain from being unkind to others and not participate in conversations that are unkind;
- J. to be a positive influence on those around them and help build their self-esteem;
- K. to do their best to involve their family as a part of their education;
- L. to follow the school rules;
- M. to know, model, and live the school's value statements to the best of their ability.

## **ROCORI SCHOOL DISTRICT MISSION STATEMENT**

Making a difference today to create a better tomorrow.

## **ROCORI SCHOOL DISTRICT VISION 2020**

To be central Minnesota's public education standard of excellence.

## **ROCORI MIDDLE SCHOOL PHILOSOPHY**

The faculty, staff, and administration at ROCORI Middle School are dedicated to creating an environment that enables students to experience a structured, caring, and positive learning atmosphere. It is our belief that such an environment promotes self-respect and an equal respect for others. Since our fundamental purpose is to provide for the education and development of all our students, it is our commitment to develop skills in our students that will enable them to reach their highest levels of achievement. As educators, our ultimate goal for our students is for them to become healthy, happy, and active contributing members of our community.

## **MIDDLE SCHOOL VALUES**

- **Honesty** – ROCORI Middle School students are truthful, sincere, straightforward; they do not cheat, steal, lie, deceive, or deliberately mislead others.
- **Integrity** – ROCORI Middle School students with integrity live by a code of values. They do what they think is right even when there is great pressure to do otherwise.
- **Responsibility** – ROCORI Middle School students accept responsibility for their decisions, choices, behaviors, and consequences.
- **Excellence** – ROCORI Middle School students are concerned with the quality of their work. They are reliable and industrious; they constantly endeavor to increase their proficiency in all areas.
- **Self-Respect** – ROCORI Middle School students make healthy choices, have a realistic regard for self, desire to improve self, and use self-discipline.
- **Respect** – Ethical ROCORI Middle School students demonstrate respect for human dignity and equality, privacy, rights, authority, property, and demonstrate good sportsmanship.
- **Compassion** – ROCORI Middle School students are concerned for the well-being of others and show kindness, manners, courtesy, giving, and service.

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ALL VIOLATIONS OF MINNESOTA STATE LAW AND/OR DISTRICT 750 BOARD POLICY ARE  
CONSIDERED VIOLATIONS OF THE CODE OF CONDUCT AS DESCRIBED IN THE ROCORI  
MIDDLE SCHOOL HANDBOOK.

ROCORI DISTRICT 750 BOARD POLICIES CAN BE ACCESSED ON THE SCHOOL DISTRICT'S  
WEBSITE AT [WWW.ROCORI.K12.MN.US](http://WWW.ROCORI.K12.MN.US)

## RMS Daily Schedule

### Daily Schedule

Breakfast	7:45 – 8:10
Warning Bell	8:10
Period 1	8:15 – 9:08
2 <sup>nd</sup> chance	9:08 – 9:22
Period 2	9:22 – 10:15
Period 3a (1 <sup>st</sup> lunch)	10:19 – 10:43
1 <sup>st</sup> lunch	10:43 – 11:13
Period 3b (1 <sup>st</sup> lunch)	11:17 – 11:46
Period 3	10:19 – 11:14
Lunch	11:14 – 11:44
Spartan Time	11:50 – 12:10
Period 4	12:14 – 1:07
Period 5	1:11 – 2:04
Period 6	2:07 – 3:00

### Three Hour Early Release Schedule

Breakfast	7:45 – 8:10
Warning Bell	8:10
Period 1	8:15 – 8:39
2 <sup>nd</sup> chance	8:39 – 8:53
Period 2	8:53 – 9:17
Period 3	9:21 – 9:45
Spartan Time	9:49 – 10:04
Period 4	10:08 – 10:32
Period 5	10:36 – 10:59
Lunch	10:59 – 11:29
Period 6	11:34 – 12:00

### Two Hour Late Start Schedule

Breakfast	9:45 – 10:10
Warning Bell	10:10
Period 1	10:15 – 10:50
Period 2	10:54 – 11:29
Lunch	11:29 – 11:59
Period 3	12:05 – 12:40
Spartan Time	12:44 – 1:04
Period 4	1:08 – 1:43
Period 5	1:47 – 2:22
Period 6	2:26 – 3:00

No 2<sup>nd</sup> chance breakfast on a two hour late start

### AFTER SCHOOL ACTIVITIES CLUBS

All after school or evening trips, meetings, or gatherings that involve students and are a school sponsored activity, must be scheduled and cleared by the Activities Director. All activities that occur during the normal school day are to be cleared by the Principal. Activities should be cleared as far in advance as possible. Students must be under the direct supervision of a staff member of ROCORI Middle/High School when in the building after 3:05 P.M. **If you are not participating in a supervised activity or working with a teacher, please report to the Drop-In Center or leave the building by 3:05 P.M. Middle school students are not to be hanging out in the commons after school unless directly supervised by a staff member.** The office closes at 4:30 P.M. each day.

### ANNOUNCEMENTS AND MESSAGES

Anyone wishing to have an announcement placed at the beginning or end of the school day must submit the request to the office for approval. If the announcement relates to a school sponsored activity, the advisor in charge must have signed the request prior to submitting it to the office.

The attendance secretary will forward messages to students **only** in emergency situations. Parents are responsible for informing the students of appointments, etc. RMS Staff are not responsible for reminding students of outside commitments.

**All signs and posters must be pre- approved by building principals prior to being posted in the building.**

### ATTENDANCE

The School Board, Administration, and faculty of ROCORI Middle School, believe that regular school attendance is **directly** related to success in academic work and the development of effective personal and social skills. Group learning situations assist students to communicate, work together, gain perspectives,

and accept responsibilities — all important components of adulthood which can only be developed through attendance and participation.

### **MINNESOTA COMPULSORY INSTRUCTION LAW AND SCHOOL ATTENDANCE:**

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction law, Minnesota Statutes Section 120.101 as amended, the students of ROCORI District No. 750 are required to attend all assigned classes every day school is in session.

### **RESPONSIBILITIES:**

The attendance policy recognizes that class attendance is a joint responsibility to be shared by the student, parent(s)/guardian(s), teachers, and administrators. The following expectations will assist students in attending classes to meet their academic responsibilities.

#### **STUDENT'S RESPONSIBILITY:**

It is the student's responsibility to:

- Attend all assigned classes every day that school is in session and to follow the correct procedures when absent from an assigned class.
- Be familiar with all the procedures governing attendance.
- Request any missed assignments from instructor's before/during/after the absence.
- Report to the school office for a pass and sign in if returning from an absence during the school day.

#### **PARENT OR GUARDIAN'S RESPONSIBILITY:**

It is the student's parent/guardian responsibility of the to:

- Encourage the student to attend school.
- Accurately inform the school of the reason for a student's absence.
- Work cooperatively with the school and the student to ensure attendance at school.
- Student information cards may be used many times during the school year to contact parents/guardians regarding school attendance issues. Please keep the information updated.

#### **TEACHER'S RESPONSIBILITY:**

It is the teacher's responsibility to:

- Take and maintain accurate attendance records every period in each assigned class.
- Be familiar with all procedures governing attendance and to apply these procedures consistently to avoid confusing the students.
- Provide any student who has been absent with an excuse with all missed assignments and assessments upon request. Upon the student completing and submitting their work it should be graded and recorded in the gradebook within a reasonable time.
- A "truant student" (a student with an unexcused absence) should be issued a zero or no credit for assignments or assessments given during the truancy.
- Work cooperatively with the student's parent or guardian and the student to improve school attendance.
- Be sure that a pass accompanies the student when out of the room. If a teacher detains a student, they need to send a pass or notify the teacher who is affected.

#### **ADMINISTRATOR'S RESPONSIBILITY:**

It is the administrator's responsibility to:

- Encourage students to attend all assigned classes.
- Be familiar with procedures governing attendance and apply these procedures uniformly.
- Receive and maintain accurate records on student attendance.
- Inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to improve school attendance.
- Inform parents and students annually of the need for regular school attendance and of the regulations, procedures, and implementation plan.

## **ABSENCES**

A student will be considered absent when he or she is missing from a class period for 20 minutes or longer. Staff courtesy respects the prerogative of staff issued passes.

NOTE: The activity director, coaches, and advisors may be notified each time a student is tardy or absent from school.

### **REPORTING AN ABSENCE:**

#### **WHEN NOT IN SCHOOL FOR THE DAY:**

There are times when an absence is unavoidable. Within 24 hours, parents/guardians should call ROCORI Middle School at 685-8683 to notify the attendance secretary that their student will be absent for a given period of time. If a phone call is impossible, then a note **must** accompany the student upon his/her return. If a note or phone call is not received the absence(s) will be considered unexcused until proper verification is received. This absence will count towards the truancy policy.

#### **LEAVING SCHOOL DURING THE SCHOOL DAY:**

When students have to leave during the school day, a note that is dated, signed by a parent, and identifies why the absence is necessary must be presented to the attendance secretary before school on the day of expected absence. The note should also include how the student will get to his/her destination (will the student be walking by themselves and have permission to do so, or will a parent/guardian be picking them up). Parents or guardians may telephone the attendance secretary with the same information in emergency situations; however, notes are preferred in all situations. The attendance secretary will issue a pass to leave the school building. ***The student is responsible to sign out in the school office prior to leaving the building.***

If a student is in the nurse's office, the school health technician or school nurse will write a pass with the time and date. The health technician or school nurse will notify the attendance secretary if a student is sent home ill or for any other reason. The health technician and administration reserve the right to require a student to stay in school in the absence of physical symptoms of illness. **ONCE A STUDENT ARRIVES AT SCHOOL, THEY MUST REPORT TO THE NURSE'S OFFICE PRIOR TO BEING SENT HOME ILL. ALL STUDENTS WISHING TO SEE THE NURSE DURING THE SCHOOL DAY MUST OBTAIN A SIGNED PASS FROM THE STUDENT'S CURRENT TEACHER.**

#### **PRE-PLANNED ABSENCES:**

The student's parent must notify the attendance secretary in writing in advance of any planned absence or extended absence. This would include family vacations, college visits, etc. It is the student's/parent's responsibility to communicate planned absences with the school and teachers. If the absence will be for three consecutive days or longer the student is expected to obtain an absence form in the office and take it to each class to be signed by each teacher. This will be formal notification to each teacher of the absence and notice to provide work to the student prior to the absence. The student should do school work prior to leaving if requested by the teacher to do so. Upon request, teachers will provide work to the students prior to a planned absence to the best of their ability. Students and parents must recognize that it is difficult to provide work ahead of time due to the following reasons:

1. It may be inappropriate to provide work without the accompanying instruction.
2. Lesson plans and activities change frequently in response to student needs.
3. The planned activities will not fit in the scope and sequence of concept development if provided out of order.

The above factors, in addition to the duration and timing of the work request, will all determine the ability of teachers to provide work. Work will certainly be provided upon a student's return according to the procedures outlined in excused absences below. **IF WORK IS ASSIGNED PRIOR TO A TRIP, IT MUST BE COMPLETED AND TURNED IN UPON RETURN.**

#### **MEDICAL APPOINTMENTS:**

All medical appointments are considered an excused absence and will count toward your total absences for the term/trimester. If a medical doctor recommends (written verification given to the office) that you should stay home from school for X number of days, then the X number of days will be excused.

It is the expectation of school staff that you plan medical appointments after the school day as much as possible unless your medical condition warrants immediate attention.

## **EXCUSED ABSENCES:**

Typically for personal illness, emergencies, medical or dental appointments, family trips, or situations where there is agreement between home, school, and student as to the purpose and validity of the absence. Students are required to make up all daily assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students are allowed 2 days for each day of an excused absence. Any daily work not completed within this period shall result in receiving consequences according to the teacher's procedure. Long-term projects are due on the date that they have been assigned or before. If a student is absent on the long term project due date, the teacher must be notified or the project submitted if no prior arrangements have been made. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

### **Illness Guidelines:**

**Antibiotic Treatment:** Student must be on antibiotics for 24 hours before returning to school. However, antibiotics should be continued for the entirety of the prescription to insure infection has been properly treated.

**Chickenpox:** Students must stay home until all of the pox marks have scabbed over, generally 7 days.

**Conjunctivitis (Pink Eye) or Eye Drainage:** Students must be on treatment for 24 hours before returning to school.

**Diarrhea:** Students must be free of a diarrheal episode for at least 24 hours before returning to school.

**Fever (Temperature of 100° F or more):** Student must be fever-free for 24 hours before returning to school.

**Fifth Disease:** Students must be fever-free for 24 hours before returning to school.

**Hand, Foot & Mouth Disease:** Students can return to school once symptoms subside.

**Impetigo:** Students must be on treatment for 24 hours before returning to school.

**Measles:** Students must stay home for 5 days after rash appears.

**Mumps:** Students must stay home for 9 days after swelling begins and must be fever-free before returning to school.

**Pediculosis (Head Lice):** Once lice have been treated and the nits carefully removed from the scalp, students can return to school. Generally, students can return to school the next day if the lice have been properly treated.

**Pertussis (Whooping cough):** Students must be on antibiotics for 5 days before returning to school. If cough has lasted > than 3 weeks before positive diagnosis student is no longer contagious and may come to school.

**Ringworm:** Students must be on treatment for 24 hours before returning to school.

**Scabies:** Students must be on treatment for 24 hours before returning to school.

**Strep Throat:** Students must be fever-free and on treatment for 24 hours before returning to school.

**Vomiting:** Students must be free of a vomiting episode for at least 24 hours before returning to school.

**Parents/guardians receive an attendance notification through Skyward when their student has been marked absent if the feature has been enabled by the parent. Students who accumulate 10 days of**

absences will receive an attendance alert letter. Students who accumulate 12 days of absences will receive an attendance warning letter. Students who accumulate 15 days of absences will receive an attendance notification letter requiring medical verification for future absences. If medical verification is not received for the absence the absence will be considered unexcused.

Students that are absent for more than three consecutive days as a result of illness may be required to have a doctor's note to avoid further absences from being counted as unexcused. The school administrator may request medical verification at any time in order to properly characterize an absence.

#### **UNEXCUSED ABSENCES (TRUANCY):**

An absence which has neither the approval of parent/guardian, school administrator, or failure to notify the school include but are not limited to skipping class(es), oversleeping, missing the bus, shopping, or leaving school at any time for any reason during the school day without permission.

The authority to decide whether an absence is excused or unexcused rests with the building principal or building assistant principal.

Students who miss class as a result of an unexcused absence **will not be allowed** to receive credit for missed work during their absence. Continuous truancy (as defined by the Minnesota State Statute 260A.03) will be referred to the Stearns County Attorney's Office.

3 Unexcused Absences = School letter

5 Unexcused Absences = Referral to Truancy Informational Meeting (TIM)

7 Unexcused Absences = Referral to Truancy Petition filed by Stearns County

**The school has the right and responsibility to screen and either approve or disapprove excuses submitted by a student and/or parent.** The school has the right to declare an absence unexcused even though a parent/guardian may have provided a written excuse. Such disapproval by the school indicates that the absence was not consistent with the reasons for excused absences. Students will receive an unexcused absence and the consequences associated with that type of absence.

#### **APPEAL PROCESS FOR FAILING GRADE DUE TO UNEXCUSED ABSENCES:**

A review committee comprised of the teacher, principal, assistant principal, guidance counselor, student and the parent/guardian will convene within 10 days of the end of a marking period at the written request of the student affected to consider an appeal. Such appeal, based on whatsoever evidence or testimony presented on behalf of the student will be considered by the appeal committee in making a final determination on this status of the failing grade due to unexcused absences.

#### **TARDIES**

A tardy is identified as arriving late to school or class. A tardy will be less than 20 minutes; 20 minutes or longer will count as an excused or unexcused absence. Staff courtesy respects the prerogative of staff issued passes.

#### **CONSEQUENCES FOR TARDIES TO SCHOOL AND CLASS**

##### **Tardies to School**

If a student is late for the **start of the school day**, he/she should report directly to the school office upon arrival at school. They will be given an admit slip to class and the attendance secretary will adjust the student's attendance. **If a student accumulates 3 tardies to first hour they will be issued one hour of detention. For each additional tardy the student will be issued one hour of detention. The accumulation of tardies will start over at the beginning of each term. Detention not served by the end of each term will be changed to an in-school suspension.**

##### **Tardies to periods 2-6**

Students must be inside the classroom when the bell rings. Teachers may adjust this rule according to the needs of the individual class. **Students who are tardy to class will progress through the "Enforcement" Section of the ROCORI Middle School Behavior Management Plan.**

## **BACKPACKS**

Backpacks can be used by the students to bring school-related material to and from school, but will not be used during the school day (**Backpacks must be left in student lockers**). Large duffel bags and other large tote bags will be categorized as backpacks and not allowed during the school day.

## **BICYCLES AND ATVS**

All students are to park their bikes in the racks located in the parking lot. **ATV's are not permitted on ROCORI District property and will be subject to a fine/ticket if driven on property.**

## **FEES AND FINES**

Some classes may require a materials fee. All fees need to be paid in the office by the 4th day of the class or before the project is started. **All fines need to be paid immediately.** The student will not be able to participate in the registration process if fees or fines are not paid

## **BULLYING, AGGRESSION, AND INTIMIDATION**

At ROCORI Middle School we pride ourselves in caring and consideration for each other. Bullying, aggression and intimidation include being verbally or physically abusive and cruel. It hurts both the offender and the victim. It will not be tolerated in any way. The best way to keep this from being a problem for staff and students is to report any incident. Keeping this type of behavior secret only allows it to fester and become a larger problem. All of us need to remember that because we are not the victim today, doesn't mean that we will not be the victim of a bully tomorrow. We all need to help each other learn appropriate, caring, and supportive behavior.

Suggestions for countering bullying, aggression, and intimidation are the following: **SEE SOMETHING – SAY SOMETHING**

1. Report any such actions (whether a victim or a witness) to teachers, advisors, counselor, principal, or other staff.
2. Avoid people or situations that create confrontations.
3. Challenge the offender by questioning their motivation for verbal or physical abuse. For example, a witness could respond, "Why do you feel it is necessary to call him/her names?" A victim could say, "Do we need to take this to Mr. Nelson or Mrs. Gilbertson?" Another strategy is for a victim or witness to turn in a written report to the principal.
4. If a bully finds that it is tempting to verbally or physically pick on someone, he/she is to see the counselor.

A complete copy of the Bullying Prevention Policy is included at the end of this handbook.

## **CARE OF PROPERTY AND EQUIPMENT**

ROCORI Middle School will provide the best possible facility and equipment for your use while attending school. We are proud of our school and expect that everyone will assist in keeping it in good condition. Any breakage or damage detracts from the appearance, costs money to repair, and lowers our standing in the eyes of others.

Textbooks, library books, and school equipment are in your care. Any loss or damage will be charged to the student and must be paid before the end of the school year. Accidental damage should be reported to the instructor or supervisor as soon as possible. *The student is responsible for any loss or damage that is caused.*

## **COMPUTER LAB USE**

1. Students should only do schoolwork while using equipment in the computer lab.
2. Students must be supervised by an RMS staff member when using the computer lab at all times.
3. Violations of rules will result in loss of computer access and additional school consequences may be issued.

## **CHURCH NIGHT**

Wednesday night is set aside for activities that are not school related, such as religious instruction. No school activities will be held after 6:00 P.M.

## **CLASS OR CLUB MEETINGS**

All classes and clubs that use school resources and/or facilities must be assigned a staff advisor. Your class or club advisors are there to assist you. They must be in attendance at all scheduled meetings. Be sure to keep them informed about all of your club's plans.

## COUNSELORS

ROCORI counselors are committed to providing necessary services to support District 750's mission statement. Given the social/emotional components of this mission, counselors may provide individual, group, and/or consultation services to students, parents, and staff. The counselor's office hours are 7:30 – 3:30 P.M. during the school year.

## DANCES

Occasionally school groups may sponsor school dances held at ROCORI Middle school, and only students enrolled at ROCORI Middle School will be admitted. No student will be admitted 30 minutes after a dance that has begun unless accompanied by a parent/guardian or if they have attended another ROCORI sponsored event. Any student who leaves the building will not be allowed to re-enter. A parent/guardian must pick students up if they leave before the end of the activity. Those students who have had an in-school or out-of-school suspension will not be allowed to attend the next dance. If a student is failing a class, is consistently tardy to classes, or develops discipline issues may be prohibited from attending a dance. Pop and candy are not allowed in the gym. All other school rules apply when at the dance and while on school property.

## DIRECTORY INFORMATION

Much attention has been focused on student records, computerization of data, individual rights of privacy, and the needs of the school district to obtain information concerning each student.

The School Board has adopted a **Protection and Privacy of Student Records** and the school administration has developed procedures to inform parents and students of their rights, of the informational needs of the district, and of measures taken by the school district to protect your rights.

While the school district must obtain and use certain information about each student to plan the best possible educational program, this need is balanced with each students' and parent right to privacy. Access to student information by third parties is limited and controlled as specified by law.

Directory information is released upon written request and includes student name, photograph, video images, school of attendance, attendance dates, and information related to awards or degrees earned.

Further questions can be directed to the superintendent of schools.

## DRESS CODE

- Students are expected to wear clothing that are neat, clean, and in good taste. Teachers have the right to not allow a student to participate in a class activity where the student's dress restricts movement or could cause a safety hazard.
- Hats of any kind and bandanas **must be left in lockers** and are not to be worn during any part of the school day. Hoods of any kind are not to be worn during any part of the school day. The school day begins with the first warning bell at 8:10 and ends upon completion of the last class period.
- Heavy chains and studded collars are not to be worn as necklaces, bracelets or as any part of your clothing attire.
- Any style shirt or other clothing that portrays in words or graphics questionable designs that can be considered offensive, will not be allowed in school. Examples include but are not limited to: inappropriate slogans or graphics containing alcohol, tobacco, profanity, or sexual innuendo.
- Coats are not to be worn during the school day; be prepared by having a sweater or sweatshirt in your locker to wear if you are cold.
- Shoes are to be worn at all times. Health and safety insurance codes are specific in addressing this mandatory requirement.
- All tops need to touch/overlap your pants, shorts, or skirts while standing so no skin is showing. ~~Some shirts may be cut too low~~ Shirts cut too low are not allowed; please choose appropriate attire. As a general guideline shoulder straps on tops should be at least 1-inch wide. It is prohibited to wear clothing that shows large portions of the back.
- Shorts and skirts need to be an appropriate length. As a guide the shorts/skirt bottoms should extend to the length of the student's hand where the fingers and palm meet with shoulders and arms relaxed.
- Sagging pants are not allowed. Pants must be worn so your underwear does not show. The waistline of your pants should be above your hip.

If a student wears an article of clothing that is considered not appropriate for school, he/she will be asked to change in order to continue the day. If he/she refuses to change or does not have something to change into a

parent/guardian will be notified to have them sent home for the remainder of the school day. (This will be an unexcused absence and become part of the truancy referral process.) Continued violations will result in additional consequences including detention or suspension from school. Administration holds the right to determine if clothing is appropriate for school. Independent School District #750 will continue to maintain a learning and working environment that is aligned to the core middle school values.

### **DROP-IN CENTER**

Like to play computer games, ping pong, air hockey, watch TV or movies, have a place to work on assignments, or just hang out with your friends? Come to the Drop-In Center any Monday through Thursday right after school until 6:00 P.M. There is no fee to attend, but students are required to register so we have emergency numbers on file. Snacks are available at cost. Food and beverages purchased in the Drop-In Center must be consumed before leaving. Please remember this program is not a drop-in/drop-out Center with students coming and going as they see fit.

**If you are not participating in a supervised activity or working with a teacher, please report to the Drop-In Center or leave the building by 3:05 P.M.**

Students who remain after school must be supervised by an adult. Students must be signed in at the Drop-In Center by 3:10 P.M. or they will not be allowed in. If students are not allowed in the Drop-In Center they will need to leave the building or immediately contact someone for a ride home. Students who bring a signed pass to the Drop-In Center from a teacher or other middle school supervisor indicating the start and end time that they were with them, will be allowed to sign-in to the Drop-In Center.

### **DRUGS / ALCOHOL / TOBACCO**

Under federal law, smoking is prohibited in any kindergarten, elementary, or secondary school or library serving children under the age of 18 if federal funds are used in the school [20 U.S.C 6083(a)]. Furthermore, Minnesota prohibits smoking, chewing, or otherwise ingesting tobacco or tobacco products in public K-12 schools, including all school facilities whether owned, rented, or leased, and in all vehicles that a school district owns, leases, or rents, contracts for or controls [MN Stat. 144.4165].

Students are prohibited from using, possessing, distributing, or being under the influence of illegal substances, tobacco, prescription medications not intended for an individual's use, or alcohol at school, on school grounds or at school sponsored activities. Any student using or in possession of such substances or look-alikes (including e-cigarettes or other vapor based smoking devices), including paraphernalia will be subject to disciplinary action not limited to a 0-10 day suspension and such substances on the student's person or in the student's locker will be confiscated by authorities.

### **ELECTRONIC DEVICES**

Electronic devices are important to the development of 21st century skills. RMS recognizes that many students come to school with personal technology devices and that these instruments can be valuable learning tools. **Each teacher is able to determine their own expectations for the use of technology in their classroom.** Students and parents should also know that ROCORI Schools is not responsible for the maintenance, care, or protection of students' personal property. Cell phones or any device with a camera or video recorder are not allowed to be turned on in the locker rooms at any time. These devices must be turned off at all times in the locker rooms. Any student violating the above rules will have their electronic device confiscated. On the first offense the device will be confiscated and the student may pick it up in the office at the end of the school day. On the second offenses a parent must pick it up. On the third and subsequent offenses a parent must pick it up and detention will be assigned.

Failure of the student to give their device to staff when requested is considered insubordination and may result in up to one day of suspension from school. If a device is confiscated or collected, RMS is not responsible if it is damaged, lost, or stolen. Phones may be accessed and reviewed if they are suspected of being involved in misuse and therefore must be unlocked and the battery and SIMS card must remain on the device. Violation may result in disciplinary action.

**PRIVACY** – It is prohibited to take, distribute, or receive pictures or videos of students, teachers, and any staff member anywhere and anytime without their direct permission. Violation of this will result in disciplinary action from detention, to suspension, to expulsion based on the severity and nature of the act. Law enforcement may also be contacted. Images or videos containing nudity may result in the immediate initiation of the expulsion process.

## FIELD TRIPS

Field trips provide opportunities for students to extend their learning while being exposed to new experiences. If the classroom teacher, in consultation with administration, feels a student would put himself/herself or others at risk, he/she will not be included on the field trip. In addition, the teacher needs to feel the student is trustworthy enough to manage the free time a trip allows. Individual teams may feel other circumstances may warrant non-attendance as well. Parents will be notified if any of these concerns apply to their child. If students do not attend the field trip, they are still expected to be in school unless otherwise noted. Students should be aware that all school rules apply throughout the duration of a field trip. School consequences that have been issued and not served at the time of the field trip may result in the student not being allowed to attend the trip.

## FUNDRAISING / SOLICITATION

The sale of goods or solicitation of funds must be pre-approved by an administrator. Administration reserves the right to restrict fundraising efforts to school sponsored activities and or determine the time, location, and manner in which the solicitation occurs.

## GAMBLING

No gambling of any kind is permitted on school property.

## GRADING PROCEDURES

In terms 1-5, students will be assigned a grade that corresponds to the work they have completed upon the deadline of the term or trimester. However, after terms 2 and 4 all students will have two weeks to work with their teacher to make up any work that may be completed in order to improve their final grade for the trimester. At the end of the two week grace period all grades will become final. Due to teacher availability, the grace period DOES NOT APPLY to term 6 or trimester 3. Students who receive two or more failing trimester grades in a core course will be required to attend summer school.

## INSURANCE

The school does not provide insurance for students.

## LOCKERS

Lockers are provided for student convenience and use. Lockers are not intended to be used for safekeeping of valuables. **The school accepts no responsibility for articles that are lost or stolen from lockers.** It is for this reason that we recommend all articles of value be left at home. Each locker is fitted with a built-in combination lock. If the locker or combination lock does not work, please contact the office with the problem.

The school is not responsible for the loss of any property taken from school bags or from lockers. All property should be labeled. Missing or stolen property can be reported to the Cold Spring Police Department or the school's resource officer.

Keep back packs and book bags in your locker during school time. Plan ahead; use your locker.  
**Students will be held responsible for damage to lockers, including graffiti.**

## **SCHOOL LOCKER POLICY**

When the Minnesota Legislature passed the Omnibus Crime Bill in 1995, a statewide school locker policy came into effect. It provides that it is the policy of the State of Minnesota that:

“School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school 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 possible after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose locker was searched unless disclosure would impede an ongoing investigation by police or school officials.

## **LUNCH / BREAKFAST**

Breakfast and lunch are available to all students. A computerized system is used to expedite the lunch line. Each student will have an account number; however the money will be kept in a family account. ***During the 2019-2020 school year all students can receive ONE free breakfast each day.***

Second chance breakfast for middle school will occur during passing time between first and second hour. The passing time will be extended to accommodate students an opportunity to get breakfast. Note: All students are eligible for only ONE free breakfast each day. They are able to purchase an additional breakfast if they choose.

RMS is asking full payment on the first Monday of each month. For those of you who are inconvenienced by this procedure, we have a second option of two payments. The split payment is due on the first and third Monday of each month. Months that have more, or less, than 20 school days will need additional adjustments. ~~Students are notified while going through the lunch line when their accounts are getting low. ***It is the student's and parent's responsibility to monitor their lunch balance.*** No student will be allowed an extra milk or additional items without money deposited in their lunch account. When an account reaches -\$10.00 ~~students are no longer allowed to charge their lunch. At this time,~~ a personal phone call will be made from the kitchen. ~~If a lunch payment is not made by the following school day a peanut butter sandwich will be provided to the student at no charge up to three times. After that additional arrangement will be made.~~~~

An a la carte lunch line is also available. A wide variety of lunch items will be available each day. Specialty items will be available throughout the school year for students to purchase. Students will not be allowed to purchase form a la carte if they have a negative balance or if their parent has given notice to not allow it. A la carte items are a privilege and may not be offered at the discretion of the kitchen staff and/or administration.

Students who bring their lunch from home are to eat in the cafeteria. Students are not allowed to take lunch trays outside of the cafeteria. We ask that everyone cooperate in returning trays and throwing away any trash in the proper areas. Students are not to be in any area outside the cafeteria during the lunch period. Students are encouraged to make healthy choices when choosing their items. Energy drinks are strongly discouraged at RMS.

## **Medication Dispensation**

The intent of this policy is to assure safe administration of medications in school for those students who require them. The term "medicine or medication" means any remedial agent that has the property of curing, preventing, treating, or mitigating disease or illness. This applies to both prescription and over-the-counter medications.

Parents/Guardians have the primary responsibility for the maintenance of their child's health. When a student needs medication during school hours it must be administered according to the provisions of this policy. The school may also assist in the identification of health problems affecting a student's education but cannot diagnose illness or prescribe medications.

### **MEDICATION ADMINISTRATION**

1. Prescription medications will be administered only under the following conditions:
  - a. Written parent/guardian permission authorizing school personnel to administer medication must be on file.
  - b. A written prescription from the student's doctor must be on record for the prescription medication.
  - c. The original labeled container of the medication must be provided. Prescription bottles must be properly labeled with the correct student name, correct date, name of the medication and dosage, name of the prescribing physician and complete instructions. Medications brought to school in an envelope, plastic bag, or other container will not be given to the student. Parents/guardians will be contacted if permission and labeling is inadequate.
  - d. Dietary supplements and non-FDA approved alternative medications will not be dispensed at school.
  
2. Over-the-counter medication will be administered only under the following conditions:
  - a. Written parent/guardian permission authorizing school personnel to administer medication must be on file.
  - b. The original labeled container of the over-the-counter medication must be provided.

- c. Although the school district may maintain a supply of pain relievers, absolutely no Tylenol or ibuprofen will be given to a student from the school stock unless a phone call is made from the school district to the parent and permission is granted.
3. Health Services staff is not responsible for breaking tablets in half. When there is a physician order to give one-half of a tablet, please consult with your pharmacist.
4. Medications are to be brought to school (or picked up at school) by a parent/guardian.
5. Medications or required treatments must be administered by the Licensed School Nurse or a delegated trained staff member.
6. The school district, through the school nurse, reserves the right to reject medication administration requests. Some medications may impact the ability to safely accommodate the administration request. When a request cannot be accommodated, parents/guardians may choose to come to school to administer the medication to their child or may contact their physician to make alternate arrangements.
7. Students are encouraged to assume responsibility for requesting and taking medication at the appropriate time. Efforts will be made by the school district to administer the medication as prescribed.

### **MEDICATION STORAGE**

1. Students will not be allowed to carry their own prescription medications. If students need to have prescription medications at school they must be stored and retrieved in or through the appropriate health office. At no time should students bring unidentified or unauthorized medications to be administered by school personnel.
2. Medication to be administered at school is to be kept in the health services office, except for secondary school students who may carry an asthma inhaler. Other special requests may be discussed with the licensed school nurse.

### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is not appropriate in the school environment. Inappropriate actions may include, but are not limited to kissing, inappropriate touching, and prolonged hugging. Disciplinary action may include a conference with parents, detention, or suspension.

### **SCHEDULE CHANGES**

All schedule change requests need to occur before the trimester or term for a term class. Students who wish to adjust their schedule need to first meet with the school counselor. After the class starts, students will be required to complete a drop/add form with the impacted teachers and return it to the office.

**6th Grade Music Variance** – 6th graders, being new to the school and unfamiliar with the music program, may change their music selection at the end of the first term. The initial request must be made with the office and parent permission is required. All schedules will be finalized for the year at the end of Term 1. Changes during the rest of the year will only occur under extenuating circumstances.

### **SCHOOL CLOSING**

In the event that inclement weather forces the closing of school, the announcement will be made over radio stations WCCO, KASM, KCLD and WJON and television channels 4, 5, 7, 9 & 11. Parents are encouraged to update contact information with the school to receive automated emergency closing messages via the telephone.

### **STUDENT INFORMATION**

If at any time during the school year your home phone number or address changes please notify the office immediately. If a parents work numbers or your emergency contact information needs to be changed please notify the office. In the event of an emergency this information is very important.

### **SUMMER PROGRAMS**

All of ROCORI Middle School's summer programs are offered as Targeted Services. This means that each family will be required to sign a Continual Learning Plan (CLP) in order to participate. The CLP acknowledges that the student is in a needs-based program and is the documentation required for RMS to receive funding to offer the program.

*Credit Recovery* – Students will be required to attend credit recovery if they have failed to successfully complete at least two trimesters of a core course (English, math, social studies, science). Credit recovery runs for three weeks in June. Students will attend class for three hours each of three days during the week for a total of 27 hours. Students will have the opportunity to work on standards-based coursework in an

independent study format. A teacher will be available to provide support as needed. If students do not successfully complete the coursework by the end of the summer school session, they will be required to repeat the course during the next school year.

*Skill Remediation* – Throughout the year, students take a variety of standardized tests to assess their skill level in the areas of math and reading. If students are identified as below grade level on these assessments, they will be invited to attend skill remediation for the purpose of working with teachers to develop the needed math and/or reading skills. As with all intervention programs, teachers will work specifically with each student to identify areas of need so that students can develop their skills to the point they no longer require remediation. The skill remediation program of summer school is optional.

*6<sup>th</sup> Grade Academy* – The RMS 6<sup>th</sup> Grade Summer Academy is a needs-based program that allows incoming 6<sup>th</sup> grade students the opportunity to meet teachers and classmates, get to know the school, and work on reading and math skills in preparation for the upcoming school year. Students are invited to summer academy based on reading and math scores on standardized assessments as well as through teacher recommendation. Summer academy is designed for students who need extra support in the development of math and/or reading skills as well as students who might struggle with the transition to middle school due to social/emotional concerns. If parents are concerned about their student for any of the above reasons they are encouraged to speak with the middle school counselor or an administrator. Students will attend summer academy for three days a week, three hours a day, for three weeks. During that time, students will rotate among sessions involving organizational and social skills, reading skills, and math skills.

## **TELEPHONE**

A phone for student use is located in the front main lobby of ROCORI Secondary School. Students are asked to use discretion when using the phone. Limit your calls to three minutes. School phones are restricted to school business and emergency calls only during the school day.

## **TRANSPORTATION**

**Riding the bus is a privilege — not a right.** Bus drivers will make known to students the rules to be followed on their buses. Safety considerations require that these rules be followed. **The school and district will support bus drivers in enforcement of rules.**

Appropriate, respectful and safe behavior will be expected of all students at all times while riding a school bus. The bus driver is responsible for the safe transportation of students to and from school. The following guidelines will be followed.

### **At the bus stop, students will:**

- arrive several minutes before the bus is scheduled. The bus cannot wait for students to walk from their homes.
- wait quietly in a safe place - stay off the road.
- be considerate of other people's property - stay off lawns, flowers, shrubs, trees and other personal property.
- stand back from the road - give the bus driver plenty of space and time to stop.
- no fighting, harassment, intimidation, or horseplay.
- no possession or use of alcohol, tobacco, or drugs.

### **Boarding and exiting the bus, students will:**

- **when crossing the road:** check for traffic in both directions and wait for the driver to signal to cross.
- recheck in both directions for traffic - cross at least **10 feet in front** of the bus.
- **when boarding,** go in single file in an orderly, respectful manner, use the handrail, take one step at a time, and go directly to a seat.

### **On the bus, students will:**

- follow the bus driver's directions.
- remain seated until the bus reaches its destination and comes to a **full stop**.
- sit facing the front of the bus, keeping feet on the floor and head, arms, and hands inside the bus.
- keep the aisle clear of books, bags, and other objects carried on the bus. These objects should be kept on lap or under the seat.
- not drink beverages or eat.
- speak quietly, using respectful, appropriate language.
- treat bus property and equipment with respect.
- keep bus windows closed unless the driver gives permission to open them.

**Leaving the bus, students will:**

- remain seated until the bus comes to a **full stop**.
- move quickly off the bus in single file, respecting others leaving the bus.
- step down one step at a time, and off the bus using the handrail.
- move away from the bus so the driver can see students and students can see the driver.

**Seat Assignments:** The bus driver is authorized to assign seats. Students who refuse to sit in assigned seats will be suspended immediately from the privilege of riding the bus.

**Bus Violations:** the bus driver will issue students who do not follow school bus guidelines a bus referral; Rule Violation are typically issued as follows:

1st Offense - warning

2nd Offense - Student will be issued a bus behavior referral.

3rd Offense – Up to 3 day suspension from riding the bus and a call to the home by administration.

4th Offense – Up to 5 day suspension from riding the bus. In order to ride the bus again, there must first be a meeting with the parent, student, and school administration to make a plan for improvement.

5th Offense - to be determined.

Administration reserves the right to remove a student from riding the bus at any time if the offense calls for a stiffer penalty.

Once students have arrived onto school property, including busses, they are not allowed off of school property without permission.

**\* Students can earn more than one referral per bus ride if additional infractions occur.**

**\*\* When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.**

**\*\*\*Based on the severity of a student's conduct, consequences may be imposed at any time.**

**Depending on the nature of the offense, consequences such as suspension or expulsion from school may result from school bus/bus stop misconduct.**

## **TRESPASSING / LOITERING**

A student who is a habitual discipline problem after school hours will be asked to leave and remain off school grounds when school is not in session. The student will be verbally warned that if he/she returns outside of school hours, he/she will be subject to trespass charges brought against him/her. If the student refuses to leave school grounds in a reasonable amount of time or if the student returns at any time outside of school hours, he/she will be referred to the police department for trespassing. A trespass letter will be sent home to the parents/guardians after the first verbal warning.

Students not attending RMS will be asked their name and the reason for being in the building. If their reason is not acceptable, they will be asked to leave immediately. If they do not follow the directive to leave, the after school supervisor will contact the principal. If the principal is not available, the supervisor will seek assistance from a staff member present in the building. If the student continues to remain in the building or if the student returns at a later time/day, the police will be contacted. Trespass charges may be filed.

## **VISITORS**

In order to protect the safety and security of all persons in ROCORI Schools all visitors must sign in with the main office to receive a visitor's badge. Entrance to the building is limited to doors 1 (Main School Office) and 11 (District Office).

We welcome parents/guardians who would like to visit their child's classes during the school day. We do request that prior arrangements are made with building administration in order to accommodate the visit.

## DISCIPLINE PROCEDURES

It is the belief of ROCORI Middle School that a fair and equitable school-wide discipline procedure will contribute to the quality of a student's educational experience.

It is the responsibility of the school board, administrators, and teachers to safeguard the health, safety, and welfare of each student. ANY PERSON/INCIDENT THAT ENDANGERS, OR HAS THE POTENTIAL TO HARM, THE HEALTH, SAFETY, AND/OR WELFARE OF ANY STUDENT, STAFF, OR VISITOR TO ROCORI SCHOOLS IS SUBJECT TO DISCIPLINE. The school board and administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and these procedures.

**All violations of Minnesota state law and/or District 750 Board Policy are considered violations of the code of conduct as described in the ROCORI Middle School handbook. ROCORI District 750 Board Policies can be accessed on the school district's website.**



### ROCORI Middle School

### Behavior Management Plan

#### The 3 R's – Respect, Responsibility, ROCORI

##### Expectations:

1. Follow directions and requests the first time they are given
2. Be on time and be prepared
3. Use positive language - no harassment, foul language, or derogatory remarks
4. Respect others' physical space and mental well being
5. Keep the school safe

##### Encouragement:

1. Verbal recognition
2. Lunch pass
3. I Spy a Spartan note
4. Class reward
5. ROCORI Proud

##### Enforcement:

1. Verbal warning
2. Staff member and student have a private conversation
3. Staff member and student have a private conversation
  - a. Student completes RMS RIP and staff submit to office
  - b. Staff member contacts student's parent/guardian
4. Referral to administration
  - a. Staff member completes RMS ODR and submit to office
  - b. Student completes RMS RIP and staff submit to office
5. Team meeting if necessary

Major behaviors including fighting, vandalism, drugs, alcohol, weapons, skipping, threats, bullying, harassment, abusive language, assault, hazing, cheating, theft, physical aggression, etc. will face administrative consequences and not follow this RMS Behavior Management Plan.

## I. Rules of Conduct

Disciplinary action may be taken against students for any behavior that is disruptive or violates the rights of others. **Violation of any local, state, or federal law is unacceptable.**

**The following constitutes unacceptable behavior:**

1. Violation of a ROCORI School Board approved policy/rule/regulation.
2. Conduct that materially and substantially disrupts the rights of others to an education.
3. Conduct that endangers the pupil or other persons or the property of the school.

## II. Disciplinary Actions—Violations of the Rules of Conduct

- A. Disciplinary action may include, but is not limited to: Meeting with teacher, counselor, assistant principal, or principal; Detention; Loss of school privileges; Parental conference with school staff, Superintendent, and/or School Board; Modified school programs; Removal from class; In-School Suspension; Suspension; Exclusion; or Expulsion.
- B. Detention: Arrive on time (3:05 – 5:00 P.M. Monday-Thursday). Leave all food, drink, and electronic devices outside the detention room. No sleeping is allowed in the detention room. Students should be completing homework or reading. Failure to serve the after school detention by a set date will result in rescheduling a time. Failure to show up a second time will result in additional consequences. Detention not served by the end of each term will be changed to an in-school suspension. Detention not served at the end of the school year will be carried over to the next school year.
- C. Removal from class: Removal from class is the short-term exclusion of a student from class during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal, assistant principal, or their lawful designee. The student shall be removed from class only upon agreement of the appropriate teacher, assistant principal, and/or principal after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to the principal.
  - a. The removal from class may be imposed without a formal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the assistant principal or principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at an administrative conference including but not limited to the completion of any make-up work.
- D. Suspension: Short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion, and expulsion shall be utilized in accordance with the Pupil Fair Dismissal Act of 1974 as amended.

**Students who are suspended are immediately excluded from all student activities and/or functions for the duration of the suspension; this includes attendance, as well as active participation. The duration of exclusion from activities and school functions is from the first day of suspension and extends to the day the student is eligible to return to school. A trespass notice is automatically issued as part of the suspension and is active for the length of the suspension.**

- E. Expulsion: Long-term exclusion from school as directed by the school board. A trespassing notice will be served on the student during that time.

## ROCORI MIDDLE SCHOOL DISCIPLINE GUIDE

Every student and employee of RMS is entitled to learn and work in a safe school environment. To ensure this, the school has established clear student discipline policies, consequences appropriate to the behavior, and a practice to do so consistently. Students are expected to behave in accordance with federal, state and local laws; school policies and guidelines; and in a way that respects the rights and safety of others.

The district expectation is that students conduct themselves in a manner appropriate to maintain a climate in which learning may take place. The expectation and encouragement of proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. The policy, however, must also balance the rights, safety, security, and opportunities of other students to provide a positive learning environment for all.

The following are school-wide discipline guidelines. These guidelines and the potential consequences apply any time a student is present on ROCORI district property (this includes the school bus), participating in a school-sponsored activity, or at an event where the school is participating. Listed are the violations and the recommended

consequences; although all actions will be taken on a case-by-case basis. Community service or financial restitution may be utilized when appropriate for the infraction. The infractions and consequences may be modified or dismissed if circumstances require mitigation or exception (e.g. disabled student whose misbehavior is related to his or her disability).

### **Abusive Language/Profanity**

The use of language that is obscene, threatening, intimidating or that degrades other people.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

### **Arguing**

A verbal exchange that is deliberate to oppose a reasonable request/directive.

First Offense – 1 Hour Detention

Second Offense – 2 Hours Detention

Third and Subsequent Offenses – 1 Day Suspension

### **Arson**

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to school property or other property or that endangers or potentially endangers others by means of fire.

First Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

### **Assault**

Student causes fear in another person of bodily harm or intentionally inflicts or attempts to inflict bodily harm upon another person.

First Offense – 3 Days Suspension

Second Offense – 5 Days Suspension

Third Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

### **Bomb Threat/False Alarm/Terroristic Threat**

Intentionally making, publishing or conveying in any manner a bomb threat, creating or reporting a false alarm, or any type of terroristic threat pertaining to a school location or event.

First Offense – 5 Days Suspension

Second Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

### **Breaking and Entering**

Entering the school building once secured, after school hours, using an unauthorized mechanism of entering.

First Offense – 5 Days Suspension, Police Referral

Second Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

### **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 a student's ability to learn and/or a teacher's ability to educate students in a safe environment. Bullying is aggressive behavior that is intentional, involves an imbalance of power and most often, it is repeated over time.

Bullying can happen on school premises, at school functions or activities (home and away), on school transportation, or elsewhere but hinders education at school for the student.

Bullying can take on many forms, including these:

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as touching, hitting, kicking, shoving, or spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged
6. Being threatened or being forced to do things
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet)

First Offense – Detention

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Second and Subsequent Offenses – Up to 5 Days Suspension based on severity and nature of the offense.

**Cheating/Plagiarism/Forgery**

Plagiarism or conspiracy to commit plagiarism includes, but is not limited to cheating on school assignments or tests or claims someone else's work as their own. Forgery includes, but is not limited to falsifying signatures or data, misrepresenting identity, or forging notes. Academic consequences will also be assigned.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

**Computer/Internet**

Violation of the computer use procedure.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

**Defiance/Insubordination**

A deliberate refusal to follow a reasonable request/directive or to identify one's self when requested.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

**Disrespect**

Language or behaviors that is rude or inappropriate.

First Offense – 1 Hour Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

**Disruption**

Student engages in behavior causing an interruption in a class, activity, or function of school.. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior that disrupts or threatens to disrupt the class or school environment.

First Offense – 1 Hour Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

**Dress Code Violation**

Student wears clothing that violates the dress code/uniform policy.

First Offense – Required to Change, Parent Called

Second Offense – Required to Change, 2 Hours Detention

Third and Subsequent Offenses – Required to Change, 1 Day Suspension

**Electronic Device**

Violation of the electronic device procedure.

First Offense – Confiscation

Second Offense – Confiscation, Parent Pick-up Device,

Third and Subsequent Offenses – Confiscation, Parent Pick-up Device, School Consequences

**Fighting**

Student is involved in participation in an incident involving physical violence or fighting where strikes are intended to be delivered.

First Offense – 1-3 Day Suspension, Possible Police Referral

Second Offense – 3-5 Days Suspension, Police Referral

Third and Subsequent Offenses – 5-10 Days Suspension, Police Referral, Expulsion Recommendation

**Gang Affiliation/Display**

Intentionally or inadvertently having membership in, wearing clothing or paraphernalia that represents, or displaying symbols or gestures of gangs is prohibited.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

**Harassment**

The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class – i.e. socioeconomic status. Reprisal or retaliation for a complaint of harassment is prohibited.

- First Offense – 1 Day Suspension
- Second Offense – 3 Days Suspension
- Third and Subsequent Offenses – 5 Days Suspension

**Hazing**

Hazing activities of any type are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

- First Offense – 1 Day Suspension
- Second Offense – 3 Days Suspension
- Third and Subsequent Offenses – 5 Days Suspension

**Intimidation**

Behavior that causes another person to fear injury or harm. It is not necessary to prove that the behavior was so violent as to cause terror or that the victim was actually frightened.

- First Offense – 1 Day Suspension
- Second Offense – 3 Days Suspension
- Third and Subsequent Offenses – 5 Days Suspension

**Lying/False Reporting**

Student reports false information or is untrue.

- First Offense – 2 Hours Detention
- Second Offense – 1 Day Suspension
- Third and Subsequent Offenses – 2 Days Suspension

**Medication Misuse (Over the Counter)**

Any student in possession of or using over the counter medication must do so in a manner consistent with the medication procedure. Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any over the counter medication is prohibited.

- First Offense – 1 Day Suspension
- Second Offense – 3 Days Suspension
- Third and Subsequent Offenses – 5 Days Suspension

**Medication Misuse (Prescription)**

Any student in possession of or using prescription medication must do so in a manner consistent with the medication procedure. Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any over the counter medication is prohibited.

- First Offense – 3 Days Suspension
- Second Offense – 5 Days Suspension, Police Referral
- Third Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

**Physical Aggression**

Student engages in actions involving physical contact where injury may not have been intended but may occur (i.e. hitting, punching, poking, kicking, hair pulling, scratching, etc.).

- First Offense – 1 Day Suspension
- Second Offense – 3 Days Suspension
- Third and Subsequent Offenses – 5-Days Suspension

**Possession or Use of Alcohol or Chemicals**

The possession or use of any alcohol, narcotic, illegal substance, inhalants, controlled substance or drug paraphernalia is prohibited while on school property, participating in a school-sponsored activity, or traveling in school transportation.

- First Offense – 5 Days Suspension, Police Referral, Chemical Assessment
- Second Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

**Possession/Use of Combustibles**

Student is/was in possession of substances/objects that are real or imitation, of explosives, incendiary devices, or other items considered dangerous, illegal capable of causing bodily harm and/or property damage, destruction, or disruption (matches, lighters, fireworks [sparklers, firecracker, smoke bombs, etc.], gasoline, lighter fluid, etc.).

First Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

**Possession/Use of Weapons**

Student is in possession of knives or guns (real or look alike) or other items considered dangerous, illegal or which could cause bodily harm, destruction, or disruption. Notwithstanding the time limitation in Minnesota statutes, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school. The board may modify this expulsion requirement for a pupil on a case-by-case basis.

First Offense – 5-10 Days Suspension, Expulsion Recommendation, Police Referral

**Possession/Use of Tobacco**

Student is in possession of or is using tobacco including e-cigarettes or other vapor based smoking devices. Students who congregate in an area where smoking has recently occurred (e.g. bathroom stall) will be considered smoking.

First Offense – 1 Day Suspension

Second Offense – 3 Days Suspension, Chemical Assessment, Police Referral

Third and Subsequent Offenses – 5 Days Suspension, Police Referral

**Privacy**

It is prohibited to take, distribute, or receive pictures or videos of students, teachers, and any staff member anywhere and anytime without their direct permission and that violates their personal privacy. Violation of this will result in disciplinary action from detention, to suspension, to expulsion based on the severity and nature of the act. Law enforcement may also be contacted. Images or videos containing nudity may result in the immediate initiation of the expulsion process.

First Offense – 1 Day Suspension

Second Offense – 3 Days Suspension

Third and Subsequent Offenses – 5-Days Suspension

**Property Damage/Vandalism**

Student participates in an activity that results in destruction or disfigurement of property.

First Offense – 5 Days Suspension, Police Referral

Second Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

**Reprisal**

An intentional retaliatory act.

First Offense – 1 Day Suspension

Second Offense – 3 Days Suspension

Third and Subsequent Offenses – 5-Days Suspension

**Sale/Purchase of substances**

The sale or purchase of an substance while on school property (i.e. – tobacco, including vape/e-cigs; alcohol, drugs, etc.)

First Offense – 5 Days Suspension, Police Referral

Second Offense – 10 Days Suspension, Expulsion Recommendation, Police Referral

**Skipping**

Student leaves or misses class without permission. Student is somewhere without permission during school hours.

First Offense – Detention

Second Offense – Detention

Third and Subsequent Offenses – 1-3 Days Suspension

**Theft**

The unauthorized taking, using, transferring, hiding, or possession of property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when possible, will be expected.

First Offense – 1 Day Suspension

Second Offense – 2 Days Suspension

Third and Subsequent Offenses – 3 Days Suspension

**Threat**

Student engages in actions (verbal, written, physical) that are threatening to another student.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

**Transportation**

All rules that apply during the school day apply while riding a school bus. Students will be administered consequences consistent with school discipline procedures and policies. Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period of time.

First Offense – Warning

Second Offense – Bus Referral Issued, Parents Notified.

Third Offense – 1-3 Day Bus Suspension

Fourth Offense – 3-5 Day Bus Suspension, Meeting with the parent, student, and school administration to make a plan for improvement.

Fifth and Subsequent Offenses – To be determined.

**Trespassing**

Student on suspension who is on school property without permission. Admitting others through a locked or secured entrance without the permission of school employees. Anyone on school property that has been issued a no-trespass order.

First Offense – 1-3 Day Suspension

Second Offense – 3-5 Days Suspension

Third and Subsequent Offenses – 5-10 Days Suspension

**Unauthorized Use/Possession of School Property/Equipment**

Student uses or is in possession of school property or equipment without permission – i.e. elevator.

First Offense – 2 Hours Detention

Second Offense – 1 Day Suspension

Third and Subsequent Offenses – 3 Days Suspension

# Parent/Guardian Guide to Statewide Testing

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

**Why statewide testing?** Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college. The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

## Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

## Academic Standards and Assessments

### What are academic standards?

The *Minnesota K–12 Academic Standards* are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<b>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</b> <ul style="list-style-type: none"><li>• Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.</li><li>• Majority of students take the MCA.</li><li>• MTAS is an option for students with the most significant cognitive disabilities.</li></ul>	<b>ACCESS and Alternate ACCESS for English Learners</b> <ul style="list-style-type: none"><li>• Based on the WIDA English Language Development standards.</li><li>• Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</li><li>• Majority of English learners take ACCESS for ELLs.</li><li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li></ul>
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### **Why are these assessments effective?**

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

### **Are there limits on local testing?**

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or school-wide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or school-wide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

### **What if I choose not to have my student participate?**

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form is available upon request in the school office.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

### **When do students take the assessments?**

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

### **When do I receive my student's results?**

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

### **How much time is spent on testing?**

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

### **Why does it seem like my student is taking more tests?**

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

For more information please visit <https://education.mn.gov/MDE/fam/tests/>

## **BULLYING PREVENTION POLICY**

Adopted: August, 2014

Revised: January 8, 2018

Reviewed: July 20, 2020

### **I. PURPOSE**

The ROCORI School District strives to provide safe, secure and respectful learning environments for all students in school buildings, on school grounds, school buses and at school-sponsored activities. Bullying, like other disruptive or violent behavior, is conduct that interferes with a student's ability to learn and a teacher's ability to educate. A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships.

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 identifying, preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

This policy protects students against bullying and harassment on the basis of actual or perceived race, ethnicity, color, creed, 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, status with regard to public assistance, age, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic defined in Chapter 363A. This policy also protects any student who voluntarily participates in any district function or activity, whether the student is enrolled in the district or not.

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

- A. An act of bullying, by any individual, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to individuals who directly engage in an act of bullying but also to individuals who, by their indirect behavior, condone or support another individual's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. Prohibitions. Bullying of a student or group of students is prohibited:
1. During any school-sponsored or school sanctioned programs, activities, events or trips.
  2. In school buildings, school property, on school buses or other school district-provided transportation, and at designated locations for students to wait for buses and other school district-provided transportation.
  3. Through the transmission of information from a school district computer or computer network, or other electronic school equipment.
  4. When communicated through any electronic technology or personal electronic device while on school property, on school buses or other school-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities.
  5. Off campus communication and use of electronic technology which seriously disrupts any student's education.

- C. No employee of the school district shall permit, condone, or tolerate bullying.
- D. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- E. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- F. False accusations or reports of bullying against another student are prohibited.
- G. 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 Policy 9-4).
- H. 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, 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. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students creating an actual or perceived imbalance of power between the student engaging in bullying and the target of bullying that has or can be reasonably predicted by repeated forms or pattern to have one or more of the following effects:
  - 1. Placing the student in reasonable fear of harm to the student's person or property.
  - 2. Causing a detrimental effect on the student's physical or mental health.
  - 3. Interfering with the student's educational opportunities and performance.
  - 4. Interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- B. The term, "bullying," may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. The term, "bullying" specifically includes cyberbullying as defined in this policy.
- C. "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.
- D. "Immediately" means as soon as possible but in no event longer than 24 hours.
- E. "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.
- 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 as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- 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.
- J. "District Employee", "School Personnel," and "School Staff" are terms that include School Board members, administrators, educators, aids, school counselors, social workers, psychologists, other school mental health professionals, nurses and other school-based/linked medical providers/health professionals, cafeteria workers, custodians, bus drivers, athletic coaches, extracurricular activities advisors, paraprofessionals, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district and its students.

#### 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. The ROCORI District also maintains a "ROCORI Schools Tip Line" (320-685-4965) which allows reporting of inappropriate behaviors.
- 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. District employees 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. When investigating a complaint, the principal/designee and/or building report taker 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.
  - 5. The context in which the alleged incidents occurred.

- G. 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.
- H. 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 Discipline Policy 9-4) 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.
- G. 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.

**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.

- A. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.
- B. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct.
- C. 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.
- D. Victims, who have reported incidents of bullying behavior but choose to retaliate against a person who has committed bullying acts, may also be subject to investigation and disciplinary action as perpetrators of bullying behavior.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with District employees and provide appropriate training regarding this policy. The training cycle for District employees shall occur during a period not to exceed every three school years. Newly employed District employees 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 Minn. Stat. § 122A.60, to build the skills of all District employees who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

- 1. Engage all students in creating a safe and supportive school environment;
- 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
- 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
- 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
- 5. Teach students to advocate for themselves and others;

- 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
- 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See Policy 9-15) in the student handbook.

**VIII. NOTICE**

- A. The school district will provide annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See Discipline Policy 9-4) 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 websites.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

**IX. POLICY REVIEW**

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

# HARASSMENT

Adopted: May, 2014

Revised: July 20, 2020  
Reviewed: July 20, 2020

## I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

## II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment on the basis of race, color, creed, religion, national origin, sex, gender including gender identity or expression, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy.
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

## III. DEFINITIONS

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
  - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications
  - 1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
    - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
    - b. has a record of such an impairment; ~~105~~
    - c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors being domiciled with:
    - a. their parent or parents or the minor's legal guardian; or
    - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
  3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
  5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
  7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
  8. "School Personnel" includes School Board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

#### F. Sexual Harassment

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of . Sexual orientation, including gender identity or expression.

#### G. Sexual Violence

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statute, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; 106
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence: Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The School Board hereby designates the Senior High Activities Director and the Superintendent as the school district human rights officer(s) to receive reports or complaints of harassment prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. 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. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged

incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of the investigation, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

#### **VII. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

#### **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

#### **IX. HARASSMENT AS ABUSE**

- A. Under certain circumstances, alleged harassment may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

#### **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

## VIOLENCE PREVENTION

Adopted: February 12, 2018

Revised:  
Reviewed:

### I. PURPOSE

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

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

### II. GENERAL STATEMENT OF POLICY

- A. The school district will strictly enforce its weapons policy (Policy 9-9, Weapons Policy).
- B. The school district will act promptly to investigate all acts, or formal or informal complaints, of violence (including physical or emotional harm) and take appropriate disciplinary action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.
- C. The school district will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the School Board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

### III. DEFINITIONS

- A. "Violence" means a situation when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict harm (including physical or emotional harm) upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel.
- B. "Gang" as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity.
- C. "Pattern of Gang Activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

### IV. IMPLEMENTATION OF POLICY

- A. The School Board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The School Board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 9-9, Weapons Policy) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 9-17, Hazing Policy) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the

student discipline policy (Policy 9-4, Student Discipline Policy and Policy 9-10 Policy Regarding Assaultive Behavior).

- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in this policy will be subject to the procedures set forth in the student discipline policy (Policy 9-4, Student Discipline Policy).
- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 7-4, ).

#### V. PREVENTION STRATEGIES

The school district may adopt and implement any of the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- F. Refer to the curriculum committee exploration of ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- G. Establish clear school rules that prevent and deter violence.
- H. Develop cross-cultural awareness and/or cross-cultural programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- I. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- J. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- K. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- L. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- M. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- N. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- O. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- P. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VI. STUDENT SUPPORT

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

VII. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 9-9, Weapons Policy) and the school hazing policy (Policy 9-17, Hazing Prevention Policy).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 9-4, Student Discipline Policy)

## HAZING POLICY

Adopted: December 14, 1997

Revised: April 22, 2019  
Reviewed: April 22, 2019

### 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 report 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 or organization who willingly engages in or encourages an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or 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 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 the violation of state or federal law or of school district policies or regulations.
  6. Activities generally or historically associated with 9th grade initiation into ROCORI High School.
- 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 prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
  - D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
  - E. "Student" means a student enrolled in a public school or charter school.
  - F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### IV. REPORTING PROCEDURES

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

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

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

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

#### V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

- B. The building report taker or other appropriated 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.

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 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.

## WEAPONS POLICY

Adopted: May, 2010

Revised: February 12, 2018  
Reviewed: February 12, 2018

### I. PURPOSE

The ROCORI School District expects a safe, positive and productive learning environment for all students and staff. The purpose of this policy is to assure a safe school environment for students, staff and the public.

### II. GENERAL STATEMENT OF POLICY

Violent behavior, of any form, is not supported by the school district. In particular, the district considers issues involving weapons to be extremely serious violations of a safe learning environment. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### III. DEFINITIONS

A. **WEAPONS:** A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing great bodily harm, death, or which may be used to inflict injury on self or others.

Examples of weapons include but are not limited to:

1. **FIREARMS:** Firearms, as applied in this policy, is consistent with firearms as defined in United States legal code. Any firearm, whether loaded or unloaded; airguns, pellet guns, BB guns, look-alike and non-functioning guns; fireworks, explosives; stunguns; ammunition; any type of bomb or exploding devise;
  2. **OTHER WEAPONS:** All knives; blades; clubs; metal knuckles; numchucks; throwing stars; poisons; and objects that have been modified to serve as a weapon.
  3. **OTHER OBJECTS:** In addition, articles designed for other purposes, may be considered weapons, dependent upon their use. Examples include but are not limited to items such as belts, combs, pencils, files, scissors, laser pointers, or chains used to inflict bodily harm will be treated as the possession and use of a weapon.
- B. **Use of Weapons:** Use refers to having a weapon on one's person or in an area subject to one's control and brandishing, displaying with appearance of use, discharging, actual physical engagement or any other actual use of the weapon.
- C. **Possession:** "Possession" refers to having a weapon on one's person or in an area subject to one's control.
- D. **"School Location"** includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

### IV. USE OF WEAPONS:

Use of a weapon on school grounds is the most serious violation of this policy.

A. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. Use of a weapon by a student at any school building, or school grounds, at locations of school activities or trips, on school-owned or contracted busses or vehicles, at all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district, will result in

1. confiscation of the weapon;
2. engagement of the appropriate law enforcement agencies including local police;
3. a meeting with the principal, parents, and student involved;
4. an initial suspension for ten (10) days; and
5. a recommendation to the Superintendent and School Board for expulsion.

- B. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

V. POSSESSION OF WEAPONS:

Possession of a weapon by a student at any school building, or school grounds, at locations of school activities or trips, on school-owned or contracted busses or vehicles, at all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

Possession of a weapon will result in

1. confiscation of the weapon;
2. a meeting with the principal, parents, and student involved;
3. notification of the police department;
4. an initial suspension for five (5) days; and
5. a recommendation to the Superintendent for possible expulsion.

VI. EXPULSION NOTE:

Notwithstanding the time limitation in Minnesota statutes, a School Board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school. The School Board may modify this expulsion requirement for a pupil on a case-by-case basis.

VII. EXCEPTIONS:

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered in possession of a weapon if he or she immediately turns the weapon over to an administrator, teacher, coach, supervisor, bus driver, or other school employee, or if the student immediately notifies an administrator, teacher, coach, supervisor, bus driver, or other school employee of the weapon's location.

- B. It shall not be a violation of this policy for students to: handle firearms during approved firearms safety or marksmanship courses or activities conducted on school property under the direction of certified instructors; to possess replica weapons during a color guard performance; or to use weapon facsimiles during student performances with written permission of the building or program administrator.
- C. While the school district takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students.

When authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

- D. While the school district takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.
- E. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  1. active licensed peace officers;
  2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  4. a gun or knife show held on school property;
  5. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center;

6. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity; or
7. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045.
  - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
  - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.

VIII. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the School Board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

IX. DISCLOSURE

A student's expulsion, withdrawal, or transfer from ROCORI after an expulsion action is initiated for a weapons violation, must be disclosed to another school district in connection with the possible admission of the student to the other district.

X. NOTIFICATION OF POLICY:

Students and parents will be made aware of this policy, as appropriate, through student handbooks, policy handout distribution, school assemblies, local newspaper, district newsletter, and teacher-led classroom discussions.



# Student Handbook

ROCORI High School

(320) 685-8683



534 5th Avenue North Cold Spring, MN 56320

**MISSION:** Making a difference today to create a better tomorrow.



At ROCORI, we believe in creating a caring, learning, and giving environment in which the values of being direct, appropriate, tolerant, positive, open, respectful, accepting, and prepared are considered the foundation of our learning community.

## STUDENT CODE OF ETHICS

All students have the responsibility:

- A. to value learning first and foremost;
- B. to take responsibility for their actions and learning;
- C. to contribute to a positive, caring environment;
- D. to demonstrate compassion, honesty, and integrity toward others;
- E. to do their best and help others to do their best;
- F. to maintain a sincere desire to learn, change, and grow;
- G. to seek help when needed;
- H. to value each person, respecting individual differences and beliefs;
- I. to refrain from being unkind to others and not participate in conversations that are unkind;
- J. to be a positive influence on those around them and help build their self-esteem;
- K. to do their best to involve their family as a part of their education;
- L. to follow the school rules;
- M. to know, model and live the district's value statements to the best of their ability.

### **MISSION STATEMENT FOR ROCORI SCHOOL DISTRICT**

Making a difference today to create a better tomorrow.

With a focus on excellence for all individuals, the mission of the ROCORI School District is to produce world citizens with high ethical standards who excel academically, think creatively, and compete successfully in an ever changing society, developed through a partnership with our communities and in a nurturing environment that promotes eagerness to learn and a positive self-esteem.

### **ROCORI HIGH SCHOOL PHILOSOPHY**

The faculty, staff, and administration at ROCORI High School are dedicated to creating an environment that enables students to experience a structured, sensitive and positive learning atmosphere. It is our belief that such an atmosphere promotes self-respect and an equal respect for others. Since our fundamental purpose is to provide for the educational needs of all our students, it is our intent to develop learning skills in our students that will enable them to reach their highest levels of achievement. In order to accomplish this end, we attempt to motivate individual students to develop realistic goals that will enable them to have success in their lives. As educators, our ultimate goal for our students is for them to become healthy, happy and active contributing members of our community.

### **SPARTAN HISTORY**

ROCORI began as a junior-senior high school in 1967. Since the new building was not ready, the school operated in rented facilities for two years. The first graduating class numbered ten proud Spartans.

In the fall of 1969 the Spartan student body moved into a new, 158,000 square foot facility. The student body continued to grow until a peak of 1350 seven through twelfth graders out grew the facility. In 1974 the seventh and eighth grades moved into the building housing the Cold Spring Elementary, currently the District Education Facility. In April of 2011 the new commons/food service area opened at the current high school site. At the start of the 2011 school year, middle school addition was completed and opened as a 6-12 site for the 2011-2012 school year.

## **STUDENT SENATE AND CLASS REPRESENTATIVES 2020-2021 EXECUTIVE COMMITTEE**

### **Executive Council:**

President: Katie Kaluza  
Boulton,

Vice President:

Secretary:

Treasure:

### **Junior Representatives:**

Paige Davis, Olivia Tronbak, Skye Bellmont, Amber

Trinity Sitzman, Kendahl Dickman

### **Sophomore Representatives:**

Fiona Cheever, Selma Dingmann, Zachary Feldhous,

Shelby Gebault, Cullen Homer, Ty Lieser

### **Senior Representatives:**

Adeline Loesch, Reanna Borgen, Madeline Fuchs,

Katie Kaluza, Mackenzie Pundsack, Emily Haus,

Madison Janssen, Grace Sutherland

### **Freshman Representatives:**

Colton Hern, Nolan Kelly, Morgan Janssen,

Daniel Lingl, Greta Wesenberg, Jenna Rieder

## **ACT TESTING DATES**

Juniors and Seniors planning on attending a 4 year college **must** **may** take the ACT test to be considered for admission. Please see a school counselor for testing locations and for any other questions that you may have.

## **AFTER SCHOOL ACTIVITIES**

All after school or evening trips, meetings, or gatherings that involve students and are a school sponsored activity, must be scheduled and cleared by the Activities Director. All activities that occur during the normal school day are to be cleared by the Principal. Activities should be cleared as far in advance as possible.

Students must be under the direct supervision of a staff member of ROCORI High School when in the building after 3:05 P.M. **If you are not participating in a supervised activity or working on homework.** Students should remain in the RHS Commons until activities start or a ride has arrived. Students displaying inappropriate behavior will lose their privilege to stay after school.

## **ANNOUNCEMENTS AND MESSAGES**

Anyone wishing to have an announcement placed at the end of the school day must submit the request to the high school office for approval. If the announcement relates to a school sponsored activity, the advisor in charge must have signed the request prior to submitting it to the office. The Attendance secretary will forward messages to students **only** in emergency situations. Parents are responsible for informing the students of appointments, etc, **not** the school.

**Posters: All signs and posters need to be pre-approved by building principals prior to being posted in the building.**

## **APPEARANCE**

- Students are encouraged to wear clothing that is neat, clean, and in good taste. Teachers have the right to not allow a student to participate in a class activity where the student's dress restricts movement or could cause a safety hazard.
- Hats of any kind or bandanas **will be left in lockers** and are not to be worn during any part of the school day. Hoods of any kind will not be worn during any part of the school day.
- Heavy chains and studded collars may not be worn as necklaces, bracelets or as any part of your clothing attire.

- Any style shirt or other clothing that portrays in words or graphics, questionable designs that can be considered offensive, will not be worn in school. Examples include but not limited to: slogans or graphics, drug-related or alcohol related slogans or graphics, tobacco slogans or graphics.
- It is recommended that coats not be worn during the school day; be prepared by having a sweater or sweatshirt in your locker to wear if you are cold.
- Shoes are to be worn at all times. Health and safety insurance codes are specific in addressing this mandatory requirement.
- It is not appropriate to have your stomach showing. All tops need to touch/overlap your slacks, shorts or skirts while standing or walking. Some shirts may be cut too low; please choose appropriate attire. Spaghetti straps, backless, or strapless are not allowed, so as a general guideline the strap should be at least 1-inch wide.
- Shorts and skirts need to be an appropriate length. Shorts and skirts need to be acceptable length for the school setting. As a guide the shorts/skirt bottoms should extend to the length of the student's hand where the fingers and palm meet with the shoulders and arms relaxed.

Strapless shirts or dresses are not appropriate.

- Please hike up your pants so your underwear does not show. The waistline of your pants should be above your hip.

If a student wears an article of clothing that is considered questionable, he/she will be asked to change in order to continue the day. If he/she does not have something to change into, the student will remain in the office or be sent home for the remainder of the school day. (This will be an unexcused absence.) Continued violations will result in suspension from school. Administration reserves the right to determine if clothing is appropriate for school. Independent School District #750 will continue to maintain a learning and working environment that is free of harassment.

## **ATTENDANCE**

The School Board, Administration, and faculty of ROCORI High School, believe that regular school attendance is related to success in academic work. Furthermore, present and future employers often consider an attendance record. Attendance, in an educational setting, is an important component of learning for youth.

Good attendance benefits youth academically, as well as socially. Group learning situations assist students to communicate, work together, gain perspectives, and accept responsibilities — all important components of adulthood.

## **RESPONSIBILITIES:**

This attendance policy recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This guideline will assist students in attending classes regularly to meet their academic responsibilities.

## **STUDENT'S RESPONSIBILITY:**

It is the student's right to be in school. It is the student's responsibility to:

- Attend all assigned classes every day that school is in session and to follow the correct procedures when absent from an assigned class.
- Be in class on time
- Follow all school rules and expectations
- Be familiar with all the procedures governing attendance.
- **Request any missed assignments from instructor's before/during/after the absence.**

## **PARENT OR GUARDIAN'S RESPONSIBILITY:**

It is the responsibility of the student's parent or guardian to:

- Encourage the student to attend school.
- Accurately inform the school of the reason for a student's absence.
- Work cooperatively with the school and the student to improve school attendance.

## **TEACHER'S RESPONSIBILITY:**

It is the teacher's responsibility to:

- Take daily attendance and to maintain accurate attendance records in each assigned class. Attendance information **must** be forwarded to the attendance secretary each period.
- Be familiar with all procedures governing attendance and to apply these procedures uniformly to avoid confusing the students.
- Provide any student who has been absent with any missed assignments upon request. A truant student will receive "no credit" for assignments given during the truancy.

- Work cooperatively with the student's parent or guardian and the student to improve school attendance.
- Be sure that a pass accompanies the student when out of the room. If a teacher detains a student, they need to send a pass or notify the teacher who is affected.

### **ADMINISTRATOR'S RESPONSIBILITY:**

It is the administrator's responsibility to:

- Encourage students to attend all assigned classes.
- Be familiar with all procedures governing attendance and to apply these procedures uniformly to all students.
- Receive and maintain accurate records on student attendance and to publish a legible list of each day's absences stating the status of each.
- Inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to improve school attendance.
- Inform parents and students annually of the need for regular school attendance and of the regulations, procedures, and implementation plan for this policy.

### **MINNESOTA COMPULSORY INSTRUCTION LAW AND SCHOOL ATTENDANCE:**

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction law, Minnesota Statutes Section 120.101 as amended, the students of ROCORI District No. 750 are required to attend all assigned classes every day school is in session.

### **ABSENCES (DEFINED)**

A student will be considered absent when he or she is missing from a class period. Any tardy of 20 minutes or more will be considered an absence, either excused or unexcused. Staff courtesy respects the prerogative of staff issued passes.

### **TRUANCY (DEFINED)**

An absence by a student which was not approved by the parent and the school district or a lack of notification within 24 hours of absence or any student under the age of 18 who has an unexcused absence from school.

The authority to decide whether an absence is excused or unexcused rests with the building principal or building assistant principal. Extended truancy will be referred to the Stearns County Attorney

### **ABSENCE REPORTING PROCEDURES**

#### **WHEN NOT IN SCHOOL FOR THE DAY:**

There are times when an absence is unavoidable. Within 24 hours, parents/guardians should call ROCORI High School (685-8683) to notify the attendance secretary that their student will be absent for a given period of time. If a phone call is impossible, then a note **must** accompany the student upon his/her return. If a note or phone call is not received within 24 hours with the necessary information, the absence(s) will be considered unexcused. This absence will count towards the truancy policy.

#### **LEAVING SCHOOL DURING THE SCHOOL DAY:**

When students have to leave during the school day, a note that is dated, signed by a parent, and identifies why the absence is necessary must be presented to the attendance secretary before school on the day of expected absence. The note should also include how the student will get to his/her destination (will the student be driving themselves and have permission to do so, or will a parent/guardian be picking them up). Parents or guardians may telephone the attendance secretary with the same information in emergency situations. Notes are preferred in all situations. The attendance secretary will issue a pass to leave the school building. ***The student is responsible to sign out in the high school office prior to leaving the building.***

A student who is absent due to an appointment with an outside health professional shall obtain documentation with time notation and signature from the health care provider on a letterhead or prescription form and shall present it to the attendance secretary upon return or no later than the following school day. If a student becomes ill during the school day, he or she must have the approval of and written permission from the school health technician or school nurse before leaving.

***Student information cards can be used many times during the school year to contact parents/guardians regarding school attendance issues. Please keep the information updated.*** If the student returns during the school day, they should report to the high school office for a pass and to sign in.

**PRE-PLANNED ABSENCES:**

The student’s parent must notify the attendance secretary in writing in advance of any planned absence or extended absence. The student shall do any work prior to leaving if requested by the teacher to do so. This would include family vacations, college visits, etc. Any such absences count as part of the maximum absence restriction. Students need to complete the ROCORI Family Vacation form and/or the ROCORI College Visit form to avoid credit recovery for the pre-planned absence.

**ATTENDANCE ON DAYS OF OR AFTER EXTRA-CURRICULAR EVENTS OR SCHOOL SPONSORED ON-THE-JOB/STW PROGRAMS**

When a student has been absent from school, for any period of time, on the day on an athletic contest, concert, or other event, he/she shall follow regular school tardy and absence procedures.

**TARDIES TO SCHOOL AND CLASS**

A tardy is identified as arriving late to school or class. A tardy will be less than 20 minutes; over 20 minutes will count as an excused or unexcused absence.

**Tardies to School, Period 1**

If a student is late for the start of the school day, he/she should report directly to the high school office upon arrival at school. They will be given an admit slip to class and the attendance secretary will adjust the attendance roll. If 3 tardies to first hour are accumulated during a term, you will be issued detention by the office. Each additional tardy during the term will result in an hour of detention. All detention must be served before the conclusion of the term or all remaining tardies become an unexcused absences. Failure to complete this time will result in a grade reduction for that class.

**Tardies to class, Periods 2-5,** Students must be inside the classroom when the bell rings. Teachers may adjust this rule according to the needs of the individual class. **If a student accumulates 3 or more unexcused tardies per term, they may be assigned detention by that teacher.** All detention must be served before the conclusion of the term or all remaining tardies become unexcused

NOTE: The activity director, coaches, and advisors will be notified each time a student is tardy or absent from school.

**\*THE ABOVE CONSEQUENCES ALSO APPLY TO ALL CLASSES, INCLUDING HOMEROOM.**

If a student is in the nurse’s office, the school health technician or school nurse will write a pass with the time and date. The health technician or school nurse will notify the attendance secretary if a student is sent home ill or for any other reason.

**ABSENCES FALL INTO ONE OF TWO CATEGORIES:**

**EXCUSED ABSENCES:** TYPICALLY FOR PERSONAL ILLNESS, EMERGENCIES, MEDICAL OR DENTAL APPOINTMENTS, OR SITUATIONS WHERE THERE IS AGREEMENT BETWEEN HOME, SCHOOL AND STUDENT AS TO PURPOSE AND VALIDITY OF THE ABSENCE. (NO PENALTIES OR CONSEQUENCES).

Students are required to make up all daily assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students are allowed 2 make up days for each day of an excused absence. Any daily work not completed within this period shall result in “no credit” for the missed daily assignment. Long-term projects are due on the date that they have been assigned or before. If a student is absent on the long term project due date, the teacher must be notified or the project submitted if no prior arrangements have been made. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. Suspensions are to be handled as absences and students will be permitted to complete make-up work.

- 1. Extended family trips that necessitate any time and/or days out of school **must** be pre-approved with the ROCORI Vacation Form completed.

**SERVING TIME:** Students are eligible to avoid a grade reduction by choosing to serve time after school in the credit recovery room. For each class period that is marked un-excused, the student can choose to serve two hours of credit recovery to avoid the grade reduction. For example, 3 class periods that are un-excused would equal 6 hours of detention. Any time credited **MUST** be completed before the grading period is over to avoid the grade reduction and all time needs to be completed.

**APPEAL PROCESS:** A review committee comprised of the teacher, principal, assistant principal, guidance counselor, student and the parent/guardian will convene within 10 days of the end of a marking period at the written request of the student affected to consider an appeal. Such appeal, based on whatsoever evidence or testimony presented in behalf of the student will be considered by the appeal committee in making a final determination on this status of the failure given due to unexcused absence.

**ATTENDANCE IS IMPORTANT FOR STUDENT SUCCESS!** Classroom discussions, an opportunity to receive help on class assignments, and being a part of a learning atmosphere are but a few positive reasons to support being in school.

**LUNCH PASSES,** Parents need to request a lunch pass for their students by 9:30 AM on the day of the request. Requests after 9:30 AM may not be granted. Any student with a tardy or unexcused absence in the previous five school days of the request will not be excused.

**BIKES, MOTORCYCLES & SNOWMOBILES**

All students are to park their bikes in the racks located in the parking lot. Motorcycles are to be parked in the designated area. ATV’s are not permitted on ROCORI District property and will **be** subject to a fine/ticket if driven on property.

## **BILLS, COURSE FEES AND FINES**

Some elective classes do involve a materials fee. All fees need to be paid in the office by the 4th day of the class or before the project is started. All fines need to be paid immediately. The student will not be able to participate in the graduation ceremony if fees are not paid before the ceremony. All students must pay a \$10.00 supply fee, payable within the first 30 days of school. The supply fee is to offset the cost of consumable resources which may become the property of students such as paper, toner/ink, and copies. For any questions, contact the high school office.

## **CARE OF PROPERTY AND EQUIPMENT**

ROCORI High School will provide the best possible facility and equipment for your use while attending school. We are proud of our school and expect that you will assist in keeping it in good condition. Any breakage or damage detracts from the appearance, costs money to repair, and lowers our standing in the eyes of others.

Textbooks, library books, and school equipment are in your care. Any loss or damage will be charged to the student and must be paid before the end of the school year. Accidental damage should be reported to the instructor or supervisor as soon as possible. *You are responsible for any loss or damage that you cause.*

## **CELL PHONES / PAGERS / ALL ELECTRONIC DEVICES**

Electronic devices are important to the development of 21<sup>st</sup> century skills. RHS recognizes that many students come to school with personal technology devices and that these instruments can be valuable learning tools. Each teacher is able to determine their own expectations for the use of technology in their classroom. Students and parents should also know that ROCORI Schools is not responsible for the maintenance, care, or protection of students' personal property. Cell phones or any device with a camera or video recorder are not allowed to be turned on in the locker rooms at any time. These devices must be turned off at all times in the locker rooms. Any student violating the above rules will have their electronic device confiscated. Students may be disciplined under school policies for any inappropriate texting that impacts the learning environment at ROCORI High School.

**1<sup>st</sup> offense:** Electronic device will be removed from the student and kept in the office until the end of the day.

**2<sup>nd</sup> offense and consecutive offenses:** Electronic device will be removed from the student and kept in the office until the end of the day. Parents/Guardians will be required to obtain the device from the office.

Failure of the student to give their device to staff when requested is considered insubordination and may result in discipline action.

## **GAMBLING:**

No gambling of any kind is permitted on school property.

## **CHURCH NIGHT**

Wednesday night is set aside for activities that are not school related, such as religious instruction. No school activities will be held after 6:00 P.M.

## **CLASS OR CLUB MEETINGS**

Your class or club advisors are there to help you. **They must be in attendance at all scheduled meetings.** Be sure to keep them informed about all your club plans. All clubs must be approved through the activities office

## **COUNSELORS**

ROCORI counselors are committed to providing necessary services to support District 750's mission statement.

Given the social/emotional components of this mission, counselors may provide individual, group, and/or consultation services to students, parents and staff. The counselor's office hours are 7:30 – 3:30 P.M. during the school year.

## **FOREIGN EXCHANGE STUDENTS**

The RHS will allow six (6) Foreign Exchange students in any given school year. RHS will work with a reputable organization that contacts RHS prior to placement.

The following criteria will be used to determine eligibility into RHS:

- Foreign Exchange students are expected to understand the English Language given their second language skills
- A diverse demographic student population.
- Notification to RHS prior to the start of the school year.
- 

## **DANCES AND PARTIES**

The Student Senate and its advisor plan the social life of our school. The various classes and organizations with the approval of the Student Senate and approval of the high school principal sponsor all dances and parties. Students wishing to participate in school-sponsored activities are expected to abide by the following guidelines:

1. Only ROCORI High School students and their registered guests will be admitted. (No students under high school age, or out of high school, will be allowed at dances).
2. All rules and regulations of a regular school day at ROCORI High School will be enforced.
3. Students or guests who leave the building will not be allowed to re-enter.
4. Doors close at 9:30 P.M.
5. All 9th - 12th grade dances will end by **11:30 P.M.** **11:00 P.M.**

## **ELIGIBILITY FOR ACTIVITIES & ATHLETICS**

All activities sponsored by ROCORI High School, including those during the summer, are governed by, but not limited to, the eligibility rules established by the MSHSL. See Eligibility Guidelines MSHSL

To be academically eligible to participate in activities, students must meet the following requirements:

- **GPA-** All students participating in activities need to maintain a Cumulative GPA of 1.66. If at the end of a grading period a student's GPA falls below a 1.66, they will become ineligible for two weeks. After two weeks, the student needs to have a term GPA above a 1.66 and passing all classes to return to participation in contests.
- **Academic Probation-** If at the grade checks in the second, fourth, eighth, and tenth weeks of the term, a student is failing a class, or their term GPA falls below a 1.66, they will be placed on academic probation. The student will meet with the Activities Director/**Assistant Principal Academic Team every Monday morning weekly** for the remainder of the term/trimester. At that time they will review their academic progress and receive a weekly grade sheet to fill out each day with all classroom teachers.
- **Failures--** If a student fails a class (end of each term) they become ineligible for two weeks. If after two weeks the student is passing the class they may return to participation in contests. If they are not passing, they will remain ineligible until they are passing the class. If the class does not carry into the next term, after the first two weeks of the new term the student will need to be passing all of their current classes in order to return to participation in contests.

## **STUDENT INFORMATION**

If at any time during the school year, your home phone number or address changes, you must notify the office immediately. If your parents work numbers or your emergency contact information needs to be changed, please notify the office. In the event of an emergency, this information is very important

## GRADUATION REQUIREMENTS

A student must...

1. Students must attempt 30 credits and pass 28 credits as listed in the registration handbook: These credits must include 4 credits in Language Arts, 3 credits in Science, 3.5 credits in Mathematics, 4 credits in Social Studies, 1 credit in Physical Education, 1 credit in art (visual or performing), ½ credit in Health, 1/4 credit in Career Countdown, ½ credit in Consumer Economics, ½ credit of Public Speaking and 9.75 elective credits, with required courses in each area as listed in the registration handbook.

See ROCORI Guidance office for more details.

### HONOR ROLL

All students who receive a grade point average of 3.00 or higher on their trimester report card and have no D's, or F's, Incompletes will be considered a member of the Honor Roll for the **quarter semester**. Letter grades carry the following values:

<u>Regular Classes</u>	<u>CITHS Classes</u>	
A	4.000	5.000
A-	3.660	4.575
B+	3.400	4.175
B	3.000	3.750
B-	2.660	3.325
C+	2.340	2.925
C	2.000	2.500
C-	1.660	
D+	1.340	
D	1.000	
D-	.660	
F	.000	

PSEO Classes are weighted to equivalent CITHS offerings at RHS

### LOCKERS

Personal lockers are provided for student convenience. Personal lockers are not intended to be used for safekeeping of valuables. **The school accepts no responsibility for articles that are lost or stolen from lockers.** It is for this reason that we recommend all articles of value be left at home. Each locker is fitted with a built-in combination lock. If the locker or combination lock does not work, please contact the office with the problem.

It is not recommended that **radios or disc players are in school valuables.** The school is not responsible for the loss of any property taken from school bags or from lockers. **All property** should be labeled. All missing or stolen property will be reported to the Cold Spring Police Department or the school's resource officer.

Keep back packs and book bags in your locker during school time. Plan ahead; use your locker.

### SCHOOL LOCKER POLICY

When the Minnesota Legislature passed the Omnibus Crime Bill in 1995, a statewide school locker policy came into effect. It provides that it is the policy of the State of Minnesota that:

"School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school 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 possible 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.

### BREAKFAST/LUNCH

Breakfast and lunch are available to all students. A computerized system has been implemented to expedite the lunch line and ticket selling procedures. Each student will have an account number; however the money will be kept in a family account.

We are asking full payment on the first Monday of each month. For those of you who are inconvenienced by this procedure, we have a second option of two payments. The split payment is due on the first and third Monday of each month. Months that have more, or less, than 20 school days will need additional adjustments.

Students are notified while going through the lunch line when their accounts are getting low. No student will be allowed an extra milk or additional items without money deposited in their lunch account. **It is the student's responsibility to monitor their lunch balance.** When an account reaches -\$10.00 students are no longer allowed to charge their lunch. At this time, a personal phone call will be made. If a lunch payment is not made by the following school day a peanut butter sandwich lunch will be provided to the student at no charge up to three times. After that additional arrangements will be made.

One free breakfast is available to all students. Breakfast is served before school for grades 6<sup>th</sup>- 12<sup>th</sup> and again from 9:13 – 9:22 for grades 6<sup>th</sup> – 8<sup>th</sup> and 9:20 – 9:35 for grades 9<sup>th</sup> – 12<sup>th</sup>. STUDENTS ONLY RECEIVE ONE FREE BREAKFAST A DAY. If a student takes a second breakfast, there will be a charge.

A wide variety of lunch items will be available each day. Specialty items will be available throughout the school year. Students can purchase an additional lunch or main entrée. An a la carte lunch is also available.

Students who bring their lunch from home are to eat in the cafeteria. Students are not allowed to take lunch trays outside of the cafeteria. We ask that everyone cooperate in returning trays, and throwing away any trash in the proper areas. Students are asked to be in the cafeteria or in the hallway between the cafeteria and the gym during their lunch periods. All other areas, especially academic areas, will be off limits. Students are also encouraged to make healthy choices when choosing their items. Energy drinks are strongly discouraged at RHS. Students are asked to leave these at home or in their lockers. If a parent wants to take their student out for lunch, off school property, they must sign the student out in the main office and sign the student in upon return.

All students will receive one free breakfast each day. They can receive it before school or during our 2<sup>nd</sup> chance breakfast period.

## **MINNESOTA STATE HIGH SCHOOL LEAGUE AND CENTRAL LAKES CONFERENCE**

ROCORI High School is a member of the Minnesota State High School League that governs interscholastic contests in athletics, debate, drama, and music. All players and contestants are subject to the rules and regulations adopted by the MSHSL as a minimum standard and any additional rules and regulations as adopted by the ROCORI School Board.

ROCORI High School is a member of governed by Section 8AA and abides by the rules and regulations that have been adopted by the Region for participation of all team and individual events.

ROCORI High School participates in the Central Lakes Conference in many athletic and music contests. Besides ROCORI High School, other members of the conference are Alexandria, Brainerd, Fergus Falls, Sartell-St. Stephen, Sauk Rapids- Rice, St. Cloud Apollo, St. Cloud Tech, and Willmar. Rules are established by the conference to maintain a high example of sportsmanship and integrity.

## **PARKING LOT**

Student parking is permitted in the parking lot only. Automobiles should not be parked on the grass, out of the normal parking rows, in restricted areas that have been identified for emergency vehicles. Any violations of these procedures can and may be given a ticket or towed away at the expense of the owner. Loitering in the parking lot is not allowed.

No traffic or parking is allowed on the North side of the school building at any time of the day. This area is designated as the bus loading and unloading area for ROCORI High School and is also a fire lane. The speed limit in the school lot and around the school area is 15 miles per hour.

Students will be required to pay a \$50.00 annual (or \$25.00 for 3 terms) for parking privileges. A parking permit will be issued for each registered vehicle in the high school parking lot they are to be hung on the rear view mirror. Motorcycles and snowmobiles must be registered in the office and permits must be on file for the driver. Permits may be transferable from vehicles to snowmobiles or motorcycles. If the student does not have a permit for a vehicle but wishes to drive a snowmobile/motorcycle, a seasonal permit can be purchased for the snowmobile/motorcycle at a reduced rate. ATVs are not permitted on school property.

Violators will be ticketed. After a student is issued a second parking ticket for any reason and both go unpaid for over 48 hours, the student will have a conversation with the Principal, Assistant Principal, and / or the School Resource Officer. The student will need to make arrangements to pay for the citations. If the student receives a third violation that also remains unpaid, the student's vehicle is subject to being towed at the discretion of the Principal, Assistant Principal, and / or the School Resource Officer. The student's parent will be called and notified of the citations being unpaid at the same time the student is called to the office. The cost of the tow is the responsibility of the owner of the vehicle and / or the student that drives the vehicle. The School Resource Officer will take care of the enforcement of the above and will keep the Principal and the Assistant Principal updated on any problems. No vehicle will be towed without the permission of the Principal or the Assistant Principal.

Students are not allowed to display inappropriate or offensive messages or images on vehicles parked in the ROCORI high school parking lot.

Students are not allowed to display flags or banners from vehicles parked in the ROCORI high school parking lot.

**ALL DRIVERS NOTE: PEOPLE IN ANY CROSSWALK HAVE THE RIGHT AWAY, ESPECIALLY ON SCHOOL PROPERTY.**

## **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is not appropriate in the school environment. Inappropriate actions may include, but are not limited to kissing, inappropriate touching, and prolonged hugging. Disciplinary action may include a conference with parents, detention, or suspension

## **COLLEGE PLACEMENT**

**College in the High School Program (CITHS):** The CITHS (college courses and credit, offered on site at RHS) is designed to give 10<sup>th</sup>-12<sup>th</sup> grade students an opportunity to participate in a college level course while still in high school. For motivated students of high ability,

the program enriches their secondary and post-secondary school experiences. In addition to enrichment, the program provides the means for students to earn college credit. The following guidelines and requirements will apply to all College level courses at ROCORI. Students have the ability to earn 73 80 college credit through the Concurrent Enrollment Program.

CITHS classes and their credits available are:

Subject	Course Name	College Credit	
<b>English</b>	College Composition	3	
	Adv College Composition	3	
	Introduction to Literature	3	
<b>Math</b>	Trigonometry	2	
	Calculus I	5	
	Calculus II	5	
	Calculus: Short Course	3	
	College Algebra	3	
	Introduction to Statistics	3	
<b>Social</b>	History of the United States I	4	
	History of the United States II	4	
	General Psychology	4	
<b>Science</b>	General Biology I	4	
	General Biology II	4	
	Introduction to Physics I	4	
	Introduction to Physics II	4	
	General Chemistry I	5	
	General Chemistry II	5	
	Medical Terminology	1	
	Human Anatomy & Physiology 1	4	
	Human Anatomy & Physiology II	4	
	Certified Nursing Assistant (CNA) Offered through SCTCC	3	

The process to be admitted into a CITHS course begins with GPA, seniors must have a 2.5 or higher and juniors must have a 3.0 or higher GPA, sophomores must be in the 90% percentile of MCA test. All students will be required to take & pass the accu-placer exam prior to registration. Grades in college level courses will be given as one final semester grade, those receiving a grade of C or higher will be weighted. The length of each course will vary with the amount of College credit. Students must obtain approval from the guidance counselors to take more than three college level courses in a given year.

**Grading:** Students receive weighted grades at ROCORI in the concurrent courses. They receive a full letter above their final grade on a 5.0 scale instead of 4.0 for courses that are unweighted. Their college transcript will reflect letter grades only--B+ would be a B, a C- would be a C, etc. Students who are taking traditional PSEO courses will receive weighted credit for equivalent concurrent classes taken at the college as approved by administration

#### Drop/Adds:

Students must enroll at FDLTCC as post-secondary options students. Drops must be made within the first 5 days of a course and adds within the first 10 days. Students who drop after day 20 will receive a W-Withdrawal on their official college transcript. Forms for enrollment, drops and adds are available in the guidance office. Questions? Please contact your school counselor: Mrs. Shelly Collison for last names A-L **K** at [collisons@rocori.k12.mn.us](mailto:collisons@rocori.k12.mn.us) or Mr. Craig Lieser for last names **M**L-Z at [lieserc@rocori.k12.mn.us](mailto:lieserc@rocori.k12.mn.us).

### **SCHOOL CLOSING**

In the event that inclement weather forces the closing of school, the announcement will be made over radio stations WCCO, KASM, KCLD and WJON and television channels 4, 5, 7, 9 & 11. Parents are encouraged to update contact information with the school to receive automated emergency closing messages via the telephone.

### **SCHOOL DISCIPLINE POLICY**

It is the belief of ROCORI High School that a fair and equitable school-wide discipline policy will contribute to the quality of a student's educational experience. Without discipline in the school, learning cannot occur. Therefore, this policy has been developed.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

#### **I. Rules of Conduct**

Disciplinary action may be taken against students for any behavior that is disruptive of good order or violates the rights of others. **Violation of any local, state, or federal law is unacceptable.**

##### **The following constitutes unacceptable behavior:**

1. Willful conduct that materially and substantially disrupts the right of others to an education.
2. Willful conduct which endangers school district employees, the pupil or other pupils or the property of the school; or
3. Willful violation of any rule of conduct specified in this discipline policy.

##### **Violations--Rules of Conduct**

###### **A. Skipping School or Classes**

1. Skipping school, for purposes of this policy, is the absenting of one's self from school or class without the approval of the school and or parent/guardian(s).
  - a. Students skipping school will make up missed hours in after school detention. The consequences for skipping school are: For an unexcused absence, the student will receive a letter grade reduction in the class period(s) that is unexcused. An example of the letter grade reduction would be a C+ to a C, and so forth. Unexcused absences will count toward your total absences in all courses, regardless of length. All grade reductions will be issued to the teacher from the office. The letter grade reduction is only in effect for the term of the unexcused absence. The reduced letter grade could have a negative impact for the overall final grade.

See Unexcused Absences

2. If a student develops a pattern of tardiness to school or class, further disciplinary action will be taken, which may include extra detention or suspension.

**B. Cheating** (includes plagiarism, copying all or part of another's paper, text messaging, etc.) Students caught cheating may fail tests or class projects or result in failure of the class – at the discretion of the teacher/administrators.

###### **C. Damage to School or Personal Property/theft**

1. Vandalism is the damage or destruction of to the school, school property, staff property, or student property.
2. Theft is the act of intentionally and without right of claim, taking, using, transferring, concealing, or retaining possession of movable property of another without their consent and with intent to deprive the owner permanently of the property, or the finding

of lost property and not making reasonable effort to find the owner. Police department will be notified and legal action may be taken.

3. The student will be subject to disciplinary action.

**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 a student's ability to learn and/or a teacher's ability to educate students in a safe environment. Bully is aggressive behavior that is intentional, involves and imbalance of power and most often, it is repeated over time.

Bullying can happen on school premises, at school functions or activities (home and away), on school transportation, or elsewhere but hinders education at school for the student.

Bullying can take on many forms, including these:

1. Verbal bullying including derogatory comments and bad names
  2. Bullying through social exclusions or isolation
  3. Physical bullying such as touching, hitting, kicking, shoving, or spitting
  4. Bullying through lies and false rumors
  5. Having money or other things taken or damaged
  6. Being threatened or being forced to do things
  7. Racial bullying
  8. Sexual bullying
  9. Cyber bullying (via cell phone or internet)
- Consequences: 1<sup>st</sup> – Warning; Following: Detention – Suspension of 1 – 5 days (based on action)

**D. Harassment-** With regard to sexual orientation, disabilities, religious, racial or sexual harassment and violence of any kind on the school property, school functions and on the school bus.

1. Harasser may be a student or a staff member. Harasser may also be a child or an adult. Harassment may include the following when related to SEXUAL ORIENTATION, DISABILITIES, RELIGION, RACE, NATIONAL ORIGIN, SEXUAL HARASSMENT OR VIOLENCE:
  - a. name calling, joke or rumor;
  - b. physical or verbal threat or intimidations; pulling on clothing;
  - c. writing or graffiti;
  - d. notes or cartoons, designs, drawings, posters;
  - e. unwelcome touching of a person or clothing;
  - f. offensive, graphic or suggestive gestures; or posters, clothing, book covers, etc.
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you fearful (to include electronic media; cyber bullying).
2. If any words or actions make you feel uncomfortable or fearful, you need to tell a trusted adult (teacher, counselor, principals, and paraprofessionals).
3. Harasser will be subject to disciplinary action.

**E. Physical Assault** (fighting or attacking)

See Weapons and Assault Policy.

Consequences: Automatic suspension of 1-5 days. Further discipline action may be needed.

**F. Verbal Assault.**

See Harassment and Violence Policy.

Consequences: 1<sup>st</sup> – Warning; 2<sup>nd</sup> – Suspension of 1-5 days.

**G. Threats and Disruptions.**

1. Refer to Weapons and Assault Policy.
2. School disruptions are explained as any student who disturbs or interrupts the peace and good order of the school or any school-sponsored activity. The student will be subject to disciplinary action.
3. Profanity / Vulgar language is not acceptable by any student. Students will be subject to disciplinary action.

## H. Privacy

It is prohibited to take, distribute, or receive pictures or videos of students, teachers, and any staff member anywhere and anytime that violates their personal privacy. Violation of this will result in disciplinary action from detention, to suspension, to expulsion based on the severity and nature of the act. Law enforcement will also be contacted. Images or video containing nudity may result in the immediate initiation of the expulsion process.

## I. Dangerous, Harmful, and Nuisance Substances and Articles

1. Alcohol. Students using, possessing, distributing or being under the influence of alcoholic beverages at school, on school grounds, or at school-sponsored activities will result in:
  - a. Initial suspension from school for five to ten (5-10) days;
  - b. Contact of the Police Dept./resource officer & chemical specialist;
  - c. Meeting with Principal, parents and student involved;
  - d. Depending upon circumstances, a recommendation to the Superintendent for possible expulsion;
  - e. Refer to eligibility guidelines for additional counseling or treatment programs.
2. Drugs. Students using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, on school grounds, or at school-sponsored activities will result in:
  - a. Initial suspension from school for five to ten (5-10) days
  - b. Contact of the Police Department;
  - c. Meeting with Principal, parents and student involved;
  - d. Depending upon circumstances, a recommendation to the Superintendent for possible expulsion; students distributing drugs will receive automatic recommendation for expulsion.
  - e. Refer to eligibility guidelines for additional counseling or treatment programs.
3. Tobacco. Products to include chew, e-cigs, rolling paper, e-cigs liquid, etc. Tobacco use or possession by students is prohibited at school, on school grounds, or at school-sponsored activities. Tobacco use or possession by students will result in:
  - a. Initial suspension from school for up to 5 days; Drug Education class may be required and/or used in lieu of suspension.
  - b. Meeting with principal, parents and students involved
  - c. Contact the school resource officer
  - d. Refer to eligibility guidelines for additional counseling or treatment programs;
  - e. Refer to Tobacco Policy in the student handbook
4. Harmful or Nuisance Articles. The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property, are prohibited at school and at school-sponsored activities. This may include, but not limited to, laser lights, noisemakers, etc. Students using or having possession of these items will be subject to disciplinary action.
5. Inhalants, inhalant use or possession by students is prohibited at ROCORI High School.
  - a. Initial suspension from school for three to five days (3-5) days;
  - b. Meeting with Principal, parents and students involved;
  - c. Depending on circumstances
    1. Contact the Police Department
    2. Recommendation to the Superintendent for expulsion
    3. Refer to eligibility guidelines for additional counseling or treatment programs

## J. Failure to Identify Oneself

Failure to provide proper identification upon request of a staff member is unacceptable behavior and may result in disciplinary action.

## II. Disciplinary Actions—Violations of the Rules of Conduct

- A. Disciplinary action may include, but is not limited to: Meeting with teacher, counselor, assistant principal, or principal; Detention; Loss of school privileges; Parental conference with school staff, Superintendent, and/or School Board; Modified school programs; Removal from class; In-School Suspension; Suspension: Exclusion; or Expulsion.
- B. Detention: Please arrive on time (3:00 – 5:00 P.M.). Leave all food, drink, and electronic devices outside the detention room. No sleeping is allowed in the detention room. Students should be completing homework or reading for enjoyment. Failure to serve the after school detention will result in rescheduled time and additional time being added.
- C. Removal from class: Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal, assistant principal, or their lawful designee. The student shall be removed from class only upon agreement of the appropriate teacher, assistant principal, and/or principal after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to the principal.
- D. The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the assistant principal or principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.
- E. **Suspension** is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion, and expulsion shall be utilized in accordance with the Pupil Fair Dismissal Act of 1974 as amended.  
**\*Students who are suspended are immediately excluded from all student activities and/or functions for the duration of the suspension; this includes attendance, as well as active participation. A trespass notice is issued for the length of suspension.**
- F. **Expulsion** is a long-term exclusion from school as directed by the school board.
- G. Copies of this policy together with the Pupil Fair Dismissal Act of 1974 shall be published in the student handbook and distributed to all students during the first month of the school year. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act of 1974. Eligibility for attendance or participation will be restored when the student is readmitted to school or regular classes. This may result in a trespass notice.

Example: a student is suspended at the close of school on Thursday for one (1) day. That student is immediately prohibited from attending all school activities until reinstated to school on Monday.

- 1) The teacher, assistant principal, principal and counselor shall meet to discuss possible referral of any student removed from a class to appropriate special education services.
- 2) The teacher, assistant principal, principal, and appropriate special education personnel will meet and consider further assessment or review of any handicapped student's current individual education plan that is removed from a class.
- 3) This discipline policy will be reviewed each school year.

Records of disciplinary action will be kept by the assistant principal and/or principal in their office as long as the student remains within the school building. The records are not to be placed in the student's cumulative folder, nor do they become part of the permanent record of the student.

### **SKATEBOARDING & HACKY SACK:**

Skateboarding is not allowed on District #750 property. Hacky sack is allowed only in designated areas.

### **STUDENT OF THE MONTH:**

1 student per department will be chosen to be the Student of the Month. The student will have their picture taken and placed in the Cold Spring Record, and receive a certificate from Jimmy's Pizza for a small pizza. This is sponsored by Jimmy's Pizza, West Central Sanitation, & Lakes Eye Clinic.

### **STUDENT SELECTION TO NATIONAL HONOR SOCIETY AND BOY'S/GIRLS STATE**

#### **NATIONAL HONOR SOCIETY**

1. A list of all students in grades 10 and 11 with a cumulative grade point average of 3.7 or higher to be eligible. The student must have a clean school record and have no criminal violations.
2. Students are asked to complete the following:
  - a. Student Information Form - which indicates general information on school activities, leadership positions, community activities, awards, volunteer services, and work experience.
  - b. Write an essay

#### **BOY'S/GIRL'S STATE**

All junior boys and girls are eligible. All interested students need to write an essay about themselves. Each essay should explain about the student, the activities they have been involved in and any volunteerism that has been done and lastly, why do you want to participate in boys/girls state? Information is available in the high school office. This selection process takes place around February each year. The Legion and Legion Auxilliary decides according to the essays received who will participate.

### **TELEPHONE**

A student phone is located in the front main lobby of ROCORI High School for student use. Students are asked to use discretion when using the phone. Limit your calls to three minutes. School phones are restricted to school business and emergency calls only during the school day.

### **VARIOUS HIGH SCHOOL PROGRAMS**

#### **ALC PROGRAM**

This program will co-jointly governed by district and State guidelines. The program will provide flexibility in regard to time, it would be a student-centered instruction based on the needs of the individuals of the program (but measured against the standards), and a concentrated emphasis on application of technology to support and assist the learning process. The students will study in regard to a standards-based system with students studying the core curriculum areas as a focus. A student or parent can contact the counseling office for program specific information and qualifications.

## **ROCORI Phoenix Program**

The ROCORI Phoenix Program is an opportunity for 9<sup>th</sup> graders to make up for core classes that have been narrowly failed with a 50% - 59% or at the discretion of the teacher. The Phoenix Program will occur immediately following each trimester after school hours for two hours in nine school days for a total of 18 hours. After the time is finished, teachers will then grade the material to change their grade to passing. This program is designed to help 9<sup>th</sup> grade students not become credit deficient early in their high school career.

## **ROCORI Summer School Program**

The ROCORI Summer School Program is an opportunity to earn credit. The program typically is three (3) weeks long, Monday – Friday for four (4) hours in the morning. The program availability is contingent upon student numbers. Interested students should contact a counselor.

## **Parent/Guardian Guide to Statewide Testing**

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

**Why statewide testing?** Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college. The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

### **Why does participation matter?**

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

## **Academic Standards and Assessments**

### **What are academic standards?**

The *Minnesota K–12 Academic Standards* are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

## What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<b>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</b>	<b>ACCESS and Alternate ACCESS for English Learners</b>
<ul style="list-style-type: none"><li>• Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.</li><li>• Majority of students take the MCA.</li><li>• MTAS is an option for students with the most significant cognitive disabilities.</li></ul>	<ul style="list-style-type: none"><li>• Based on the WIDA English Language Development standards.</li><li>• Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</li><li>• Majority of English learners take ACCESS for ELLs.</li><li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li></ul>

## Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

## Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or school-wide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or school-wide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

## What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form is available upon request in the school office.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

## When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March

## When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

**How much time is spent on testing?**

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

**Why does it seem like my student is taking more tests?**

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

**VISITORS**

**No visitors are allowed during the school day.**

**YEARBOOK PICTURE POLICY**

The ROCORI Spartanica will display appropriate pictures in the yearbook. Our goal is to display as many individuals and diverse activities as possible, which still maintains a format, which is in good taste and appropriate for its target audience (high school students). This being the case, the following criteria will be required:

- Senior pictures used in the yearbook must be consistent with regard to any and all school policies.
- Poses submitted should be of ROCORI students alone and without conflicting images (such as props or additional people with the pose). The purpose of the senior picture is to feature the individual person, not necessarily the interests, ideas or themes related to the person. Examples of conflicting images which would not be accepted include (although NOT limited to): Suggestive themes and items, vulgar or crude themes, Confederate Flag, swastika, use of an animal in the picture, weapons, and similar or other inappropriate materials. At this time, natural backgrounds will be accepted, provided the background image is not too distracting.
- Senior Pictures should be a vertical rather than horizontal image. In addition, portraits displayed by seniors in the yearbook should be a wallet sized traditional head to shoulder shot.
- Ultimately, the advisor and administration reserve the right to approve or decline any picture. In other words, the advisor and administration will hold the final approval of any picture in question

## **ROCORI HIGH SCHOOL STUDENT ACTIVITY ELIGIBILITY GUIDELINES**

### 1. Good standing

In order to be eligible for regular season and MSHSL tournament competition a student must be a fully enrolled as defined by Minnesota Department of Children Families and Learning undergraduate member of his or her school in good standing as defined in board policy, Bylaw 111.00.

### 2. Student Code of Responsibilities

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege, which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and laws of my community, state and country.
- Assault on any person will not be condoned by the League and will be dealt with by the school administration and the local authorities.

Note: Any allegation of sexual, racial, religious harassment violence and/or hazing may also constitute a violation of the Student Code of Responsibilities.

Penalty: A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on the authority of the local ROCORI School Board. The League specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed For first violations.

There are two categories of student activities. They are as follows:

Category I	Category II
<u>Activities include:</u>	<u>Activities include:</u>
All sport activities	3 Act
Play	Yearbook Speech R.A.D.D. Art
Club	
One Act Play	Spring Musical Pep Band
	Drum Line Honor Band Jazz
	Robotics (FIRST/VEX) Honor Choir Winter
	Guard Math Team Marching
	Band Student Senate
	National Honor Society Knowledge Bowl Music
	Contest R-Club

Band and choir concerts, Jazz Singers, and the CLC Music Festival are class performance assessments (the students' grade is determined by their participation in these activities).

Individual group by-laws of school organizations that have identified a violation plan, which is stricter than these guidelines, will be followed in addition to identified penalties.

**Violations and penalties will coordinate with the standards suggested by the MSHSL program.**

#### **Penalties**

**1st Violation** - Student will lose eligibility for the next two consecutive contests or 2 weeks of a season in which the student is a participant, whichever is greater. Student will also attend a 2 hour Drug Education Class with a ROCORI High School counselor.

**2nd Violation** - Student will lose eligibility for the next 6 consecutive contests or 3 weeks of a season in which the student is a participant, whichever is greater. Student will also attend a 2 hour Drug Education Class with a ROCORI High School counselor.

**3rd Violation** - Student will lose eligibility for the next 12 consecutive contests or 4 weeks of a season in which the student is a participant, whichever is greater. Student will also attend a 2 hour Drug Education Class with a ROCORI High School counselor.

**Accumulative Penalties:** Penalties shall be accumulative beginning with the student's first participation in an activity and continuing through the student's high school career.

## **POLICY OF NON-DISCRIMINATION**

ROCORI High School does not discriminate on the basis of race, color, religion, national origin, sex, physical or mental disability or age.

### **EQUAL EDUCATION OPPORTUNITY**

#### **I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

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

- A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, gender, marital status, parental status, status with regard to public assistance, disability, sexual identity and orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the human rights officer. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

#### **I. Title IX**

ROCORI High School complies with Title IX of the Education Amendments (P.L. 29-310) of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. ROCORI High School does not discriminate on the basis of sex in its educational programs, activities, admissions, or employment. Inquiries or complaints concerning the application of Title IX may be referred to the building principal or the Title IX Coordinator **Mark Jenson** **Nate Guetter**, Principal 320-685-4911 or Joel Baumgarten, Activities Director at 320-685-4913 or 534 N. 5<sup>th</sup> Avenue, Cold Spring, MN 56320.

#### **II. Section 504 of the Rehabilitation Act**

ROCORI High School complies with Section 504 of the Rehabilitation Act of 1973, which governs special accommodation for the physically challenged.

- A. Disabled students are protected from discrimination on the basis of a disability.
- B. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive the required free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
  2. has a record of such impairment; or
  3. is regarded as having such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services under the provisions of Section 504 even though they do not require IEP services pursuant to the Individuals with Disabilities Education Act. Inquiries or complaints concerning the application of Section 504 may be referred to the building principal or the Section 504 Coordinator. (Brad Kelvington, Superintendent) **Mark Jenson** **Nate Guetter**, Principal  
534 N. 5<sup>th</sup> Avenue  
Cold Spring, MN 56320  
320-685-4901

SCHOOL DISTRICT NO. 750  
COLD SPRING, MINNESOTA

**HARASSMENT**

Adopted: May, 2014

Revised: July 20, 2020

Reviewed: July 20, 2020

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is free from harassment on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment on the basis of race, color, creed, religion, national origin, sex, gender including gender identity or expression, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy.
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators or other

school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

### III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
  - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
  - b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
  
2. "Familial status" means the condition of one or more minors being domiciled with:
  - a. their parent or parents or the minor's legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
  
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
  
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  
6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
  8. "School Personnel" includes School Board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other

than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of . Sexual orientation, including gender identity or expression.

#### G. Sexual Violence

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statute, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

#### H. Violence: Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

#### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The School Board hereby designates the Senior High Activities Director and the Superintendent as the school district human rights officer(s) to receive reports or complaints of harassment prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.

- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. 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. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of the investigation, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **VII. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT AS ABUSE**

- A. Under certain circumstances, alleged harassment may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

**X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Source: MSBA Model Policy (Revision of 2015)  
(Replacing ISD 750 Policy initiated in 1988 and subsequent revisions)

SCHOOL DISTRICT NO. 750  
COLD SPRING, MINNESOTA

**VIOLENCE PREVENTION**

Adopted: February 12, 2018

Revised: \_\_

Reviewed: \_\_\_\_\_

**I. PURPOSE**

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

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

**II. GENERAL STATEMENT OF POLICY**

- A. The school district will strictly enforce its weapons policy (Policy 9-9, Weapons Policy).
- B. The school district will act promptly to investigate all acts, or formal or informal complaints, of violence (including physical or emotional harm) and take appropriate disciplinary action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.
- C. The school district will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the School Board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children

whose health or welfare may be jeopardized through acts of violence.

### **III. DEFINITIONS**

- A. "Violence" means a situation when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict harm (including physical or emotional harm) upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel.
- B. "Gang" as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity.
- C. "Pattern of Gang Activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

### **IV. IMPLEMENTATION OF POLICY**

- A. The School Board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The School Board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 9-9, Weapons Policy) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 9-17, Hazing Policy) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in

order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.

- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 9-4, Student Discipline Policy and Policy 9-10 Policy Regarding Assaultive Behavior).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in this policy will be subject to the procedures set forth in the student discipline policy (Policy 9-4, Student Discipline Policy).
- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 7-4, ).

## **V. PREVENTION STRATEGIES**

The school district may adopt and implement any of the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a

positive school climate.

- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- F. Refer to the curriculum committee exploration of ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- G. Establish clear school rules that prevent and deter violence.
- H. Develop cross-cultural awareness and/or cross-cultural programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- I. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- J. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- K. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- L. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.

- M. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- N. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- O. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- P. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

## **VI. STUDENT SUPPORT**

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

## **VII. PERSONNEL**

- A. School district personnel shall comply with the school weapons policy (Policy 9-9, Weapons Policy) and the school hazing policy (Policy 9-17, Hazing Prevention Policy).

- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately.
  
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 9-4, Student Discipline Policy).

## HAZING POLICY

Adopted: December 14, 1997

Revised: April 22, 2019

Reviewed: April 22, 2019

### 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 report 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 or organization who willingly engages in or encourages an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

- I. The school district will act to investigate all complaints of hazing and will discipline or 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 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 the violation of state or federal law or of school district policies or regulations.
  6. Activities generally or historically associated with 9th grade initiation into ROCORI High School.
- 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 prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, team, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

### IV. REPORTING PROCEDURES

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

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

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

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

#### V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriated 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.

#### 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 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.

## WEAPONS POLICY

Adopted: May, 2010

Revised: February 12, 2018

Reviewed: February 12, 2018

### I. PURPOSE

The ROCORI School District expects a safe, positive and productive learning environment for all students and staff. The purpose of this policy is to assure a safe school environment for students, staff and the public.

### II. GENERAL STATEMENT OF POLICY

Violent behavior, of any form, is not supported by the school district. In particular, the district considers issues involving weapons to be extremely serious violations of a safe learning environment. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### III. DEFINITIONS

- A. **WEAPONS:** A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing great bodily harm, death, or which may be used to inflict injury on self or others.

Examples of weapons include but are not limited to:

1. **FIREARMS:** Firearms, as applied in this policy, is consistent with firearms as defined in United States legal code. Any firearm, whether loaded or unloaded; airguns, pellet guns, BB guns, look-alike and non-functioning guns; fireworks, explosives; stunguns; ammunition; any type of bomb or exploding devise;
  2. **OTHER WEAPONS:** All knives; blades; clubs; metal knuckles; numchucks; throwing stars; poisons; and objects that have been modified to serve as a weapon.
  3. **OTHER OBJECTS:** In addition, articles designed for other purposes, may be considered weapons, dependent upon their use. Examples include but are not limited to items such as belts, combs, pencils, files, scissors, laser pointers, or chains used to inflict bodily harm will be treated as the possession and use of a weapon.
- B. **Use of Weapons:** Use refers to having a weapon on one's person or in an area subject to one's control and brandishing, displaying with appearance of use, discharging, actual physical engagement or any other actual use of the weapon.
  - C. **Possession:** "Possession" refers to having a weapon on one's person or in an area subject to one's control.
  - D. **"School Location"** includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

### IV. USE OF WEAPONS:

Use of a weapon on school grounds is the most serious violation of this policy.

- A. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. Use of a weapon by a student at any school building, or school grounds, at locations of school

activities or trips, on school-owned or contracted busses or vehicles, at all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district, will result in

1. confiscation of the weapon;
2. engagement of the appropriate law enforcement agencies including local police;
3. a meeting with the principal, parents, and student involved;
4. an initial suspension for ten (10) days; and
5. a recommendation to the Superintendent and School Board for expulsion.

B. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

V. **POSSESSION OF WEAPONS:**

Possession of a weapon by a student at any school building, or school grounds, at locations of school activities or trips, on school-owned or contracted busses or vehicles, at all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

Possession of a weapon will result in

1. confiscation of the weapon;
2. a meeting with the principal, parents, and student involved;
3. notification of the police department;
4. an initial suspension for five (5) days; and
5. a recommendation to the Superintendent for possible expulsion.

VI. **EXPULSION NOTE:**

Notwithstanding the time limitation in Minnesota statutes, a School Board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school. The School Board may modify this expulsion requirement for a pupil on a case-by-case basis.

VII. **EXCEPTIONS:**

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered in possession of a weapon if he or she immediately turns the weapon over to an administrator, teacher, coach, supervisor, bus driver, or other school employee, or if the student immediately notifies an administrator, teacher, coach, supervisor, bus driver, or other school employee of the weapon's location.

- B. It shall not be a violation of this policy for students to: handle firearms during approved firearms safety or marksmanship courses or activities conducted on school property under the direction of certified instructors; to possess replica weapons during a color guard performance; or to use weapon facsimiles during student performances with written permission of the building or program administrator.
- C. While the school district takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students.

When authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

- D. While the school district takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.
- E. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  - 1. active licensed peace officers;
  - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  - 3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  - 4. a gun or knife show held on school property;
  - 5. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center;
  - 6. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity; or
  - 7. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045.
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.

VIII. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

- 1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the School Board.
- 2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
- 3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

- 1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
- 2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

IX. DISCLOSURE

A student's expulsion, withdrawal, or transfer from ROCORI after an expulsion action is initiated for a weapons violation, must be disclosed to another school district in connection with the possible admission of the student to the other district.

X. NOTIFICATION OF POLICY:

Students and parents will be made aware of this policy, as appropriate, through student handbooks, policy handout distribution, school assemblies, local newspaper, district newsletter, and teacher-led classroom discussions.

Approved: 8/12/2019

### **TOBACCO FREE POLICY**

The ROCORI School Board is dedicated to maintaining a smoke-free environment. Smoking and the use of tobacco products are prohibited on school district property and in school-owned and -contracted vehicles including cars, vans, and busses. School district property includes all buildings and grounds owned by the school district.

#### **Students**

Violations of this policy by students will be referred to a building administrator and will be subject to student discipline procedures. The laws of the State of Minnesota and the rules of the Minnesota State High School League will be enforced as well.

#### **Staff**

School staff will not use tobacco on school property and in school-owned and -contracted vehicles including cars, vans, and busses. Staff also will not use tobacco while transporting students to or from school activities in private vehicles when functioning in a supervisory position. Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations will be considered insubordination, reported to the school board, and shall be dealt with based on rules, regulations, contract language, or statutes which deal with employee discipline.

#### **Community**

Members of the public who are observed using tobacco on school district property or in school-owned or -contracted vehicles will be asked to refrain from tobacco use. If the individual fails to comply with the request, the violation will be referred to the building principal, a supervisor, or other school personnel responsible for the area where the violation occurred. The principal or supervisor may direct the violator to leave the property. If deemed necessary, local law enforcement agencies may be called upon to assist with enforcement of this policy.

Source: Ind. School District 750

Adopted: August 14, 1989; March 25, 2002

### **NETWORK / INTERNET ACCEPTABLE USE POLICY**

#### **I. Purpose of Network/Internet Resources**

- A. Use of the district's network/Internet resources is intended only for educational and informational purposes, such as research, professional development, instruction, collaborative education projects, and dissemination of district information. Use of network/Internet resources must support the curriculum and enhance student learning opportunities and/or support accurate and appropriate communication of district information.
- B. Use of district network/Internet resources for personal gain or profit is not permitted.
- C. All e-mail messages that are sent and/or received on the district network are considered the property of the district. Email may be monitored and must be of an appropriate nature.
- D. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network/Internet sources. Parents/guardians should be aware that, while the school will monitor student network/Internet use as closely as possible through personnel and Internet filtering software, the school cannot guarantee that students will not independently access network/Internet resources.

#### **II. Privileges and Responsibilities**

Students have the privilege of using network/Internet resources to communicate and access information related to professional, curricular, instructional, and educational purposes, within the Network/Internet Acceptable Use Policy.

### **NETWORK / INTERNET ACCEPTABLE USE PROCEDURE**

#### **I. Parental/Guardian Concern Regarding Access to Network/Internet Resources**

If parents/guardians do not want their student to access network/Internet resources in school, they must notify the school through the Student Information Card.

#### **II. Acceptable Use Guidelines**

All staff and students will use the district's network/Internet resources in a manner that does not interfere with, disrupt, or jeopardize network/Internet users, services, or equipment. Such interference, disruption, or jeopardy includes, but is not limited to:

- A. Wide scale distribution of messages to inappropriate forums or mailing list
- B. Propagation of computer viruses
- C. Use of the network/Internet to make unauthorized entry to other information or communication systems.
- D. Failure to respect the legal protection provided by copyright, trademark, licenses, and other laws to programs, data, and documents.
- E. Vandalism and Harassment.

1. Vandalism is defined as damage to, interference with, or destruction of the data of another user, the Internet, the district network, or any other network connected to the district network.
  2. Harassment is defined as the persistent annoyance of another user or interference with another user's work.
3. Students may be disciplined under school policies for statements posted on social networking sites that are harmful in nature to another student or staff member of RHS. Any postings that cause a disruption to the learning environment of the school are subject to school policy and discipline.
- F. Illegal or criminal use of the district network.
- G. Obstruction of other users' access by consuming unwarranted amounts of system resources (disk space, CPU time, printers) or by deliberately crashing the machine(s).
- H. Communication of personal information about oneself or others, which violates data privacy or jeopardizes individual safety.
- III. Student email
- Students may use the district equipment to communicate through email before or after school. A student can use email during the day if it is relating to an educational outcome. **and they have received written permission from a staff member.**
- IV. Chat rooms
- Students may not participate in chat rooms.
- III. Consequences
- Consequences for students who fail to abide by the Network/Internet Acceptable Use Policy will be included in the building discipline procedures. Infractions by students will also be referred to legal authorities when appropriate.
- IV. Notification
- Student handbooks will contain notification of the Network/Internet Acceptable Use Policy.

## **BUS RIDERSHIP POLICY**

It is the goal of District 750 to provide a safe and pleasant bus ride for all students of ROCORI. To accomplish this goal, the bus people and school people need to work cooperatively and be responsible in the following areas:

### **RESPONSIBILITIES**

#### **A. Principals' Responsibilities:**

1. Assist the bus people to develop and maintain the bus rules on a periodic basis.
2. Shall make sure parents are aware of bus rules and regulations and a "School Bus Incident Report to Parents."
3. Shall require all teachers to review the bus policy, including all bus rules and regulations, with their students.

#### **B. Bus Drivers' Responsibilities:**

1. Enforce school bus rules.
2. Utilize the "School Bus Incident Report to Parents" and/or "Minnesota School Bus Accident Report" when students do not follow the bus rules.
3. Be firm, friendly, and fair at all times.
4. Operate the vehicle in a safe and efficient manner.
5. Communicate effectively with school staff, students, parents, law enforcement officials and the motoring public.
6. Complete required training programs successfully.

#### **C. Teachers' Responsibilities:**

1. Review and discuss all the bus rules and regulations with their students.
2. Teach the school bus safety curriculum mandated by the State Department on an annual basis in the elementary grades.
3. All school bus supervisors and chaperons need to take charge and be responsible to maintain good discipline on all bus trips.

#### **D. Students' Responsibilities:**

1. Obey all bus rules and regulations
2. Be courteous and respectful at all times.

#### **E. Parents' Responsibilities:**

1. Become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Monitor bus stops, if possible.
4. Support all efforts to improve school bus safety.

#### **F. Bus Contractors' Responsibilities:**

1. Comply with all terms of the contract, including following of safe operating rules and procedures, school bus driver training, and emergency procedures.
2. Maintain all vehicles in safe operating condition, through preventative maintenance and inspection programs.
3. Comply with all State and Federal rules and regulations.

## **STUDENT TRANSPORTATION SAFETY TRAINING**

### **A. School Bus Safety Week:**

1. The first week of school is designated as school bus safety week.

### **B. Student Training:**

The School District shall provide students enrolled in grades kindergarten through 12 with school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

1. Transportation by school bus is a privilege not a right;
2. District policies for student conduct and school bus safety;
3. Appropriate conduct while on the bus;
4. The danger zones surrounding a school bus;
5. Procedures for safely boarding and leaving a school bus;
6. Procedures for safe vehicle lane crossing; and
7. School bus evacuation and other emergency procedures.

Student school bus safety training shall commence during school bus safety week. All students who are transported by school bus and are enrolled during the first week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students who enroll in a school after the first week of school and are transported by school bus shall undergo school bus safety training and demonstrate achievement of the school bus safety competencies within three weeks of the first day of attendance. The School District may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability.

The District will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school. The School District will also provide student safety education for bicycling and pedestrian safety. The School District's curriculum for transportation is maintained and available for review in the office of the Superintendent.

### **SCHOOL BUS AND BUS STOP SAFETY RULES**

1. Absolutely no use of tobacco, alcohol or drugs.
2. Be on time. Bus cannot wait.
3. Stay in seat while bus is moving.
4. Keep bus clean.
5. Keep head, hands, and arms inside bus.
6. Be courteous, talk quietly.
7. No swearing or foul language. Use appropriate language at all times.
8. Treat bus and equipment kindly.
9. Keep seated until bus stops.
10. Cross in front of bus at driver's signal.
11. Students should wait in designated areas and observe all traffic safety rules while waiting for the bus. Wait until the bus stops before approaching the bus.
12. No fighting or harassment.
13. Do not bring any weapons or dangerous objects on the school bus.

### **NORMAL PROCEDURES FOR DISCIPLINE REPORT**

1. First Offense: Written up on School Bus Incident Report, however, just a verbal warning to the student.
2. Second Offense: Written up on School Bus Incident Report and sent to parents along with first offense. Conference with principal, bus driver, and student.
3. Third Offense: Written up on School Bus Incident Report, conference with principal, bus company, parent, and student. Final decision will be discussed.
4. Serious, Reportable Offense: Report to local law enforcement and file Minnesota School Bus Incident Report to Department of Public Safety.

The above procedure may be altered for severe cases of misbehavior or violations of other existing policies, such as Sexual Harassment, Tobacco and Alcohol Use, etc.

### **DISCIPLINE RECORDS**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records of violations reported to the Department of Public Safety will also be maintained in the District Office

## REGULAR DAILY SCHEDULE (8:10 Start)

Breakfast	7:40 – 8:05
Warning Bell	8:05
Period 1	8:10 – 9:20
2 <sup>nd</sup> Chance Breakfast	9:20 - 9:35
Period 2	9:35 – 10:45
Period 3	10:50 – 12:00
A Lunch	12:00 – 12:30
Period 4A	12:35 – 1:45
Period 4B	12:05 – 12:35
B Lunch	12:35 – 1:05
Period 4B	1:10 – 1:45
Period 5	1:50 – 3:00

## RHS TWO HOUR LATE START SCHEDULE

Breakfast	9:40 – 10:05
Warning Bell	10:05
Period 1	10:10 – 10:55
2 <sup>nd</sup> Chance Breakfast	10:55 - 11:10
Period 2	11:10 – 11:50
Period 3	11:55 – 12:35
A Lunch	12:35 – 1:05
Period 4A	1:10 – 2:15
Period 4B	12:40 – 1:10
B Lunch	1:10 – 1:40
Period 4B	1:45 – 2:15
Period 5	2:20 – 3:00

## RHS THREE HOUR EARLY RELEASE SCHEDULE

Breakfast	7:40 – 8:05
Warning Bell	8:05
Period 1	8:10 – 8:43
2 <sup>nd</sup> Chance Breakfast	8:43 - 8:58
Period 2	8:58 – 9:32
Period 3	9:37 – 10:11
Period 4	10:16 – 10:50
Period 5	10:55 – 11:30
Lunch	11:30 – 12:00

## HOMEROOM SCHEDULE

Breakfast	7:40 – 8:05
Warning Bell	8:05
Period 1	8:10 – 9:15
2 <sup>nd</sup> Chance Breakfast	9:15 - 9:30
Homeroom	9:30 – 9:45
Period 2	9:50 – 10:55
Period 3	11:00 – 12:05
A Lunch	12:05 – 12:35
Period 4A	12:40 – 1:50
Period 4B	12:10 – 12:40
B Lunch	12:40 – 1:10
Period 4B	1:15 – 1:50
Period 5	1:55 – 3:00

# 2020-2021

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## ROCORI Elementary Handbook Supplement

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*For student safety some adjustments are being made to the student handbook for the 2020-2021 school year due to COVID-19. The policies and procedures identified in this supplement will override what is written in the handbook.*

- ☑ COVID-19 and Absences:
  - Students who are absent from school for COVID-19 testing or waiting for test results will be considered excused.
  - Students who test positive for COVID-19 will receive excused absences for days of school missed and should follow guidance from, the Minnesota Department of Health (MDH), Stearns County Public Health (SCPH), and their doctor when planning a return to school. See linked resources below.
  - School will work with any student who tested positive for COVID-19 to make up work after the student has been deemed healthy enough to return to school and follows guidance from the Minnesota Department of Health for return.
  
- ☑ Quarantine and Absences:
  - If a student and family is alerted that a student is considered a “close contact” of someone who tested positive for COVID-19, that student will follow guidance from the MDH, SCPH, and the school nurse for quarantining from school.
    - Close Contact: MDH defines a close contact as anyone who was within 6 feet of the person who is sick while they were considered to be infectious, for 15 minutes or more (regardless of whether either person wore a cloth face covering or face shield).
  - Students in quarantine who are not showing symptoms of COVID-19 and are physically able to complete school work are expected to keep up with assignments from class.
  
- ☑ The daily schedule will be modified to accommodate passing times, breakfast, and lunch.
  
- ☑ Keep-In-Touch (K.I.T.) will not occur during the 2020-21 school year. Please work with your child’s teacher to continue to build strong school-home communication.
  
- ☑ Mask Usage: In accordance with Emergency Executive Order 20-81, students will be required to wear masks while at school. If you are unable to tolerate a face covering due to a medical condition or disability related condition you may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. Please submit a doctor’s note stating the reason you are unable to wear a mask to your building’s principal.
  
- ☑ Masks will be treated as part of the dress code policy.

- Other procedures in the ROCORI School District restart blueprint.

**Resources:**

- Decision Tree for People with COVID-19 Symptoms:  
<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
- What to do when waiting for COVID-19 results:  
<https://www.health.state.mn.us/diseases/coronavirus/waiting.pdf>

# 2020-2021 RMS/RHS Handbook Supplement

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*For student safety some adjustments are being made to the student handbook for the 2020-2021 school year due to COVID-19. The policies and procedures identified in this supplement will override what is written in the handbook.*

- ☑ COVID-19 and Absences:
  - Students who are absent from school for COVID-19 testing or waiting for test results will be considered excused.
  - Students who test positive for COVID-19 will receive excused absences for days of school missed and should follow guidance from, the Minnesota Department of Health (MDH), Stearns County Public Health (SCPH), and their doctor when planning a return to school. See linked resources below.
  - School will work with any student who tested positive for COVID-19 to make up work after the student has been deemed healthy enough to resume studies.
  
- ☑ Quarantine and Absences:
  - If a student and family is alerted that a student is considered a “close contact” of someone who tested positive for COVID-19, that student will follow guidance from the MDH, SCPH, and the school nurse for quarantining from school.
    - Close Contact: MDH defines a close contact as anyone who was within 6 feet of the person who is sick while they were considered to be infectious, for 15 minutes or more (regardless of whether either person wore a cloth face covering or face shield).
  - Students in quarantine who are not showing symptoms of COVID-19 and are physically able to complete school work are expected to keep up with assignments from class.
  
- ☑ The daily schedule will be modified to accommodate passing times, breakfast, and lunch.
  
- ☑ Backpacks will be allowed in classrooms. Hall lockers will be available for student use before and after school.
  
- ☑ Parking permit fees will be waived for the first trimester.
  
- ☑ Masks will be treated as part of the dress code policy.
  
- ☑ Students will not be required to have a pass to use the restroom during class, but will need a paper pass for the nurse, office, or counseling office. Permanent passes in classrooms will not be used.

Other procedures in the ROCORI School District restart blueprint.

## Employee Handbook Revisions 2020

### **1. Criminal Background Checks - Employees**

In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the District, **the individual must complete an employee background check. These are available on our district website, under our Employment tab using Trusted Employees. The new employee will submit their payment directly to the background check site.** The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the District that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the District.

### **2. Criminal Background Checks - Volunteers**

The District requires volunteers and chaperones to submit to a criminal history background check. The opportunity to volunteer or chaperone shall be conditioned upon a determination by the District that an individual's criminal history does not preclude the individual from volunteering with, or provision of services to, the District. **The individual must complete a volunteer background check. These are available on our district website, under our Volunteer tab using Trusted Employees. The new volunteer will submit their payment directly to the background check site.**

**Volunteers/chaperones must check in with the Administrative Assistant at the school site to ensure a current background check is on file prior to scheduling their volunteer hours.**

### **Mask Usage**

**In accordance with Emergency Executive Order 20-81, employees will be required to wear masks while at work. If you are unable to tolerate a face covering due to a medical condition or disability related condition you may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. Please submit a doctor's note stating the reason you are unable to wear a mask to your administrator.**

### **3. ACKNOWLEDGEMENT AND RECEIPT OF EMPLOYEE HANDBOOK**

The document below was an attachment that new employee's turn in upon hire. It has now been included in the packet.

# ROCORI School District

Employee Handbook

[August 2020](#)~~August 26, 2019~~



### **Welcome from District and Purpose of Handbook**

The ROCORI School District ("the District") is pleased that you have chosen to share your time and talent with the District's students, families and other employees. This handbook is designed to be a handy reference guide to the District's policies and practices to help you carry out the District's mission.

This handbook is a general statement of expectations, directions and instructions to employees based on District policies to be modified and applied by the District at its discretion. Employees are expected to comply with the policies, procedures and guidelines set forth and/or referenced in the handbook, as well as any revisions. The District reserves the right to make changes to this handbook and all policies and procedures at any time, with or without notice, and to interpret the policies and procedures at its discretion. The online version of this handbook found at [www.rocori.k12.mn.us](http://www.rocori.k12.mn.us) shall be considered to be the most current version and shall supersede any other versions of this handbook should there be a discrepancy in terms of content.

### **Mission of the ROCORI School District**

The mission of the ROCORI School District is to *Make a difference today to create a better tomorrow.*

### **Annual Review of Handbook**

Each year, District employees are expected to review the handbook and policies referenced herein. An employee who does not understand any policy, procedure or guideline contained in or referenced in the handbook, should consult with the employee's supervisor, principal, or the District Office for clarification.

Paper copies of this handbook and all policies are available upon request to the District Office.

### **Contract Disclaimer**

No provision in this handbook or any policy referenced herein is intended to create a contract between the District and any employee or to limit the rights of the District and its employees to terminate the employment relationship. Where applicable, the terms of a Collective Bargaining Agreement or other contract will take precedence over information provided in this handbook. In addition, to the extent any provision in this handbook conflicts with a School Board Policy, the School Board Policy shall prevail.

### **School Board Policies**

It is the responsibility of all employees to be aware of and adhere to the policies that govern their employment with the District. All School Board Policies can be found on the District website at [www.rocori.k12.mn.us](http://www.rocori.k12.mn.us), by selecting "Information" on the top menu bar and then selecting "School Board" under "Information". Once on the page, click "District Policy Manual" for the policies. The electronic link to all School Board Policies is: <https://www.rocori.k12.mn.us/information/school-board/information/school-board/school-board-policy>.

Some of the School Board Policies are summarized below for ease of reference; however all of the School Board Policies should be read in their entirety. Questions about any policy should be directed to the employee's supervisor, principal, or District Office.

## **Policies Related to Employees**

### **Summary of Equal Employment Opportunity Policy #6-8**

The District will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, gender, disability, age, marital status, sexual identity and orientation or status with regard to public assistance as defined by Minnesota Statute.

This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The District also makes reasonable accommodations for disabled employees and applicants. See Policy #9-12 for more information about reasonable accommodations.

The District expressly prohibits any form of unlawful harassment based on an employee's protected class status. Questions concerning this policy are to be directed to the Superintendent. For information on how to report a suspected violation of this policy see the Summary of Harassment Policy #7-4 below.

### **Summary of Section 504 Nondiscrimination Policy #9-12**

The District does not discriminate against qualified individuals with disabilities, because of the disability, with regard to job application procedures, advancement, discharge, compensation, job training or privilege of employment. The District shall make reasonable accommodations to the known physical or mental impairment of an otherwise qualified individual with a disability, whether employee or applicant, unless to do so would cause the District an undue hardship. Employees or applicants seeking an accommodation should contact the Superintendent.

### **Summary of Family and Medical Leave Act (FMLA) Policy #6-5**

The District provides up to twelve weeks of job-protected leave per rolling 12-month period to eligible employees in compliance with the Family and Medical Leave Act for the birth or placement for adoption/foster care of a child; to care for the employee's spouse, child or parent with a serious health condition; for the employee's own serious health condition; or for a qualifying exigency related to the employee's spouse's, child's or parent's military duties. The District also provides up to twenty-six weeks of job-protected leave per rolling 12-month period for an employee to care for the employee's spouse, child, parent or next-of-kin who is a covered service member. Employees will need to apply paid sick leave to any such leave and in accordance with the provisions of any applicable Collective Bargaining Agreement. The employee will also need to use accrued vacation or personal leave. Otherwise, FMLA leave is unpaid leave. Employees who believe they may be eligible for FMLA leave under this policy should consult the District Office.

### **Summary of Harassment Policy #7-4 and Violence Prevention Policy #7-12**

The District is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community.

Employees shall not engage in harassment, discrimination, or violent and disruptive behavior of any kind. Any employee who engages in harassment or discrimination on the basis of another's protected

class status, or who permits employees under his or her supervision to engage in illegal harassment or discrimination will be subject to appropriate disciplinary action which includes corrective action up to and including termination of employment.

Any employee who believes he or she has been subjected to harassment, discrimination, or violent behavior based on a protected class status should immediately report such belief to the principal, building supervisor, Superintendent, or Human Rights Officers. The District prohibits retaliation against an employee who in good faith reports suspected harassment or discrimination. The Human Rights Officer for the District is Joel Baumgarten, Activities Director. He can be reached at (320) 685-4913.

**Summary of Drug-Free Workplace/Drug-Free School Policy #7-10**

Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any school location, is prohibited. No student, teacher, administrator, other District personnel, or member of the public is permitted to use alcohol, toxic substances, or controlled substances at or in any school location. The District will discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

**Summary of Leave of Absence, Unpaid Policy #6-10**

It is the Board's desire that long-term, unpaid leaves of absence, generally not be longer than a period of one year, except for leaves granted under the Extended Leaves of Absence (M.S. 122A.45). Employees must be employed by the District for a minimum of five full years. See policy for criteria used in decision making in granting the unpaid leave of absence used by the Superintendent and School Board.

**Summary of Right to Know Exposure to Hazardous Substances Policy #6-4**

All employees are required to complete the Right to Know training at the beginning of each year. The training is available on-line on the District Web page, under Staff – Information – SFM-Work Comp Experts. You will be assigned a log in and password by the Business Office after you have been hired. If you do not have one or do not remember your password, please call 685-4901.

**Policies Related to Students**

It is important for employees to be aware of policies that apply to students as well as employees, and the responsibility such policies place on employees of the District, such as the School Board Policies summarized below:

**Summary of Equal Educational Opportunity Policy #8-9**

Every District employee has the responsibility to conscientiously comply with the policy that ensures an equal educational opportunity to every student regardless of their protected class status.

**Summary of Internet Acceptable Use and Safety Policy #7-8**

Use of the District system and Internet access is a privilege, not a right, and unacceptable use of the District system or the Internet may result in a number of consequences

**Summary of Weapons Policy #9-9**

No one is allowed to possess a firearm or dangerous weapon when in a school building or on school property, including buses or off campus at any school related activity. Exceptions to this policy are very limited, as described in Policy #9-9. Please see the complete policy for a list of exceptions. Violation of this policy shall result in discipline up to and including discharge, termination and cancelation of contract for services. In the case of a violation of the weapons prohibition, the violation shall also be reported to school police liaison officer and/or local law enforcement as well as the Minnesota Department of Education.

**Summary of Bullying Prevention Policy #7-3**

An act of bullying, by either an individual student or group of students, is expressly prohibited on District property or at school functions. No teacher, administrator, volunteer, contractor or other employee of the District will engage in, permit, condone or tolerate bullying. When an employee of the District witnesses, observes, receives a report of or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct he/she shall make every effort to address and resolve the bullying or prohibited conduct. The employee shall immediately inform the building principal of what occurred. Failure to address or report an incident of bullying or prohibited conduct in a timely manner may result in disciplinary action.

A report of inappropriate student behavior can be made to any teacher or administrator in the District.

**Additional District Practices Applicable to all District Employees**

**Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

It is the responsibility of the District to fully comply with Minnesota Statute 626.556 requiring mandated reporters, which includes all school personnel, to report suspected child neglect or physical or sexual abuse. Mandated reporters shall immediately report neglect or abuse that is suspected of happening, or has happened in the preceding three years, to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment. It shall be a violation of the law for any mandated reporter to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being, or has been, neglected or physically or sexually abused.

PLEASE NOTE: The Stearns County Social Service Agency may be reached at 320-656-6000 (ask for Service Entry). The Cold Spring Police Department may be reached at 320-685-8666. The Stearns County Sheriff's Department dispatch center may be reached at 320-251-4240. Depending upon the student's place of residence, a referral may be made to another city's police department, or county's social service agency or sheriff's department.

The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. After making a report to the Social Service Agency or law enforcement agency of an allegation of child maltreatment in school, the reporter must also provide a report to the MDE within 24 hours. A form for reporting to MDE is available on the MDE website.

### **Respectful Workplace**

In addition to maintaining a work environment free of discrimination, harassment and violence, it is the practice of the District to maintain a work environment where employees treat each other and students, parents and visitors with respect. Employees have the responsibility to conduct themselves in a manner befitting the important work of an educational institution, and in accordance with the District's mission to provide an instructional environment that is caring and supportive. Employees also have the responsibility to conduct themselves in an ethical manner.

Respectful conduct includes, for example, treating others with courtesy and in a professional manner, valuing their perspective and appreciating their contributions. Disrespectful conduct includes, for example, aggressive, intimidating, demeaning, degrading, disruptive or malicious remarks or behavior.

An employee who believes that he or she has been treated in a disrespectful manner, or who witnesses disrespectful or unethical conduct, should contact his or her supervisor, principal, or the Superintendent.

### **Conflict Resolution**

The District encourages employees to discuss any issues you may have with a co-worker directly with that individual. If you are unable to resolve the problem or issue, please contact your supervisor and arrange a meeting to discuss your concerns. It is counterproductive for employees to create or repeat rumors or gossip.

### **Criminal Background Checks - Employees**

In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the District, the individual must [complete an employee background check. These are available on our district website, under our Employment tab using Trusted Employees. The new employee will submit their payment directly to the background check site. ~~sign a criminal history consent form, which provides permission for the District to conduct a criminal history background check, and provide payment in an amount equal to the actual cost to the District of conducting the criminal history background check.~~](#) The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the District that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the District.

### **Criminal Background Checks - Volunteers**

The District requires volunteers and chaperones to submit to a criminal history background check. The opportunity to volunteer or chaperone shall be conditioned upon a determination by the District that an individual's criminal history does not preclude the individual from volunteering with, or provision of services to, the District. [The individual must complete a volunteer background check. These are available on our district website, under our Volunteer tab using Trusted Employees. The new volunteer will submit their payment directly to the background check site.](#)

Volunteers/chaperones must check in with the Administrative Assistant at the school site to ensure a current background check is on file [prior to scheduling their volunteer hours](#).

### **Employee Use of Technology/Social Media**

The District recognizes the value of inquiry, investigation, and innovation using new technology tools to enhance the learning experience, and the various technologies that make communication by school personnel with students and parents instantaneous and efficient. The District also recognizes its obligation to teach and ensure responsible and safe use of these technologies.

The District takes no position on employees' decision to participate in the use of social media networks for personal use on personal time. However, use of these media for personal use during District time or on District equipment is prohibited. The District also discourages employees from interacting with students using personal email addresses, personal phone numbers, and personal social media networks or accounts. In addition, employees must avoid posting any information or engaging in communication that violates School District policies, rules and regulations, as well as any state or federal law, including but not limited to, the Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act. Furthermore, employees must not engage in communications that have an actual or potential negative impact on the School District's educational or work environment.

The line between professional and personal relationships may be blurred within a social media context. When employees choose to join or engage with District students, families or fellow employees in a social media context that exists outside those approved by the District, they are advised to maintain their professionalism as District employees and for maintaining appropriate employee-student relationships at all times, and have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting under the Minnesota Maltreatment of Minors Act.

The District provides certain social media tools for communicating about school classrooms, activities, and functions. The list of school sanctioned tools may be obtained from the IT Department. District employees who wish to establish a new social media tool for use in the classroom or for a school activity or function must obtain the Superintendent's written approval for it to become a sanctioned tool. The first step toward obtaining such approval is to contact the IT Department. As with other school provided technology, there is no expectation of privacy with respect to what employees post or share via school sanctioned social media tools.

Employees who are responsible for an official school or District online social media site must be mindful that any non-original content may be subject to copyright protection and that any links to other websites may be viewed as an endorsement of the linked content. Any statements or postings made on an official school or District website must be objective and factual and are subject to review and revision by the District administration.

Whether engaging in personal or school-sanctioned social media, employees should remember they are role models to students in this community. Employees should refrain from using language that is obscene, profane or vulgar and should not engage in communication or conduct that is harassing, threatening, bullying, libelous, or defamatory or that encourages any illegal activity or the inappropriate use of alcohol, illegal drugs, sexual behavior, or sexual harassment, or bullying. Employees may not disclose information on any social media network that is confidential or proprietary to the District, its students, or employees or that is protected by data privacy laws, including but not limited to images of students.

An employee who is responsible for a social media network posting or site's content that fails to comply with the rules and guidelines set forth in this policy may be subject to discipline, up to and including termination. The District is free to view and monitor an employee's social media activity at any time without consent or previous approval.

Nothing in this policy is intended nor does it restrict any District employee's rights under Section 7 of the National Labor Relations Act.

#### **Mask Usage**

[In accordance with Emergency Executive Order 20-81, employees will be required to wear masks while at work. If you are unable to tolerate a face covering due to a medical condition or disability related condition you may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. Please submit a doctor's note stating the reason you are unable to wear a mask to your administrator.](#)

#### **After Hours Building Use**

Employees should refrain from working in buildings at night, summer breaks or school breaks when buildings are vacant. Working alone or in isolation may be unsafe and requires special arrangements to minimize potential risks of injury. By protecting our employees, we are also protecting their friends, families, fellow workers, management, the public, and the environment from the serious effects that result from incidents. The employer may not be able to anticipate and prevent every incident, injury, or illness, but they should take all necessary precautions that a reasonable and efficient person would take in the situation.

We are a public entity and as such, personal use of the facilities and equipment is not permitted. Anyone using the facilities and equipment for personal use will have their access to the buildings terminated other than authorized school hours.

Employees who wish to utilize the school building(s)/facilities for purposes such as tutoring, music lessons, exercise classes or other non-work related use need to work through the Community Education Department.

#### **Personnel Files**

Upon written request, an employee may review his/her personnel record. If you would like to review your file, please obtain the form for reviewing your personnel file from your building secretary and contact the District Office.

#### **Change of Personal Data**

Employees are expected to notify the District Office whenever they experience a change in name, address, number of dependents, telephone number, emergency contact person, or marital status, so District records and files can be updated. An employee may also need to complete another federal employee withholding allowance certificate (W-4), as well as various health insurance forms. For most benefits, employees only have 30 calendar days from the date of the event resulting in a change to make adjustments to such benefit.

#### **Professional Appearance**

All District employees are expected to report to work dressed in a manner that reflects positively on the image of the District and consistent with the high standards and professionalism we set for ourselves as a District.

Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to students, parents and the public, District employees represent the District. Inappropriate dress may vary depending on the job and job settings, which includes safety concerns. If, in the judgment of an administrator or supervisor, an employee is not properly dressed, the administrator or supervisor has a responsibility to direct the employee to leave District premises until he or she is properly dressed.

#### **Absences**

All District employees must enter an absence request for any regular scheduled duty days/shifts. Employees are required to enter absences in AESOP, the automated absence reporting/sub calling system, which can be accessed either by phone or internet. Absences can be entered up to 6:45 a.m. on the day of the absence. Employees will need to contact their building secretary or supervisor if they forget to enter the absence or miss the cut-off time. All absences must be reported/entered for tracking purposes.

The procedure is as follows:

1. Employee enters absence request prior to the occurrence.
2. Supervisor electronically approves/denies the request.
3. Absence occurs, if approved.

For unexpected absences, employees must notify their supervisor or designee to report their absence before work starts. Family members may report the absence in extreme cases. If the employee fails to call in, the employee may be placed on unauthorized leave without pay and subject to other corrective action.

If the absence is due to an accident or injury, a medical note will be required prior to returning to work. If the absence is due to an illness, a medical note may be required. If any absence is longer than three days, a medical note will be required. Any change to the original length of leave will require an updated note from the doctor.

If the leave is due to a medical procedure, a note from the doctor is preferred before the leave occurs and then another note from the doctor is required prior to the employees' return.

Personal Leave days should be requested two days ahead of the leave if it is a nonemergency. Refer to your specific agreement for language on the number of days requests may be made in advance.

District employees are required to take responsibility for reporting their own absence by following the proper procedure. Recurring failure to follow the absence procedure will be considered a deficiency.

#### **Recording Hours Worked**

Non-exempt, hourly employees are required to use the electronic time keeping system through Skyward (True Time) to record all hours worked. The payroll week is Sunday through Saturday. Time cards are to be submitted electronically each week at the end of the week. Time cards will then be approved by your supervisor.

Any time that is worked over and above your normal scheduled hours must be preapproved by your supervisor, then documented by an additional hours form and submitted to your supervisor for signature. These forms must be received by the District Office within 48 business hours after the end of that pay period for proper processing.

#### **Dependability**

All employees are expected to maintain satisfactory attendance and report to work on time every day. Absences and tardiness create an unfair burden to co-workers and should be avoided. Absences, late arrivals and early departures must be kept to a minimum. Excessive absences or late arrivals may result in disciplinary action by the District. All leaves, whether paid or unpaid, must be scheduled in accordance with District procedures and with current applicable collective bargaining agreements.

#### **Overtime**

Overtime at the rate of one and one-half (1-1/2) times the base rate will be paid to nonexempt employees for all hours physically worked over 40 hours in a standard work week of Sunday through Saturday.

#### **Paychecks**

The District issues paychecks through direct deposit or paper check on a semi-monthly basis. Employees enrolled in direct deposit are solely responsible for updating and changing bank account information as needed.

Employees are responsible for reviewing their payroll check information for proper deductions, benefits and wages. An employee who believes there is a mistake with respect to his or her paycheck, or who believes an improper deduction was made from their salary, should contact the Payroll Department. Paychecks are available through Skyward Employee Access.

#### **Wages**

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. The District does not retaliate against employees who disclose their own wages. Remedies are available under the Wage Disclosure Protection law to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or 1-800-342-5354.

#### **Lactation Breaks**

The District will accommodate employees who desire to express breast milk during working hours by providing a reasonable amount of break time, according to Minnesota Statute 181.939.

Upon request, the District will provide employees with a private room, other than a bathroom, that is shielded from view and free from intrusion and includes access to an electrical outlet in which to express milk in privacy. Please contact your building administrator to request such a room.

#### **Jury Duty**

Employees who receive a summons for jury duty are to notify their principal or immediate supervisor as soon as possible after receipt of the summons. Should employees be selected as jurors, they will be allowed time off which should be entered into the automated absence system. If employees serving on jury duty are excused during the workday and schedule permits, they should return to their respective building to complete their normal assignment. Employees agree to return the pay for jury service to the District, but not including travel or expense allocation.

#### **School Conference/Activity Leave of Absence**

Eligible employees may take leave up to a total of sixteen (16) hours during any twelve (12) month period to attend pre-school or school conferences, observations or activities related to the employee's child, if such conferences, observations or activities cannot be scheduled during non-work hours. Employees are eligible for such school conference activity leave if they have worked for ROCOR! School District for an average of twenty (20) hours or more per week. The District pays for the first hour of each leave. Time taken beyond one hour will be unpaid or paid personal or vacation time will be applied.

### **Military Leave of Absence**

The District will grant an unpaid military leave of absence to eligible employees for training or service in the National Guard, Reserves or any other branch of the United States Armed Services. Employees are required to notify their supervisor as soon as they are aware of the need for military leave, including a copy of the orders directing the military duty, unless the employee is prevented from doing so by military necessity.

Employees on military leave must timely apply for and report back to work and provide proper documentation in accordance with all applicable state and federal laws in order to be eligible for reemployment. Employees who qualify for reemployment with the District will be treated as though they were continuously employed for the purpose of determining seniority for employment and benefit accrual status (where determined by seniority and/or union contract if applicable).

### **Bereavement Leave**

Leave time is available in the event of a death in the employee's family. Please refer to your Master Agreement or Terms and Conditions of Employment for more details.

### **Voting**

Voting polls are open from 7:00 a.m. to 8:00 p.m. on Election Day. Time off on election day, with pay, shall be allowed to the extent required by law to vote in a general election, election of a member of Congress, a presidential primary or state primary election. Please notify your building secretary of the time when you will be gone.

### **Benefits**

The District offers the following benefits to employees: Health Insurance, [Dental Insurance](#), Health Savings Account, Post Retirement Account, Sick Leave, Personal Days, Vacation Days, 403(b), life insurance, and long term disability. Not all benefits apply to all employees. Refer to your Master Agreement or Terms and Conditions of Employment for more details.

### **Employee Assistance Program (EAP)**

Employees and their family members have access 24 hours a day, 365 days a year, to confidential phone consultation with counselors in the areas of personal and family issues, legal concerns, financial issues and community resources. Help is available for employees and their family members to get the information, support and/or skills needed to address issues and concerns. The service is available through National Insurance Services, the District's long-term disability carrier, and available two ways:

- By Phone: 866-451-5465
- Online: [www.niseap.com](http://www.niseap.com) – Search for ROCORI to access services

### **Purchasing**

Purchases must be pre-approved by the employee's supervisor or building administrator. Available budgets and requisition forms can be obtained from the building secretary. Purchases have several

levels of approval, as such it is recommended to request items at least 3 weeks in advance to ensure adequate time for processing. Upon receipt of items, the employee should forward the packing slip or any relevant paperwork to the building secretary to approve payment. If no packing slip is included, the employee should notify their building secretary by email that all items were received. The employee should also note if any items were not received in good condition, or if there are items on back order.

**Expense Reimbursement from District Funds**

Requests for reimbursement must be pre-approved by the employee's Supervisor or Building Administrator, must be itemized using the District's check request form and signed by the designated administrator, and be accompanied by proper documentation of the expense (except with respect to mileage reimbursement request). Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees or other reasonable and necessary school District business-related expenses.

Acceptable forms of documentation evidencing a reimbursable expense include:

- An itemized receipt with company name, date and dollar amount paid. Credit card slips showing total dollar amount and signature will not be accepted.
- A copy of the front and back of the canceled check or copy of the check before it is sent plus a copy of the bank statement showing that the check has cleared employee's bank.
- Certificate of completion plus registration material showing cost of workshop.

When ordering online, a printed copy of the order from the vendor confirming the placement of the order and showing the payment transaction will be accepted. The District cannot accept an order confirmation or screen printed copy of your order that does not show payment.

Automobile travel shall be reimbursed at the current mileage rate set by the IRS. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip. Hotel reimbursement shall not include incidental charges such as phone calls. For questions about reimbursement, please contact the District Office.

The standard mileage between buildings is:

<u>Route</u>	<u>Mileage</u>	<u>Route</u>	<u>Mileage</u>
RI to CSE/RHS/RMS	6	RI to JCE	10
JCE to CSE/RHS/RMS	6	RI or JCE to DEF	5
DEF to CSE/RHS/RMS	1		

**Emergency School Closings**

Area School Districts work with one another on weather-related emergencies. In a renewed effort to gather as accurate weather information as is available, the districts rely on the expertise of St. Cloud State University meteorologists for weather forecasts. Professors at the University localize forecasts and advise the districts on closing decisions.

If inclement weather is in the forecast, school closing or late start information is available on the following radio and television stations: WJON (1240 AM), WCCO (830 AM), KNSI (1450 AM), WJJO (98.1 FM), KCLD (104.7 FM), KARE/Channel 11, KMSP/Channel 9, WCCO/Channel 4 and KMSP/Channel 5.

In addition to radio and television outlets, weather alerts are announced on the District website, Facebook page, Twitter, the St. Cloud Times website at [www.sctimes.com](http://www.sctimes.com) and the Skylert System. Any updates to the Skylert System should be made with the District Office.

#### **Emergency Plan**

All educational institutions are vulnerable to threats, hazards and disasters which have the potential to become emergencies or disasters. It is critical for the District to plan for, respond to and recover from these potential incidents. The purpose of the All-Hazards plan is to provide an overview of the District's approach to emergency operations. It provides information for staff or volunteers to respond to an issue that may arise while in one of our buildings. The information is contained in some form in each classroom, in school offices, and other prominent areas in the buildings. Each employee should familiarize themselves with the location and contents of this plan

#### **Security Badges/Fob**

Security badges must be worn at all times when an employee is in any part of a school building. All visitors are required to sign in through the main office using our visitor management system. Any employee who sees anyone in a school building who is wearing neither a security badge nor a visitor's pass shall direct that person to the main office. If the person does not proceed to the main office, the staff member shall alert the main office immediately. If the person presents an imminent threat, the staff member should take immediate action to implement the building's emergency procedures.

Employees who misplace or lose their security badge or fob must notify their Supervisor **immediately**. The lost fob will be deactivated and a new one issued at a cost of \$20 to the employee. If the lost fob is found, it can be turned in to the Business Office for a refund of the \$20.

#### **Safety & Workplace Injuries**

The safety of employees is a vital concern to the District, and therefore the District has adopted policies and implemented systems and infrastructure to provide safe working conditions and equipment. In addition, employees are expected to observe safety rules to protect their own safety and the safety of others at the District. Any employee, who comes upon an unsafe condition, must immediately notify the head custodian or building principal as soon as possible.

We have developed and implemented an exposure control plan for blood borne pathogens to reduce the potential for workplace exposure. In this plan we have identified Nurses, Health Techs, Custodians, Cleaners, Special Education staff, Coaches, Trainers and Industrial Tech staff as potentially exposed staff based on their job duties. The hepatitis B vaccination is available to these individuals. For further information, please see the District Safety Officer.

When someone is injured at work:

- If it is an emergency, **CALL 911**
- The employee AND supervisor should call the Nurse Hotline (844) 847-8708 together. (If no supervisor is available, the employee can call alone.) Do this as soon as possible. The registered nurse who answers will ask what happened and recommend what to do next, whether it's self-care, urgent care or even the emergency room. The nurse will report the injury to the workers comp insurance company.
- A staff accident investigation report should be filled out immediately or as soon as possible to help report potential risks so that they may be mitigated to prevent future injuries. This is to be sent to the District Office immediately.

#### **Employee Checkout Process**

All employees leaving the employment of the District must go through their building secretary for their check out process which may include returning any issued keys, key fobs, security badges, parking passes, or electronics. Each employee should also contact the Payroll Department to go over payroll and benefit information.

### **Frequently Asked Questions**

**Who do I contact to change the number of allowances on my W-4, my 403(b) contribution or my direct deposit information?**

- Please contact the Payroll Department at 320-685-4903; or access the forms on the Teacher Shared (G Drive) in the "Employee Forms" folder; and submit to Payroll.

**Who should I contact for information on a reimbursement payment for covered work expenses?**

- Please contact the Business Office at 320-685-4905.

**I got married and need to add my spouse to my insurance; what do I need to do?**

- Please contact the Payroll Department at 320-685-4903. You only have 30 calendar days to make changes to your benefits under this qualifying event.

**I need to know how many credits I have towards my next lane change or inquire about courses that I have already submitted; who should I contact?**

- Please contact the Superintendent's Executive Assistant at 320-685-4901 and make arrangements to review your personnel file.

**Who will I contact for a copy of my pay stubs or to obtain an employment verification form?**

- Please contact the Payroll Department at 320-685-4903

**I am having trouble with my work computer or email; who do I contact?**

- Please go to the ROCORI web page and select "Information" under the Staff selection. Click "Help Desk Ticket" to submit an issue.

**Something is broken in my work area or classroom, who do I contact?**

- Please contact the Head Custodian in your building.

**I forgot my pin number for the AESOP System; who can help me?**

- Please contact the Payroll Department at 320-685-4903.

**I've lost my security badge and/or fob; who should I contact?**

- Please contact your Supervisor immediately.

**I have a parent who wants to volunteer in my classroom or within my building; what is the procedure?**

- Please have them check in with the Administrative Assistant at your building to ensure they have a current background check on file.

# ROCORI School District

## ACKNOWLEDGEMENT AND RECEIPT OF EMPLOYEE HANDBOOK

I, \_\_\_\_\_, acknowledge receipt of the ROCORI School District Employee Handbook.

I understand it is my responsibility to read and become familiar with the information contained in this handbook and any revisions made to it. I understand if I have any questions I should contact my supervisor, or the District Office for an explanation.

I also understand the purpose of the Employee Handbook is to provide me with general information regarding the District's guidelines and procedures. The Employee Handbook may be changed or deleted in whole or in part at any time by the District.

This Employee Handbook is not an employment contract and does not alter the At-Will employment relationship, nor does it alter any bargaining agreement, or terms and conditions of employment.

**Date Received:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

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Community Education reviews handbooks each season in the respective programs. Childcare program handbooks are reviewed in preparation for the summer and school year seasons (up to 2 times annually). Early Childhood program handbooks are reviewed annually in preparation for registration for the following school year. The Enrichment and Recreation handbook is reviewed in preparation for each brochure (three times annually).

## Handbook Descriptions/Updates:

### Childcare

Spartan SPOT & Kid Care: added COVID language (in regards to following CDC/MDH/MDE guidelines); removal of absence credits to create consistency and increased safety through consistent cohorts; Updated billing practices

### Early Childhood

Little Spartans Preschool Handbook: annual review

Behavior Guidance: Used for all early childhood programming, including Kid Care.

### Enrichment & Recreation Programming

Instructor: Intended to give the instructor safety, contact, policy, and employment information.

Participant/Community: This will be created to assist participants with policies and procedures aligned with this programming.



District Education Facility (DEF)  
527 Main Street  
Cold Spring, MN 56320

## **Preschool Handbook**

“Play is often talked about as if it were a relief from serious learning.

But for children, it *is* serious learning. Play is really the work of childhood.”

-Fred Rogers



## Philosophy

ROCORI Early Childhood program promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We are proud to offer a positive, child-centered preschool experience that fosters a love of learning in a nurturing community.

## Our Curriculum

We offer a child-centered and developmentally appropriate program for three- through five-year-old children. ROCORI Early Childhood program has chosen to adapt Open the World of Learning (OWL) curriculum for Preschool. It is a comprehensive curriculum that covers all domains of early learning. Each unit is built around a daily routine with an activity-centered day. Themes, skills and concepts are developed through quality children's books.

In addition to OWL, ROCORI Early Childhood uses Second Step Social-Emotional curriculum. This program helps our Preschoolers with skills such as listening, paying attention, controlling their behavior, and getting along with others. Our goal is that students enter Kindergarten with self-regulation and social-emotional skills so they are set up for success.

Play allows children to learn about the world and themselves. As children play, they learn new skills, develop coping mechanisms, test new ideas and master their bodies. OWL curriculum provides play opportunities throughout our day. As children make choices about where to play in the classroom, they are learning a variety of skills and experiencing positive interactions with other children and adults.

## Class offerings

**Discovery Time-** This preschool class is offered for children turning **three by September 1** of the current school year.

**Kinder Connection-** This preschool class is offered for children turning **four by September 1** of the current school year.

## Staff Qualifications

All ROCORI Early Childhood teachers are licensed by the Minnesota Department of Education (MDE). All of our lead teachers hold a four-year college degree. Every year, the teachers and paraprofessionals complete a number of continued training hours.

**The State of Minnesota (state statute 121.A) requires that ALL children participate in an Early Childhood Screening, prior to entering a public school Kindergarten program.**

Children are ready for screening as early as age 3. The earlier, the better!

This is a FREE, and required, opportunity for you to check your child's developmental domains. The ROCORI School District provides trained screeners to administer the ESI-R screening tool, designed to check your child's progress in language, cognitive skills, and motor skills. In addition, our nurse will check your child's vision and hearing, as well as gather information on your child's height and weight and immunization records.

We have screening days throughout the school year. Please register online by going to the ROCORI District website, clicking on Community Education, and registering for classes. Under the registration page, you will find Preschool Screenings Appointments.

OR register by calling **320-685-8631**.

**ROCORI Early Childhood Program is proud to be a 4-Star Parent Aware program!**



## Absences/Late Arrivals

If your child is going to be out of school for any reason or arrive to school late, please let the office know. For illnesses, this is especially important so we can inform families of any communicable diseases symptoms while maintaining confidentiality.

## Age requirements

- Children must be age 3 by September 1<sup>st</sup> to enter our Discovery Time program.
- Children must be age 4 by September 1<sup>st</sup> to enter our Kinder Connection program.

## Birthday/Celebration/Holidays

Occasionally, when students celebrate their birthdays or other special occasions, they may want to bring a special treat to school. If you feel the need to provide something for a celebration, please be mindful of the District's Wellness Policy. The ROCORI Wellness policy models healthy behavior and is conscious of allergies. If you would still like to send a treat, we are asking that they be non-food items, such as:

Crazy straws	Pens/Pencils	Bracelets
Sunglasses	Stickers	Glow Sticks

## Communication

Communication between home and school is vital to a successful preschool program. If you need to contact your child's teacher (non-emergency), the following ways are best:

- Write a note in your child's communication folder\*
- Send your child's teacher an email
- Call the Community Ed office 320-685-8631

\*At the beginning of the year, your child will receive a communication folder. The communication folder should be looked at each day after your child attends preschool, this is where classroom information is kept and where communication from your child's teacher is found. It is important that the folder is always put back into your child's backpack so it comes to school each day.

## Classroom Information

Each week, a newsletter is sent home detailing your child's week in preschool. This note will include curriculum skills children are working on, books read in class, upcoming important dates, and more. Please be sure to check the contents of your child's backpack each night so that you can find important notes, art projects, and so forth.

## Conferences and KIT

Kinder-connection & Discovery Time classes have parent-teacher conferences two times per school year (fall and spring). During your child's conference, your child's teacher will share observations and the documented development of your Preschooler.

Once a year, Kinder-connection will host KIT (Keep In Touch). KIT is a one-hour opportunity for parents to join their child in the classroom. During this time, parents will have an opportunity to see parts of their child's preschool day and join their child for an activity.

## Daily Schedule

Each classroom has their own daily schedule; however, a typical schedule would look similar to the following:

- Arrival
- Table activities
- Bathroom Break
- Circle Time
- Station Time
- Free Play
- Snack Time
- Gym/Outside Play
- End-of-day circle
- Dismissal

## Discipline Policy

Please refer to the ROCORI Early Childhood Behavior Guidance Plan.

## Drills—Fire Drills/Tornado Drills/Lockdowns

It is important to train students in school safety procedures. Throughout the year we have several drills: Fire Drills, Tornado/Severe Weather Drills, and Lockdown Drills. Students are provided specific instructions for each type of drill and the drills provide important opportunities to practice the instructions. Each classroom has the procedures posted in the event that a substitute teacher is in the classroom at the time of a drill or live situation.

## Immunizations

The State of Minnesota requires all students be appropriately immunized, or make a statement of conscientious religious or medical exemption to participate in early childhood programming. A student may not attend early childhood classes if their immunization records are not on file within two weeks of the start of class. Immunization records can be dropped off in the front office of the DEF.

## Inclement Weather Policy

The decision to have school during inclement weather has to do with the school's ability to safely transport students, however if a parent feels that it is unsafe for their child to come to school, the parent should keep their child home. **The final decision to send a child to school during inclement weather rests with the parent.**

In the event of inclement winter weather, you can turn to multiple sources to be notified of school closings or late starts (listen for ROCORI area schools).

**Twitter:** @rocoridistrict

**Facebook:** ROCORI School District & ROCORI Community Education

**Text Message:** Text the code @rocoriwthr to 81010

This will sign you up to receive texts for weather related closings/delays/cancellations

**School Messenger:** Our school messenger system will broadcast a phone message alerting residents

Due to the nature of our preschool program running a different schedule than the K-12 students, please always watch for preschool-specific announcements.

## Illness Guidelines

The following is the illness guideline from the ROCORI District.

**Antibiotic Treatment:** Student must be on antibiotics for 24 hours before returning to school. However, antibiotics should be continued for the entirety of the prescription to insure infection has been properly treated.

**Chickenpox:** Students must stay home until all of the pox marks have scabbed over, generally 7 days.

**Conjunctivitis (Pink Eye) or Eye Drainage:** Students must be on treatment for 24 hours before returning to school.

**Covid-19 (Coronavirus):** Please see attached Covid-19 Preparedness Document **\*This document will be attached once finalized for 20-21 school year.**

**Diarrhea:** Students must be free of a diarrheal episode for at least 24 hours before returning to school.

**Fever (Temperature of 100° F or more):** Student must be fever-free for 24 hours before returning to school.

**Fifth Disease:** Students must be fever-free for 24 hours before returning to school.

**Hand, Foot & Mouth Disease:** Students can return to school once symptoms subside.

**Head Lice:** If head lice are detected, preschool will contact parents and request student is picked up.

**Impetigo:** Students must be on treatment for 24 hours before returning to school.

**Measles:** Students must stay home for 5 days after rash appears.

**Mumps:** Students must stay home for 9 days after swelling begins and must be fever-free before returning to school.

**Pediculosis (Head Lice):** Once lice have been treated and the nits carefully removed from the scalp, students can return to school. Generally, students can return to school the next day if the lice have been properly treated.

**Ringworm:** Students must be on treatment for 24 hours before returning to school.

**Scabies:** Students must be on treatment for 24 hours before returning to school.

**Strep Throat:** Students must be fever-free and on treatment for 24 hours before returning to school.

**Vomiting:** Students must be free of a vomiting episode for at least 24 hours before returning to school.

## Rest/Nap

ROCORI Early Childhood requires a nap or rest be provided for children in Preschool/Kid Care longer than four hours. Children who choose not to sleep, or awaken early, will be offered quiet activities (e.g., books, puzzles, manipulatives) after they rest on their cot for a minimum of 30 minutes.

The school provides cots for rest time. Children may also bring a special blanket, soft toy or small pillow for napping. Please bring nap items home once a week for laundering. Nap/Rest time takes place in the classroom and teachers position themselves so they can hear and see children sleeping at all times.

## Open House

Each fall, before preschool begins, ROCORI Early Childhood hosts an open house for you and your child to attend. During this time allow your child to meet their teacher and paraprofessional, meet peers, find their locker and explore the room. Part of the open house is spent with your child's teacher—getting classroom information and having an opportunity to ask questions.

## Outdoor Play

Outdoor play is an important part of the early childhood curriculum, and we consider the outdoors an extension of the indoor classroom. Toys, materials, and activities are also available outdoors to enhance the children's play experience. Typically, children go outside each day. If your child is not well enough to play outdoors, he or she is not well enough to attend preschool. It is important for parents to provide the appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.) and to make sure these items are sent with your child each day.

## Program News

Monthly, a Smore Newsletter will be sent to parents/guardians via email. The newsletter will contain program-wide information. In the event you do not have access to an email account, please let the office know and we can arrange for you to receive a paper copy. [peartb@rocori.k12.mn.us](mailto:peartb@rocori.k12.mn.us) or [tronbake@rocori.k12.mn.us](mailto:tronbake@rocori.k12.mn.us)

## Separation

Children sometimes have difficulty separating upon arrival at preschool. This is typical behavior which, over time, should decrease as children become more secure in their new environment. Here are some guidelines to make separation easier for your child:

- Allow adequate time in the morning for arrival
- Talk to your child about going to school, who will be there, etc. This prepares your child for what will occur.
- Try not to make your child feel rushed at arrival, this makes your child feel hurried and anxious.
- Parents should say “good-bye” to their child and tell him/her when they will return. Parents should not “sneak out” in order to prevent the child from crying at that moment. Leaving without saying good-bye may be easier for the parents than leaving while a child is crying, but it truly isn’t easier for the child. Leaving without saying goodbye can also make separations more difficult because a child will fear the unexpected departure and try to keep an eye on his/her parent, which prevents him/her from engaging with the teacher or other children.
- Give hugs and kisses and reassure you’ll be back
- If you are still having difficulty, teachers are close by to help your child when you leave. Usually children calm down and begin play soon after you leave.
- Remember, even those children who are comfortable in play and their environment need your attention, affection, and reassurance.

## Snack and Supply Fee

ROCORI Little Spartans Preschool asks for a snack and supply donation from each family instead of each student’s family purchasing individual supplies. We believe this plan is beneficial to families, saving them both time and money. With your donation, our teachers will be able to purchase the exact type of snacks and supplies they need, in the amounts needed and will eliminate teachers requests mid-year. We adhere to a Peanut/Tree-nut safe policy. Milk and water will be offered, at no cost, along with our daily snack.

If your child has a food allergy and/or sensitivity, please talk to your child’s teacher before the start of the school year.

## Toilet Trained

When your child begins enrollment, he or she must be completely toilet trained. Your child should be in cloth underwear and not in diaper, pull-ups, or training pants. A child is toilet trained when he/she can make known their need to use the bathroom and can perform basic hygiene needs independently. We recognize that children who are newly toilet-trained will occasionally have accidents. For liability reasons, if a child has an accident, the teaching staff will supervise and give any verbal instructions required in order for the child to clean up himself/herself. In the case of an accidental bowel movement, the parent/guardian may be contacted to help assist the child in getting cleaned up.

A good practice is to put an extra set of clothing in your child's backpack. Even children who normally do not have a problem, may have wet pants on occasion.

If you have concerns about your child regarding toilet training, please talk to your child's teacher.

## Transportation

Parents can choose from several transportation options, including dropping off and picking their child up to/from preschool. When dropping your child off for preschool, it is important that your child is not alone. A parent/guardian needs to bring the preschooler to their classroom. When picking up, parents can wait inside the building (by the school office) or by the flagpole outside.

### **\*Mid-Day busing**

Discovery Time and Kinder Connection students that live in the district have access to a preschool bus that runs during our mid-day time. The preschool bus picks up our morning students after 10:45am dismissal. It then brings our afternoon students to school for our 12:15pm classes.

\*Busing is never guaranteed, but the bus companies will do their best to accommodate preschoolers in need of mid-day busing.

**If your child is not going to ride the bus on a certain day (for example, they are ill), it is the parent's job to call the bus company and inform them that your child will not be riding. Failure to do so can result in suspension of bus riding privileges.**

### **Bus Buddy**

Kinder Connection students have the option of using a Bus Buddy to support them in riding the district bus to and/or from school. The Bus Buddy must use the same bus stop as the preschooler, be in grade 3 or older, and attend Cold Spring Elementary, ROCORI Middle or High School, or St. Boniface school. The Bus Buddy is responsible for helping the preschooler on/off the bus, sitting up front with their preschool buddy, and be a good role model for their preschool buddy. If you have questions about your child using a Bus Buddy, please contact the school office.

## **Tri-Cap**

Tri-cap bus company is another busing option. We do not have a contract with Tri-cap and therefore, families who would like to consider this as a transportation option will need to contact Tri-cap privately and set up their schedule.

## **Tuition**

Tuition payments for each month are due on the 15<sup>th</sup> of the month from September through May. Invoices are sent out each month as a reminder of this payment being due. Tuition can be set up for automatic payment on our Eleyo Registration system or paid at the Community Ed office by check, cash or credit card. In the event that you are unable to make a tuition payment, it is important that you communicate with the Early Childhood Coordinator or Community Education Director.

## **What to bring**

**Make sure to label each item that your child brings to school (backpack, coat, sweater, hat, boots, etc.).**

Dress:

- Your child should be dressed for active and participatory play
- Your child should wear sturdy, protective shoes, which allow him/her to run, climb and ride bikes and scooters
- Children go outside most days, so please dress your child appropriate for the weather
- In the winter, a warm jacket, hat, and mittens are needed every day. Snow pants and warm boots are important whenever there is snow on the ground.

**Extra clothes—please make sure that your child has one set of seasonal clothes in their backpack.**

### **Backpack**

At ROCORI Early Childhood, we encourage children to be independent. Therefore, we strongly recommend a “good sized” backpack that zips and is easy for your child to manage when putting away his/her own things. It needs to be large enough to fit a school folder and any school projects or books that are brought home. Please be sure to check the contents of the bag each night, look at your child’s communication folder, and send your child’s backpack to school each day.



## Welcome

ROCORI Community Education and the Kid Care staff would like to take this opportunity to welcome your family to Kid Care. We all have a common goal – to create a safe, friendly, structured atmosphere where our children are encouraged to pursue their own interests, develop friendships and grow in confidence, independence and respect for themselves and others. This common goal is what Kid Care is all about.

This parent handbook outlines what you may expect from Kid Care and what Kid Care expects from you in return. We hope it will be helpful and we welcome your suggestions for future handbooks. Please be aware that ROCORI Community Ed. Kid Care reserves the right to amend policies at any time and it is recommended that you reference this handbook and registration information for current administrative policies pertaining to your child's enrollment or check with the Kid Care coordinator for policies pertaining to the care of your child.

We work hard to ensure your family's experience with Kid Care is an enriching, delightful experience. Please take the time to go through this brief handbook which includes policies and procedures. Let us know if you have any questions!

Welcome to Kid Care!

## HANDBOOK

### Contracts and Attendance

All contracts must be on a consistent schedule. If your child is absent due to illness/vacation, you must call Kid Care (ROCORI Community education office) to report the absence before their typical arrival time at Kid Care. (Please see our COVID Preparedness Plan on absents due to COVID19)

### Absences

~~If your child is absent due to illness, you must call Kid Care (ROCORI Community Education office) to report the absence before their typical arrival time at Kid Care. Refunds or Credits are issued in accordance to your contract type (4 credited absences per season for Consistent Schedule; 3 credited absences per season for Pick Your Day). \*Pick Your Day is a summer option only.~~

### Ratio

The target of adult to child ratio will never exceed 1:10 for students in our care.

*\*We will follow ratios given to us from the CDC guidelines during this time.*

## What to Bring

Please remember to **label** each item that your child brings to school (*Even Jackets and extra clothing!*)

### Dress:

- Your child should be dressed for active and participatory play
- Your child should wear sturdy, protective shoes, which allow him/her to run, climb and ride bikes and scooters.
- Children go outside most days, so please dress your child appropriate for the weather.
- In the winter, a warm jacket, hat, and mittens are needed every day. Snow pants and warm boots are important whenever there is snow on the ground.

**Backpack:** At ROCORI Early Childhood, we encourage children to be independent. Therefore, we strongly recommend a backpack that is easy for your child to manage when putting away his/her own things. Please be sure to check the contents of the bag each night, look at your child's communication folder, and send your child's backpack to school each day. **Extra clothes—please make sure that your child has one set of seasonal clothes in their backpack.**

## POLICIES AND PROCEDURES

### I. Eligibility Policy

A. Kid Care through ROCORI Community Education is a preschool child care program to students 33 months+ and attending ROCORI Little Spartans Preschool.

B. Kid Care students entering Little Spartans Preschool in the fall are eligible to attend the summer prior. (Students currently attending Kid Care but attending Kindergarten in the fall must move to the school age childcare program: Spartan SPOT.)

C. Kid Care includes children with special needs as deemed appropriate by case managers and ROCORI Community Education.

D. Kid Care does not discriminate on the basis of race, creed, or national origin in its enrollment policies.

### E. Withdrawal

1. A ten (10) working day written notice is required to withdraw from the program. Families are responsible for paying for the 2 weeks even if the child(ren) is not attending.

F. Children in Kid Care **must** be independent in the bathroom.

### II. Health and Safety

A. Illness & \*Isolation (**Please see our COVID-19 Preparedness Plan**)

1. Kid Care will follow the school district policy to the Health and Safety policy.  
<https://www.rocori.k12.mn.us/services/health-services>

2. Kid Care staff will supervise and isolate a child from other children in the program when they become sick and will immediately notify the sick child's parent or legal guardian via phone call and arrange for pick-up.

3. Kid Care will give notice to the parent or legal guardian of any exposed child/children the same day the program is notified of a child's contagious disease (contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox) via email, phone call, or note sent home.

*\*Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up.*

## B. Immunizations

1. Children participating in ROCORI Kid Care must have a current immunization record (or exemption form) submitted to the program prior to the child's first day of attendance.

## C. Medication

1. Written permission must be obtained from the child's parent or legal guardian before Kid Care staff are able to administer *prescription* medicine, sunscreen lotion, or insect repellent.

2. Nonprescription medicine, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently.

### 3. Medication Administration

a. Medication must be kept in the original container with a legible label stating the child's first and last name.

b. Medication must only be given to the child whose name is on the label.

c. Medication is not given after an expiration date on the label.

d. Medication is returned to the child's parent or legal guardian, or destroyed, if unused.

e. The certified center must record the administration:

1. Child's first and last name

2. Name of the medication or prescription number

3. Date, time, and dosage

4. Name and signature of the staff administering the medication.

### 4. Medication Storage

a. Kid Care staff will store medicines, insect repellents, and sunscreen according to directions on the original container

#### D. Allergies

1. Kid Care will receive documentation of any known child allergies prior to the first day of attendance from the child's parents or legal guardian.
2. Kid Care will maintain current allergy records in each child's account including:
  - a. Allergy description, triggers, avoidance techniques, & symptoms
  - b. Procedures for responding to an allergic reaction, including medication, dosages, and doctor's contact information.
3. Kid Care informs all staff of each child's current allergy information annually and as changes are made.
4. A child's allergy information is available at all times including on site, when on fieldtrips, or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to the child.

#### E. Building and Physical Premises; Free of Hazards

1. Kid Care and building staff ensure the cleanliness and maintenance of the equipment, furniture and space used by Kid Care staff and participants.
2. Kid Care furniture and equipment used is appropriate for the size and age of the children in the program.
3. Hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of children or in a locked location.
4. Kid Care safely handle and dispose of bodily fluids and other potentially infectious fluids by: using gloves; disinfecting surfaces that come in contact with potentially infectious bodily fluids; and disposing of bodily fluid in a securely sealed plastic bag

#### F. Transporting Children

1. ROCORI Kid Care staff do not routinely transfer children.
2. In the event that Kid Care does transfer children:
  - a. Transportation companies will be contacted to use their services.
  - b. If Kid Care staff drive, Kid Care verifies their valid driver's license and ensures all seat-belt and child passenger restraints are followed. All drivers must submit the ROCORI District driving form prior to driving

### III. Emergency Preparedness

- A. Kid Care holds an emergency plan created with the Child Care Emergency Plan form developed by the commissioner.
- B. Kid Care's emergency plan is available for review upon request by the child's parent or legal guardian.
- C. Kid Care trains all new staff prior to their start date, and each staff member annually on the identified emergency plan. Kid Care tracks this information internally.

D. Kid Care conducts and documents at least one evacuation drill and one shelter-in-place drill quarterly.

#### IV. Reporting

A. Mandatory Reporting: Kid Care staff are legally required or mandated to report any signs of maltreatment or neglect. The responsibility of reporting cannot be shifted to a supervisor or another employee. If staff have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, they must immediately (within 24 hours) make a report to an outside agency.

1. Kid Care must inform the commissioner within 24 hours of:

- a. the death of a child in the program
- b. any injury to a child in the program that required treatment by a physician

2. Contacts:

- a. Maltreatment within Kid Care, contact: Department of Human Services, Division of Licensing Maltreatment Intake line at (651) 431-6600.
- b. Maltreatment within the family, foster care, family care facility, or community, contact Stearns County Human Services at 320-656-6000 to make an oral report. Use the Stearns County Human Service document to submit a report in writing to 320-656-6220 (fax).
- c. Kid Care Certification violations, contact: Department of Human Services, Division of Licensing at (651) 431-6500.

#### B. Staff Training

1. Kid Care must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). Kid Care documents this training in individual personnel records and monitors implementation by staff.

#### V. Parental Access

A. An enrolled child's parent or legal guardian is allowed access to the parent's or legal guardian's child at any time while the child is in care.

#### VI. Financial Policies

A. A non-refundable registration fee of \$25 is paid upon administrative approval of the contract.

B. Families will be charged fees based on the rate options provided. Parents are responsible for all charges that are incurred.

C. ~~Billing will be done one (1) week in advance.~~ **Invoices for care will be sent on Friday of the week prior to services. Payment will be deducted on Mondays.**

1. Automatic Payments are required unless an individual plan has been set-up between the Director and family.

2. A late fee is assessed for late payment. Payment received 6 days after the due date will result in a late payment fee.

3. No account will be allowed to be more than one (1) month past due. If the account balance and the late fee are not received, the child will be withdrawn from the program. Kid Care is able to add late fees until all fees have been paid in full.

#### 4. Early Drop Off Fine

a. Kid Care opens at 6:30 a.m. Children can only be dropped off at that time or after. There will be an early fee charged if dropped off before 6:30 a.m.

6:15 a.m. – 6:29 a.m. = \$5 early fee

#### 5. Late Pick Up Fine

a. Kid Care closes at 5:30p.m. Children must be picked up by closing time or there will be a late charge:

5:30-5:45p.m. (or portion thereof) = \$5 late fee.

5:45-6:00 p.m. (or portion thereof) = additional \$10 late fee. (\$15 total fee)

After 6:00 p.m. = an additional \$1 per minute. (\$16+ total fee)

6. ROCORI Community Education reserves the right to discontinue or limit the program due to an individual's nonpayment.

### D. Financial Assistance

1. Kid Care has a contract for daycare assistance through Stearns County Family Services.

E. Insufficient funds, stop payment or account closed would be subject to a \$30 service and handling charge. Payee will be notified upon receipt of NSF notice.

### VII. Weather Policies

A. If ROCORI Public Schools are CLOSED prior to 6:30a.m., Kid Care will be CLOSED all day.

B. If ROCORI Public Schools are two hours late; Kid Care will be open at 6:30a.m.

C. If school closes after 6:30a.m., Kid Care will make a determination at that time when they will close.

D. If ROCORI Public Schools have an early dismissal; Kid Care will also close early.

E. If ROCORI Public Schools cancels all after school activities, Kids Care will remain open until 5:30p.m.

F. If the weather should get too dangerous, Kid Care will close. The decision will be made by the Community Education Director and Superintendent of Schools. When severe weather exists, Kid Care staff will make the necessary arrangements to move the children to a safe location.

# ROCORI Early Childhood

## Preschool & Kid Care

# Behavior Guidance Plan

When inappropriate behavior becomes apparent, the following “5 Step Behavior Guidance Plan” is carried out by the ROCORI Early Childhood staff in order to insure safety of all the children and staff.

### **STEP 1—TEACHER PRESENCE**

Teacher may need to stand near, look at, put hand on shoulder, etc., to show a child that his/her behavior is not acceptable.

### **STEP 2--REDIRECTION**

Teacher leads child to new activity to avoid conflict; may separate from toy, activity, etc.

### **STEP 3—PROBLEM SOLVING WITH CHILD**

Teacher helps child to solve problem, think of alternative solutions, models words to use instead of physical reaction, lets child voice their feelings, and acknowledges other feelings, etc.

### **STEP 4—NATURAL AND LOGICAL CONSEQUENCES**

Teacher calls upon the child to assist in remedying the situation (i.e. after a child knocks over another child’s toy blocks purposely, that child would be asked to help pick them up) All consequences for unacceptable behavior are immediate and relate to the observed inappropriate behavior.

### **STEP 5—SEPARATION FROM THE GROUP**

No child will be separated from the group unless the following has occurred:

1. Less intrusive methods, as listed in Steps 1 through 4, of guiding the child’s behavior have been tried and were ineffective.
2. The child’s behavior threatens the well-being of the child or the other children in the program.
3. A child who requires separation must:
  - Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person.
  - The child’s return to the group must be contingent on the child’s stopping or bringing under control the behavior that precipitated the separation; and
  - The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

\*\*If a child is separated from the group 3 or more times in one day, the child’s parents will be notified. If a child is separated 5 or more times in one week or 8 or more times in two weeks, the procedure under “Persistent Inappropriate Behavior” will be followed.

# ROCORI Early Childhood

## Preschool & Kid Care

# Behavior Guidance Plan

### Behavior Guidance Plan

ROCORI Preschool & Kid Care programs promote a positive approach to managing the behavior of all children. All Behavior Guidance methods used at ROCORI Early Childhood Programs are tailored to the developmental level of the children that the program is licensed to serve. These policies and procedures are in place to protect the safety of all children and staff. Use of the following techniques are implemented by the ROCORI Preschool and Kid Care staff and are a positive model of acceptable behavior.

**Prevention:** A well-designed environment prevents frustration, interruption, and hazards. We strive to maintain stimulation classrooms so that the children can be engaged in productive and positive activities.

**Positive Redirection:** This technique involves redirecting unacceptable behavior to an acceptable alternative. We will recognize children for their appropriate behavior and successful interactions.

**Modeling:** Teacher and peer-modeling appropriate behavior is provided to help the children pattern positive responses. When needed, the staff will demonstrate such things as “gentle touches” to make an impression on children.

**Boundaries:** ROCORI Early Childhood has clear and simple rules in each classroom. Such guidelines as “walking feet, inside voices, listening ears, and gentle touches” help the children to achieve acceptable standards.

**Problem-Solving:** We appeal to the child’s growing intellectual and moral reasoning by using natural and logical consequences. Asking questions often helps a child to develop correct responses. We regularly remind the children to “use their words” to resolve issues.

Children are in the process of learning appropriate behavior. They are constantly experimenting with many different types of actions and are looking for direction and limits. Our methods include recognition and encouragement of appropriate behavior as often as possible.

**ROCORI Early Childhood**  
Preschool & Kid Care  
**Behavior Guidance Plan**

**Persistent Unacceptable Behavior**

Persistent unacceptable behavior is a behavior that requires an increase of teacher assistance and does not change after the initial consultation and behavior plan made by the teacher, coordinator, and family. The teacher must record the behavior and document their response to it. A plan to address the documented behavior will be developed. Consultations with other teachers or professionals may be needed to ensure a positive outcome for everyone. The Removal from Program Policy may be followed.

**Removal from Program Policy**

When a situation presents itself that may cause harm to a classmate or teacher, threatens the integrity of the program, or the curriculum is not able to be carried out with the modifications, the following actions will be taken:

1. The parent/guardian will meet with the teacher and/or coordinator to create a plan of action. The plan will be reviewed and amended as needed on a weekly basis.
2. If physical harm has occurred to a classmate or teacher, the parent will be asked to remove the child from the classroom that day. During a consultation between the teachers involved and the parents, a plan will be created to prevent further incidents.
3. After 3 documented incidents a professional expert will be consulted. The professional expert may be a Special Education teacher, school psychologist or an outside counseling provider. The teachers, consultant, and child's family will work to create a positive learning experience for the child.
4. We reserve the right to take immediate action of suspension if the safety of anyone at ROCORI's Early Childhood program is being compromised.

**ROCORI Early Childhood**  
Preschool & Kid Care  
**Behavior Guidance Plan**

**Separation Report: All separation for the group will be documented on the Behavior Log and will include the following information:**

- The child's name, Staff person's name, Time, Date
- Information indicating the description of the environment and what occurred prior to the behavior.
- How the child's behavior continued and what the child did/said and how long the behavior lasted.
- The consequence—what the responder did immediately following the behavior or how the environment changed (details of separation from the group).
- Upon receiving the consequence, how did the child respond?
- If the behavior constitutes contacting parents, the parent notification should be indicated

**Persistent Inappropriate Behavior: If a child is consistently showing unacceptable behavior, the following steps will be taken:**

1. The persistent unacceptable behavior will be observed and recorded in the Behavior Log by the teacher or staff person along with written documentation on how the teachers responded to the behavior. This documentation will be kept in the child's file.
2. Staff will inform the Early Childhood Coordinator of the inappropriate behavior, their observations, documentation, and response to the behavior. The Early Childhood Coordinator will give feedback and offer suggestions to the staff on other ways to handle the behavior.
3. If the staff and coordinators feel the behaviors are not diminishing after implementing ROCORI Behavior Guidance Plan or if a child has been separated from the group more than 3 times in one day, 5 or more times in one week, or 8 or more times in two weeks; the child's parents will be notified and the parent notification will be documented in the Behavior Log.
4. A meeting will be set up with the child's parents, the ROCORI Early Childhood teaching team and school administration. If needed, other professionals will be consulted...for example a Special Education teacher, school psychologist, health care professional or an outside counseling provider. If all avenues have been exhausted and the staff feels the child would be better served in another program, staff will assist parents in finding a new program that best meets the needs of the child.



# Staff Handbook

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## **Section 1: General notes**

Office location

Contact phone numbers

## **Section 2: Emergency Information**

## **Section 3: Building Contact Information**

## **Section 4: Building Maps**

## **Section 5: Instructor & Coach information**

*This section covers the following topics:*

Payroll

Supplies/Equipment

Copy Jobs

Participant Attendance

Participant Discipline

Daily Procedures

Class Dismissal

Snacks

Class Lists

Room Notes

## **SECTION 1: GENERAL NOTES**

### **Office location & hours**

**Hours:** Monday - Friday 7:30 am – 4:00 pm

**Location:** ROCORI District Education Facility (DEF)  
527 Main Street, Cold Spring MN 56320

### **Community Education Contact Information**

**Community Education Office – 320-685-8631**

**Stephanie Hillman:** Director of Community Education

**Cell 763-398-9653                      hillmans@rocori.k12.mn.us**

Questions about: enrollment numbers, participant discipline, payroll/finance

**Matthew Bueckers:** Program Coordinator

**Cell 320-250-7130                      bueckersm@rocori.k12.mn.us**

Questions about: enrollment numbers, participant discipline, payroll/finance, class lists, on-site questions, first aid, equipment questions, room/space issues, day-to-day operations

**Becky Peart:** Administrative Assistant

**Cell 320-266-7022                      peartb@rocori.k12.mn.us**

Questions about: class lists, on-site questions, first aid, equipment questions, room/space issues, day-to-day operations

## SECTION 2: Emergency Information

### Emergency Procedures

**In case of an emergency call 911 first!** Then notify the Community Education office as soon as possible.

#### *Medical concerns/1<sup>st</sup> Aid*

- Medical concerns that pertain to participants taking our program are listed under the participant names on your class lists. Please review these before your first day of class. Remember that this information is confidential and is not to be discussed with anyone except the office staff. You should not show your class list to participants or parents as this information is private. Questions can be directed to Matt, Becky or Stephanie in the Community Education Office.
- There is information regarding general first aid in your binder. Please review this information before your first day of work with participants.
- **Incident/Accident Reports** should be filled out whenever an injury occurs that needs some type of first aid beyond Band-Aids. These forms are available in the Community Education office, and there are extra copies in your program binder. Office staff will determine if parents should be notified of the incident or accident.
- **Band-Aids and gloves** are included in the Community Education office or first aid kit (if provided). Let the office know when you need supplies to replenish it. If an injury is more than you can handle in your classroom, call the Community Education office to come and assist.

### Emergency Plans (Weather, Fire, Lock Down)

#### *Tornado/Severe Thunderstorm WATCH*

- The ROCORI Community Education Staff will notify you if a Tornado/Severe Thunderstorm Watch has been issued for our area.
- Bring all participants inside the nearest building.
- Teachers should account for all participants.
- Close windows
- Review tornado drill procedures and locations of safe areas (see maps included in your program binder).
- Tornado safe areas are in interior hallways or rooms away from exterior walls and windows, and away from large rooms with high span ceilings.

#### *Tornado/Severe Thunderstorm WARNING*

- The ROCORI Community Education Staff will notify you if a Tornado/Severe Thunderstorm Warning has been issued for our area.
- Bring all participants inside the nearest building.
- Teachers should account for all participants.
- Move participants to a safe area (see maps included in your program binder)
- Tornado safe areas are in interior hallways or rooms away from exterior walls and windows, and away from large rooms with high span ceilings.
- Remain in the safe area until an all-clear signal is issued.

## *Fire*

- Exit the building through nearest exit as quickly and calmly as possible.
- Take participants a safe distance from the building.
- Once out of the building, account for all participants.
- Do not return to the building until the all clear has been given.

## *Intruder Alert*

In case of an intruder on the ROCORI Schools campus. Please see the procedures below:

- Be prepared to remain in lockdown for an extended period of time. Let common sense prevail!

## **Lockdown with warning procedure**

*The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.*

- Building Administrators will order and announce "lockdown with warning" procedures.
- Bring people inside.
- Exterior doors will be locked.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Pull shades. Keep participants away from windows.
- Building and custodians will lock classroom doors.
- Control all movement, but continue classes. Move on announcement only.
- Allow no bathroom breaks.
- Wait patiently.
- ROCORI building administration will announce "ALL CLEAR."

## **Lockdown with intruder procedures (these actions happen rapidly)**

*The threat/intruder is inside the building.*

- Building Administrators will order and announce "lockdown with intruder."
- Call offices with relevant information only!
- Immediately direct all participants, staff and visitors into nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes AWAY FROM BUILDING.
- ROCORI staff & Building Custodians will lock classroom doors. Please lock classroom windows.
- DO NOT lock exterior doors.
- RELEASE NO ONE
- ALLOW NO BATHROOM BREAKS
- Take attendance of those present and absent.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door unless it is law enforcement.
- Keep out of sight.
- Wait for assistance from law enforcement.
- Do not leave room until room is individually dismissed by law enforcement.

### **SECTION 3: Building Contact Information**

## **SECTION 4: Building Maps**

## **SECTION 5: Instructor & Coach Information**

## **Payroll**

Staff are paid via an individual contract. Checks will be mailed out on the 5<sup>th</sup> and 20<sup>th</sup> of each month. Staff should have their hiring packet filled out and submitted before the first day of the program. Staff over the age of 18 must have completed a background check before being in contact with children.

## **Supplies/Equipment**

- Supplies are typically worked out with each individual contract.
- Supplies/Equipment for camps are provided by Community Education. Pick-up and Drop off dates are scheduled with the Community Education Program Coordinator.
- First Aid kits are given to each coach and given to instructors as needed. If you need more supplies, please let us know BEFORE you run out.

## **Copy Jobs**

- Please make your requests IN ADVANCE and allow at least two full days for copying.

## **Participant Attendance**

1. Please take attendance at the beginning of each class.
2. If someone arrives at your class that is not on your list, please speak with the participant and notify the Community Education office right away. Ask the parent to contact the Community Education office right away. It is okay to accept the participant for the day, but they cannot continue to attend without registering for the class prior to the second day. Do not just accept additional participants in your class because you are willing to.

## **Participant Behavior**

If a participant is displaying unacceptable behavior in class, you may take the following steps:

1. Give the participant a verbal warning
2. Have the participant sit out of the class activity for 5 minutes
3. If the behavior continues, you may send them out of class to the Community Education office. The participant must be accompanied by classroom assistant or teacher. You may also contact the Community Education Office for assistance.

For consistency, we would like to use common language with what the participant are hearing during the school year. Please refer to the student behavior handout in your staff folder for helpful tips.

## Daily Procedures

Please arrive early enough to have your room set-up for class.

IT IS EXTREMELY IMPORTANT THAT YOU ARE READY TO TEACH/COACH by the start time listed for each class!

1<sup>st</sup> Day Procedures:

1. Be ready to go by the time class begins (or earlier!).
2. Take a moment to introduce yourself to any parents that bring their participants to you.
3. Take time to go over your classroom rules.
4. Give your participants a tour of area around your space, i.e. the nearest bathroom, water, etc.

## Class dismissal

Participants should be picked up at the location of the class. Please do NOT leave ANY participants unattended. Make sure they are picked up. If someone is late, feel free to call them using the number provided on the class roster.

## Snacks (if applicable)

Certain classes often get long for participants. It is wise to take a break during your class. Tell your participants that they may wish to bring a non-messy snack such as a granola bar or fruit snack, etc. Suggest that the snacks have no peanuts due to participants in your classes that may have allergies. Teachers of active classes should suggest that participants bring a water bottle.

## Class Lists

- You will receive a class list for your classes as they become available.
- Keep in mind that registration numbers change as the summer progresses.
- *Reminder: If classes have insufficient enrollment 1 week prior to start date it may be cancelled.*

## Room Notes (if applicable)

- Please leave the room in the same condition that you found it after the last day of your class (or better condition!).
- Painting or messy projects are not allowed in carpeted rooms. Going outside for messy projects works well.
- Do not put tape on carpets or painted walls.
- Please report any damage to facilities or equipment to the Community Education office as soon as possible.
- Please ask the participants to pick up scraps, etc. each day and encourage them to keep their room neat.
- Please do not use any equipment or supplies that belong to the classroom.

## Staff Conduct & Appearance

Employees' conduct and appearance is a reflection of the ROCORI Community Education Department.

**Appropriate Attire:** Dress to suit the activity but keep modesty in mind.

Males are not permitted to remove their shirts.

Females should not wear tops that show midriffs or undergarments.

**Shoes:** Wear athletic shoes or strap-on sandals. Always keep your shoes on. No flip-flops.

## Data Privacy

Any personal information you are given regarding a participant is to remain confidential.

## Responsibilities

- Above all, ensure the safety of the participants at all times
- Guide the participants in making appropriate choices
- Lead games and activities
- PARTICIPATE! If we have fun, the participants do too!

## Helpful Hints

- Try to make a connection with each participant.
- Be fair when splitting duties with your co-workers
- Make sure your phone is put away. They are very distracting to both you and the participants. If you must have your phone out for a special circumstance step away from the participants.

## Staff policies

Staff need to stay until all participants are picked-up. They must have a parent note if they leave early by bike, walking, or with a friend's parent.

## Parental Contact

Always treat parents with respect. If they do not understand our program, please explain our procedures, policies, or philosophy to them as best you can. If they request further explanation, have them call ROCORI Community Education. Never let them take up too much program time with questions. Politely tell them they are welcome to take any concerns up with Matt or Stephanie in the Community Education office.

FEED BACK—Always keep supervisors and the Community Education Department informed of any parental comments you hear. Positive feedback is great to share, comments to help us make better changes helps us to learn!



## Welcome

At **Spartan SPOT** we provide elementary children with a safe and social atmosphere valuing play and recreation; opportunities for growth through tutoring, exploration, and enrichment; and teamwork through goal-setting and achievement.

This handbook outlines what you may expect from Spartan SPOT. We hope it will be helpful and we welcome your suggestions for future handbooks. Please be aware that ROCORI Community Ed. *Spartan SPOT* reserves the right to amend policies at any time and it is recommended that you reference this handbook and registration information for current administrative policies pertaining to your child's enrollment or check with the Child Care Coordinator for policies pertaining to the care of your child.

We work hard to ensure your family's experience with Spartan SPOT is an enriching, delightful experience. Please take the time to go through this brief handbook which includes policies and procedures. Let us know if you have any questions!

Welcome to Spartan SPOT!

## HANDBOOK

### Absences

~~If your child is absent due to illness, you must call Spartan SPOT 320-685-4959 (ROCORI Community Education office, 320-685-8631) to report the absence before their typical arrival time at Spartan SPOT. Refunds or Credits are issued in accordance to your contract type (4 credited absences per season for Consistent Schedule; 3 credited absences per season for Pick-Your-Day).~~

### Ratio

The target of adult to child ratio will never exceed 1:15 for students in our care.

*\*We will follow ratios given to us from the CDC guidelines during this time.*

### What to Bring

Please remember to **label** each item that your child brings to school (*Even Jackets and extra clothing!*)

#### Dress:

- Your child should be dressed for active and participatory play
- Your child should wear sturdy, protective shoes, which allow him/her to run, climb and ride bikes and scooters.
- Children go outside most days, so please dress your child appropriate for the weather.

- In the winter, a warm jacket, hat, and mittens are needed every day. Snow pants and warm boots are important whenever there is snow on the ground.

## POLICIES AND PROCEDURES

### I. Eligibility Policy

- A. Spartan SPOT through ROCORI Community Education is a school age child care program to students entering or in grades k-5 in the ROCORI Community.
- B. Spartan SPOT students entering kindergarten in the fall are eligible to attend the summer prior. (Students currently attending Kid Care but attending Kindergarten in the fall must move to the school age childcare program: Spartan SPOT.)
- C. Spartan SPOT includes children with special needs as deemed appropriate by case managers and ROCORI Community Education.
- D. Spartan SPOT does not discriminate on the basis of race, creed, or national origin in its enrollment policies.

### E. Withdrawal

1. A ten (10) working day written notice is required to withdraw from the program. Families are responsible for paying for the 2 weeks even if the child(ren) is not attending.

### II. Health and Safety

- A. Illness & \*Isolation (**Please see our COVID-19 Preparedness Plan**)
1. Spartan SPOT will follow the school district policy to the Health and Safety policy. <https://www.rocori.k12.mn.us/services/health-services>
  2. Spartan SPOT staff will supervise and isolate a child from other children in the program when they become sick and will immediately notify the sick child's parent or legal guardian via phone call and arrange for pick-up.
  3. Spartan SPOT will give notice to the parent or legal guardian of any exposed child/children the same day the program is notified of a child's contagious disease (contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox) via email, phone call, or note sent home.
- \*Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up.*

### B. Immunizations

1. Children participating in ROCORI Spartan SPOT must have a current immunization record (or exemption form) submitted to the program prior to the child's first day of attendance.

### C. Medication

1. Written permission must be obtained from the child's parent or legal guardian before Spartan SPOT staff are able to administer *prescription* medicine, sunscreen lotion, or insect repellent.

2. Nonprescription medicine, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently.

### 3. Medication Administration

a. Medication must be kept in the original container with a legible label stating the child's first and last name.

b. Medication must only be given to the child whose name is on the label.

c. Medication is not given after an expiration date on the label.

d. Medication is returned to the child's parent or legal guardian, or destroyed, if unused.

e. The certified center must record the administration:

1. Child's first and last name

2. Name of the medication or prescription number

3. Date, time, and dosage

4. Name and signature of the staff administering the medication.

### 4. Medication Storage

a. Spartan SPOT staff will store medicines, insect repellents, and sunscreen according to directions on the original container.

## D. Allergies

1. Spartan SPOT will receive documentation of any known child allergies prior to the first day of attendance from the child's parents or legal guardian.

2. Spartan SPOT will maintain current allergy records in each child's account including:

a. Allergy description, triggers, avoidance techniques, & symptoms

b. Procedures for responding to an allergic reaction, including medication, dosages, and doctor's contact information.

3. Spartan SPOT informs all staff of each child's current allergy information annually and as changes are made.

4. A child's allergy information is available at all times including on site, when on fieldtrips, or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to the child.

## E. Building and Physical Premises; Free of Hazards

1. Spartan SPOT and building staff ensure the cleanliness and maintenance of the equipment, furniture and space used by Spartan SPOT staff and participants.
2. Spartan SPOT furniture and equipment used is appropriate for the size and age of the children in the program.
3. Hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of children or in a locked location.
4. Spartan SPOT safely handles and disposes of bodily fluids and other potentially infectious fluids by: using gloves; disinfecting surfaces that come in contact with potentially infectious bodily fluids; and disposing of bodily fluid in a securely sealed plastic bag

#### F. Transporting Children

1. ROCORI Spartan SPOT staff do not routinely transfer children.
2. In the event that Spartan SPOT does transfer children:
  - a. Transportation companies will be contacted to use their services.
  - b. If Spartan SPOT staff drive, ROCORI School District verifies their valid driver's license and ensures all seat-belt and child passenger restraints are followed. All drivers must submit the ROCORI District driving form prior to driving.

#### III. Emergency Preparedness

- A. Spartan SPOT holds an emergency plan created with the Child Care Emergency Plan form developed by the commissioner.
- B. Spartan SPOT's emergency plan is available for review upon request by the child's parent or legal guardian.
- C. Spartan SPOT trains all new staff prior to their start date, and each staff member annually on the identified emergency plan. Spartan SPOT tracks this information internally.
- D. Spartan SPOT conducts and documents at least one evacuation drill and one shelter-in-place drill quarterly.

#### IV. Reporting

- A. Mandatory Reporting: Spartan SPOT staff are legally required or mandated to report any signs of maltreatment or neglect. The responsibility of reporting cannot be shifted to a supervisor or another employee. If staff have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, they must immediately (within 24 hours) make a report to an outside agency.
  1. Spartan SPOT must inform the commissioner within 24 hours of:
    - a. the death of a child in the program
    - b. any injury to a child in the program that required treatment by a physician
  2. Contacts:

a. Maltreatment within Spartan SPOT, contact: Department of Human Services, Division of Licensing Maltreatment Intake line at (651) 431-6600.

b. Maltreatment within the family, foster care, family care facility, or community, contact Stearns County Human Services at 320-656-6000 to make an oral report. Use the Stearns County Human Service document to submit a report in writing to 320-656-6220 (fax).

c. Spartan SPOT Certification violations, contact: Department of Human Services, Division of Licensing at (651) 431-6500.

## B. Staff Training

1. Spartan SPOT must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). ROCORI Community Education documents this training in individual personnel records and monitors implementation by staff.

## V. Parental Access

A. An enrolled child's parent or legal guardian is allowed access to the parent's or legal guardian's child at any time while the child is in care.

## VI. Financial Policies

A. A non-refundable registration fee of \$25 is paid upon administrative approval of the contract.

B. Families will be charged fees based on the rate options provided. Parents are responsible for all charges that are incurred.

C. ~~Billing will be done at the end of the week each week. Invoices are sent on the last day of business for the week with payment deducted on Saturday mornings. Any discrepancies should be made to the coordinator after the issued invoice prior to 4pm that day.~~ **Invoices for care will be sent on Friday of the week prior to services. Payment will be deducted on Mondays.**

1. Automatic Payments are required unless an individual plan has been set-up between the Director and family.

2. A late fee is assessed for late payment. Payment received 6 days after the due date will result in a late payment fee.

3. No account will be allowed to be more than one (1) month past due. If the account balance and the late fee are not received, the child will be withdrawn from the program. Spartan SPOT is able to add late fees until all fees have been paid in full.

### 4. Early Drop Off Fine

a. Spartan SPOT opens at 6:30 a.m. Children can only be dropped off at that time or after. There will be an early fee charged if dropped off before 6:30 a.m.  
6:15 a.m. - 6:29 a.m. = \$5 early fee

### 5. Late Pick Up Fine

a. Spartan SPOT closes at 6:00p.m. Children must be picked up by closing time or there will be a late charge.

6:00-6:15p.m. (or portion thereof) = \$5 late fee.

6:15-6:30 p.m. (or portion thereof) = additional \$10 late fee. (\$15 total fee)

After 6:30 p.m. = an additional \$1 per minute. (\$16+ total fee)

5. ROCORI Community Education reserves the right to discontinue or limit the program due to an individual's nonpayment.

#### D. Financial Assistance

1. Spartan SPOT has a contract for daycare assistance through Stearns County Family Services.

E. Insufficient funds, stop payment or account closed would be subject to a \$30 service and handling charge. Payee will be notified upon receipt of NSF notice.

#### VII. Weather Policies

A. If ROCORI Public Schools are CLOSED prior to 6:30a.m., Spartan SPOT will be CLOSED all day.

B. If ROCORI Public Schools are two hours late; Spartan SPOT will be open at 6:30a.m.

C. If school closes after 6:30a.m., Spartan SPOT will make a determination at that time when they will close.

D. If ROCORI Public Schools have an early dismissal; Spartan SPOT will also close early.

E. If ROCORI Public Schools cancels all after school activities, Spartan SPOT will remain open until 6:00p.m.

F. If the weather should get too dangerous, Spartan SPOT will close. The decision will be made by the Community Education Director and Superintendent of Schools. When severe weather exists, Spartan SPOT staff will make the necessary arrangements to move the children to a safe location.

### ENROLLMENT PROJECTION 2019-2020

	2020-2021 Administration Recommendation	Retention Change	New Open Enrollment as of 8/19/2020	Home School Notifications 8/19/2020	Retention Variance - Recommendation vs Actual
K	140				
1	154	5	5	-3	-3
2	138	4	8	-4	0
3	140	8	6	-3	-5
4	107	3	9	-1	5
5	137	5	1	-1	-5
Total 1-5	676	25	29	-12	-8
6	172	16	30	-2	12
7	222	21	6	0	-15
8	<u>210</u>	<u>7</u>	<u>7</u>	<u>-1</u>	<u>-1</u>
Total 7-8	604	44	43	-3	-4
9	249	31	22	0	-9
10	235	5	5	0	0
11	196	2	1	0	-1
12	<u>200</u>	<u>0</u>	<u>3</u>	<u>0</u>	<u>3</u>
Total 9-12	880	38	31	0	-7
Total K-12	2300	107	103	-15	-19
Pupil Units	2,562.40	120.20	111.80	0.00	(23.60)

Student - Net Open Enrollment by Month

8/19/2020

	School Year 2017-2018		School Year 2018-2019		School Year 2019-2020		School Year 2020-2021	
September	0	0.0%	1	1.3%	1	0.8%	2	1.6%
October	0	0.0%	2	2.5%	4	3.2%	0	0.0%
November	0	0.0%	0	0.0%	8	6.5%	4	3.2%
December	0	0.0%	0	0.0%	2	1.6%	0	0.0%
January	1	1.1%	1	1.3%	17	13.7%	14	11.3%
February	6	6.6%	2	2.5%	6	4.8%	17	13.7%
March	7	7.7%	10	12.5%	7	5.6%	10	8.1%
April	16	17.6%	10	12.5%	5	4.0%	0	0.0%
May	19	20.9%	11	13.8%	7	5.6%	5	4.0%
June	9	9.9%	13	16.3%	6	4.8%	14	11.3%
July	1	1.1%	6	7.5%	16	12.9%	12	9.7%
August	32	35.2%	24	30.0%	45	36.3%	25	20.2%
	91		80		124		103	

6th Grade Student - Net Open Enrollment by Month

	School Year 2017-2018		School Year 2018-2019		School Year 2019-2020		School Year 2020-2021	
September	0	0.0%	0	0.0%	0	0.0%	0	0.0%
October	0	0.0%	0	0.0%	0	0.0%	0	0.0%
November	0	0.0%	0	0.0%	1	0.8%	1	0.8%
December	0	0.0%	0	0.0%	1	0.8%	0	0.0%
January	0	0.0%	1	1.3%	2	1.6%	5	4.0%
February	1	1.1%	0	0.0%	0	0.0%	9	7.3%
March	2	2.2%	5	6.3%	1	0.8%	1	0.8%
April	8	8.8%	5	6.3%	2	1.6%	0	0.0%
May	7	7.7%	4	5.0%	1	0.8%	1	0.8%
June	0	0.0%	2	2.5%	2	1.6%	8	6.5%
July	0	0.0%	1	1.3%	2	1.6%	3	2.4%
August	3	3.3%	0	0.0%	2	1.6%	2	1.6%
	21		18		14		30	

9th Grade Student - Net Open Enrollment by Month

	School Year 2017-2018		School Year 2018-2019		School Year 2019-2020		School Year 2020-2021	
September	0	0.0%	0	0.0%	0	0.0%	0	0.0%
October	0	0.0%	1	1.3%	4	3.2%	0	0.0%
November	0	0.0%	0	0.0%	3	2.4%	2	1.6%
December	0	0.0%	0	0.0%	0	0.0%	0	0.0%
January	0	0.0%	0	0.0%	10	8.1%	4	3.2%
February	3	3.3%	1	1.3%	2	1.6%	4	3.2%
March	3	3.3%	2	2.5%	2	1.6%	5	4.0%
April	2	2.2%	0	0.0%	2	1.6%	0	0.0%
May	6	6.6%	2	2.5%	2	1.6%	2	1.6%
June	3	3.3%	2	2.5%	1	0.8%	1	0.8%
July	0	0.0%	3	3.8%	4	3.2%	2	1.6%
August	5	5.5%	5	6.3%	10	8.1%	2	1.6%
	22		16		40		22	

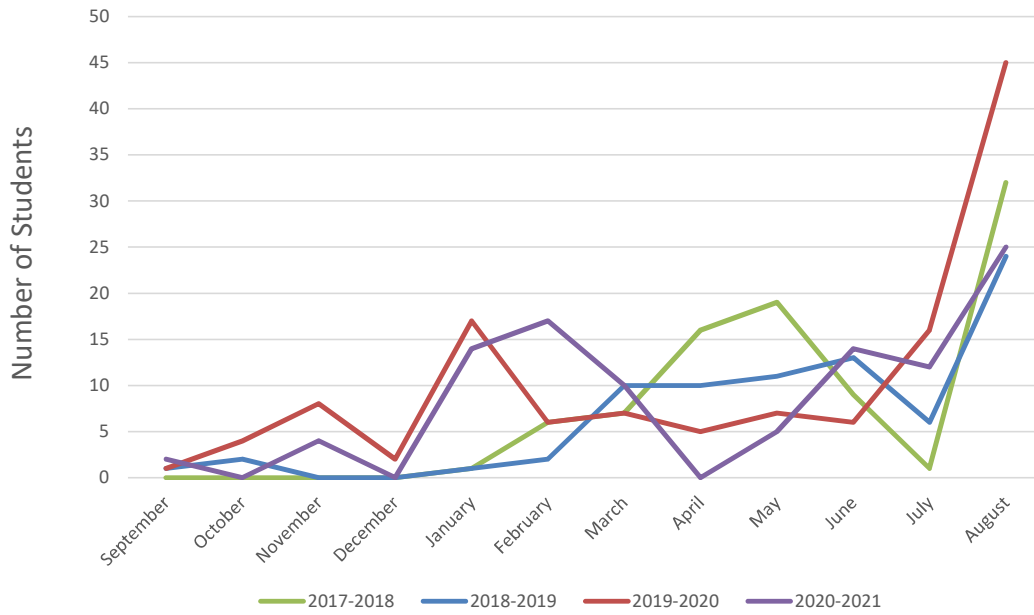
Student - Net Open Enrollment by Month (removing 6th & 9th)

	School Year 2017-2018		School Year 2018-2019		School Year 2019-2020		School Year 2020-2021	
September	0	0.0%	1	1.3%	1	0.8%	2	1.6%
October	0	0.0%	1	1.3%	0	0.0%	0	0.0%
November	0	0.0%	0	0.0%	4	3.2%	1	0.8%
December	0	0.0%	0	0.0%	1	0.8%	0	0.0%
January	1	1.1%	0	0.0%	5	4.0%	5	4.0%
February	2	2.2%	1	1.3%	4	3.2%	4	3.2%
March	2	2.2%	3	3.8%	4	3.2%	4	3.2%
April	6	6.6%	5	6.3%	1	0.8%	0	0.0%
May	6	6.6%	5	6.3%	4	3.2%	2	1.6%
June	6	6.6%	9	11.3%	3	2.4%	5	4.0%
July	1	1.1%	2	2.5%	10	8.1%	7	5.6%
August	24	26.4%	19	23.8%	33	26.6%	21	16.9%
	48		46		70		51	

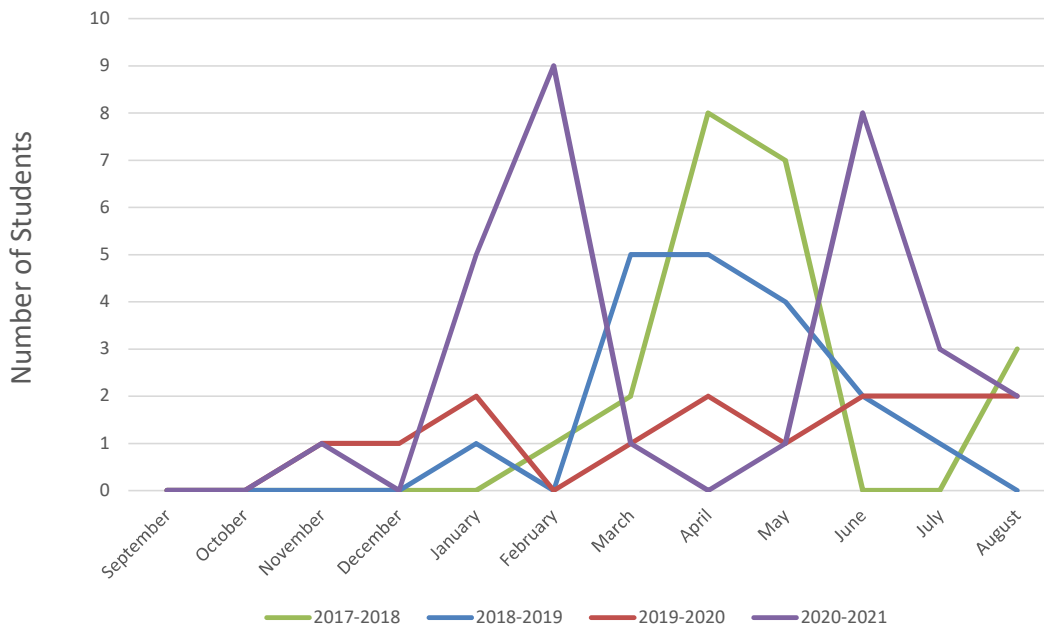
Student - Net Open Enrollment by Month

	School Year		School Year		School Year		School Year	
	2017-2018	Rolling Total	2018-2019	Rolling Total	2019-2020	Rolling Tot	2020-2021	Rolling Total
September	0	0	1	1	1	1	2	2
October	0	0	2	3	4	5	0	2
November	0	0	0	3	8	13	4	6
December	0	0	0	3	2	15	0	6
January	1	1	1	4	17	32	14	20
February	6	7	2	6	6	38	17	37
March	7	14	10	16	7	45	10	47
April	16	30	10	26	5	50	0	47
May	19	49	11	37	7	57	5	52
June	9	58	13	50	6	63	14	66
July	1	59	6	56	16	79	12	78
August	32	91	24	80	45	124	25	103
	91		80		124		103	

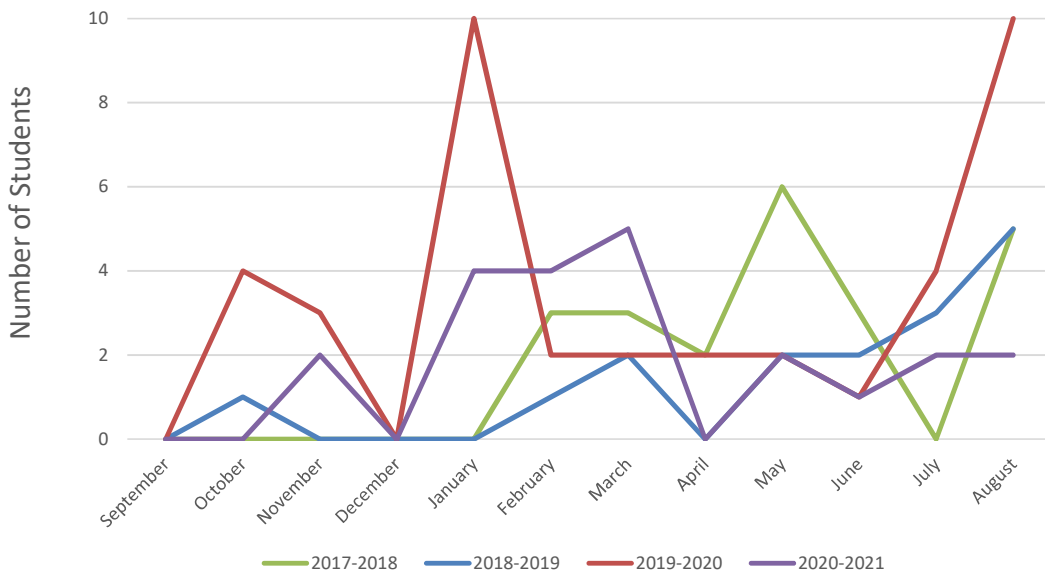
**Student - Net Open Enrollment Applications by Month**



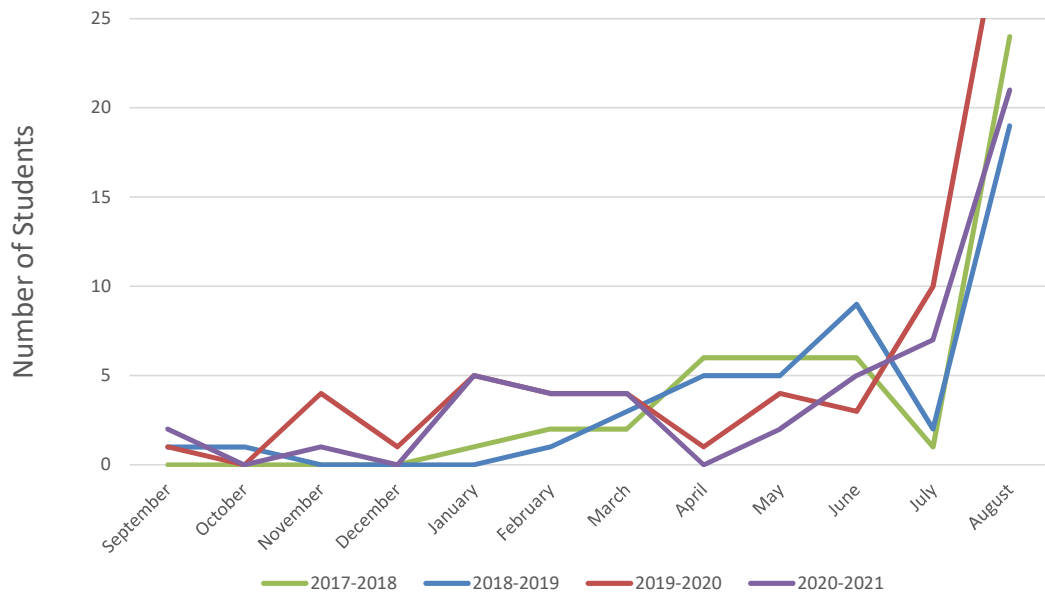
**Student - Net Open Enrollment Applications by Month - 6th Grade**

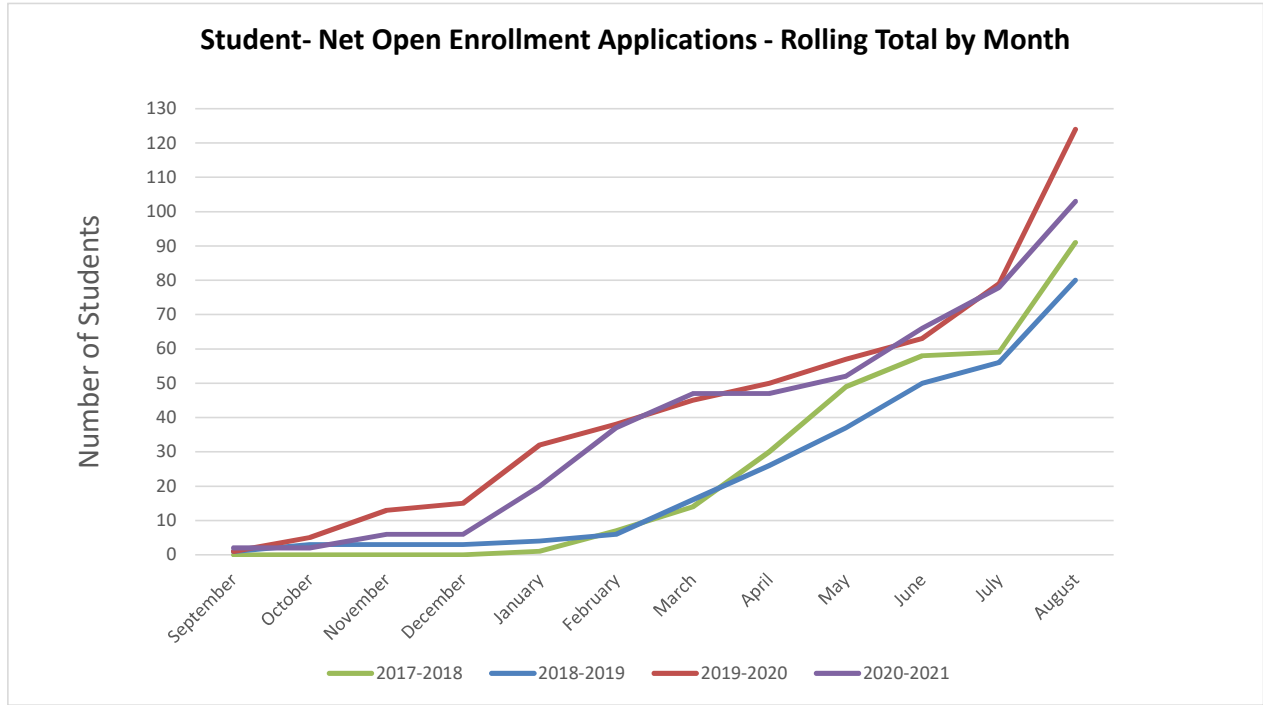


**Student - Net Open Enrollment Applications by Month - 9th Grade**



**Student- Net Open Enrollment Applications by Month - exclude 6th & 9th**





Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION TO LIMIT THE ENROLLMENT OF NONRESIDENT PUPILS

WHEREAS, Minnesota Statutes 124D.03, Subd. 2, Limited enrollment of nonresident pupils, gives school boards the authority to limit, by resolution, the number of nonresident pupils in its schools or programs and the limit must not be less than the lesser of: 1) one percent of the total enrollment at each grade level in the district; or 2) the number of district residents at that grade level enrolled in a nonresident district; and

WHEREAS, Minnesota Statutes 124D.03, Subd. 6, Basis for decisions, requires the school board to adopt, by resolution, specific standards for rejection of an enrollment application of a nonresident pupil and this standard may include the capacity of a program (excluding special education services), class, or school building; and

WHEREAS, the School Board of Independent School District No. 750 has determined a limit of nonresident pupil enrollments is necessary because of capacity constraints in the programs, classes, or buildings of Independent School District No. 750;

THEREFORE, BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 750 that the following limits per building be put in place beginning \_\_\_\_\_ for the 2020-2021 school year; and school district administration will provide the required reporting to the Minnesota Commissioner of Education as required by statute.

- Due to COVID-19 capacity restrictions and social distancing requirements under the Safe Learning Plan for Schools, ROCORI Public Schools is closing open enrollment to nonresident students effective \_\_\_\_\_.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and, upon vote being taken thereon,

the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

By: \_\_\_\_\_ Chair By: \_\_\_\_\_ Clerk

Dated: \_\_\_\_\_

**SCHOOL BOARD MEMBER PORTFOLIO: COMMITTEE AND REPRESENTATIVE ASSIGNMENTS**

<b>Bohnsack</b>	<b>Habben</b>	<b>Hesse</b>
Policy Review Finance Committee (Board) Teaching and Learning <b>Technology Committee</b> <b>Community Education Advisory</b> <b>Meet and Confer</b>	Facilities/Grounds Transportation Finance Committee (Board) School Assignment Appeals <b>Fifth Monday</b> <b>ECFE Advisory Council</b> <b>Media Reevaluation of Resources/Internet Access</b> <b>Stearns County Family Collaborative</b>	Negotiations/Personnel <b>School Assignment Appeals</b> <b>Transportation</b> Facilities and Grounds Finance Committee (Board) ROCORI Proud Committee <b>Teaching and Learning</b> Meet and Confer
<b>Humbert</b>	<b>Schurman</b>	<b>Wesenberg</b>
School Assignment Appeals Transportation <b>Facility and Grounds</b> Finance Committee (Board) <b>ROCORI Proud Committee</b> <b>Booster Club</b> <b>MSHSL</b>	<b>Negotiations/Personnel</b> Finance Committee (Board) ROCORI Proud Committee <b>Catastrophic Leave</b> Meet and Confer Fifth Monday <b>Safe Routes to Schools</b> <b>SEE</b>	Negotiations/Personnel <b>Policy Committee</b> Finance Committee (Board) <b>Community Finance Committee</b> <b>Benton-Stearns Education District</b>

Denotes Chair or Reporting Responsibility

**SCHOOL BOARD COMMITTEE AND REPRESENTATIVE ASSIGNMENTS**

SCHOOL BOARD COMMITTEE	DESCRIPTION	SCOPE OF RESPONSIBILITY	NO.	MEMBER	MEETINGS	DEPARTMENT	CHAIR(S)
Negotiations (Personnel)	Responsible for the conduct of contract negotiations and establishment of terms and conditions of employment for all employee groups in the ROCORI District. Provides recommendation to full board on employee group master agreements or contracts. Serves as personnel committee	Represent interests of the school board and community. Define terms of agreements subject to authorization by full board.	3	Lynn Schurman; Sunny Hesse; Jason Wesenberg	as needed	School Board	
Policy Review	Responsible to recommend policy for the school district to the school board. Responsible to conduct a regular review of school district policy for changes, adjustments, additions or deletions.	Define policy subject to approval by full board.	2	Jennifer Bohnsack; Jason Wesenberg	monthly/as needed	School Board	
School Assignment Appeals	Hears student/parent appeals of school location and transportation assignments	Makes final determination of placements. Decision may ultimately be appealed to the full board.	3	Sunny Hesse; Shannon Humbert; Kara Habben	as needed	School Board	
Transportation	Responsible for oversight of district transportation plans and processes.	Formulates plans and recommends changes to the full board.	3	Shannon Humbert; Sunny Hesse; Lynn Schurman	as needed	School Board	
Facilities/Grounds	Responsible for planning, maintenance, and oversight of school district grounds and facilities. Recommends major or significant improvements, renovations, or changes to facilities and grounds. Recommends significant placement or movement of district programs or configurations. <del>Reviews and recommends significant</del>	Formulates plans and recommends changes to the full board.	3	Shannon Humbert; Sunny Hesse; Kara Habben	monthly	School Board	
Finance Committee	Committee designed to assist with issues of district finance including budget development. Is engaged in district processes related to allocation and	Committee offers advice and feedback to the district on the issues addressed.	3	All Board Members	as needed	School Board	
"Rocori Proud"	Recognition program at the district level. Intended to recognize efforts and achievement beyond the normal expectations within the school district	Recognition authority.	6	All Board Members	monthly	School Board	

**SCHOOL BOARD COMMITTEE AND REPRESENTATIVE ASSIGNMENTS**

<b>Internal Districtwide Standing Committees</b>							
Teaching and Learning	Committee is charged with district-wide review of academic program activities. The committee is expected to meet in the fall and the spring. The focus in the fall is to hear the academic plans across the district. The focus in the spring is to hear progress on the academic efforts along with offering feedback on the planning processes for the	The committee is advisory in nature with responsibility to monitor the implementation of World's Best WorkForce expectations and reporting processes.	2	Sunny Hesse; Jennifer Bohnsack	3/yr; spring and fall	Curriculum	Curriculum Director; Superintendent
Technology Committee	District-wide committee charged with responsibility for technology planning, implementation, and accountability. Committee is comprised of district staff, administration and a school board	Planning authority for the technology program. Decision-making authority for the technology budget. Recommendation authority on larger technology initiatives.	1	Jennifer Bohnsack	1/mo., a.m.	Technology	Technology Director
<b>Internal Districtwide Focused Committees</b>							
Community Education Advisory Council	Representative of the school board to the advisory council of Community Education. The board oversees the plans, direction, and activities of the Community Education program and offers advice, feedback, or ideas for the program.	The council is advisory in nature with authority to offer feedback and direction.	1	Jennifer Bohnsack	Quarterly	Community Education	Community Education Director
Media-Reevaluation of Resources	Committee is called to review parental or community objections to district use of academic or curricular resources. The committee hears the base for the objection and offers a recommendation as to continued use of the resource(s).	Committee conducts hearing and offers recommendation to the full school board based on information and policies presented.	1	Kara Habben	as needed	District	Administrator of Area of Concern
Catastrophic Leave	District committee charged with application of master agreement provisions on catastrophic leave. Committee includes board negotiation representative, administration and teacher representatives.	Decision-making authority on catastrophic leave provisions.	1	Lynn Schurman	as needed	Teacher Association	Superintendent
ECFE Advisory Council	Council created to serve as advisory board to the Early Childhood Family Education program through Community Education.	Committee has advisory authority with the board member serving as a liaison between the school board and ECFE	1	Kara Habben	Quarterly	Community Education	ECFE Coordinator
Meet and Confer	School board member appointed as representative to discuss issues or conditions of employment that are not subject to the negotiations process.	Reviews information. Offer recommendation. Significant issues returned to full board for consideration.	3	Sunny Hesse, Lynn Schurman; Jennifer Bohnsack	4/yr., 4 p.m.	Teacher Association	EM ROCORI Vice President

**SCHOOL BOARD COMMITTEE AND REPRESENTATIVE ASSIGNMENTS**

<b>District and Community Based Assignments</b>						
Community Finance Committee	Committee comprised of community members, administration, and a school board representative. Committee has been developed to offer advice and feedback to the school board on issues of financial	Committee offers advice and feedback to the district on the issues addressed.	1	Jason Wesenberg	as needed	District Superintendent and Business Director
Booster Club	Serves as liaison from the school board to the local booster club. General involvement in issues related to school activities.	Represents district concerns or interests to the Booster Club.	1	Shannon Humbert	Monthly	Booster Club Booster Club Chair
5th Monday	Representatives of the board at local meetings of governing authorities. Governing agencies exchange information, concerns, and plans related to the various levels.	The organization is a communications and discussion authority only. No formal decisions are made although discussion information is relayed to the original governing authorities.	2	Lynn Schurman; Kara Habben	5th Mondays; spring and fall	Community Governing Agencies Rotation of Host
Safe Routes to Schools	This is a community-based committee which has as its focus efforts to collaborate with the city on providing students with safe routes to school. Much of the background is based on the ability to walk to and from the school site with safety from hazardous roads, streets, and intersections. It is also concerned with other means of travel and	The council is advisory in nature with authority to offer feedback and direction.	1	Lynn Schurman	as needed	City and School City Engineer
<b>Regional and Statewide Organization Representation</b>						
SEE	Representative to Schools for Equity in Education meetings.	Serves as liaison between the district and the organization.	2	Lynn Schurman;	1/mo, a.m.	SEE SEE Leaders
MSHSL	School board representative to the Minnesota State High School League for area meetings. Serves as the school board contact for MSHSL information. General	Representative serves as district voting member (when appropriate or needed) on MSHSL issues.	1	Shannon Humbert	Two days, spring and fall area meetings	MSHSL MSHSL Leaders
Stearns County Family Collaborative	District representative to the Stearns County Family Collaborative. All school districts in Stearns County are involved along with various mental health, medical, and other non-profit agencies.	Collaborative has decision-making authority on the use of funds under its jurisdiction.	1	Kara Habben	1/month or less	Stearns County Agencies and Schools Stearns County Leadership; Chair
Benton Stearns Education District	Special education cooperative to which ROCORI belongs. Oversees district and collaborative special education interests.	ROCORI representative serves on governing board with independent decision-making authority.	1	Jason Wesenberg	1/mo., p.m.	Special Education Services BSED Board Chair
Student Senate	Student representative to the school board. Representative is not a voting member of the board, but offers advice and reports.	Acts as liaison between school board and the ROCORI High School Student Senate.			regular meetings	

## BUDGET TO ACTUAL COMPARISON REPORT

July 31, 2020

	2020-2021	2020-2021	2020-2021	Unexpended	2020-2021	2019-2020
<b>REVENUES:</b>	Original Budget	Revised Budget	FYTD Activity	Balance	FYTD %	FYTD %
GENERAL FUND	25,147,990	25,147,990	256,343	24,891,647	1.02%	0.15%
TRANSPORTATION	1,390,350	1,390,350	0	1,390,350	0.00%	0.00%
CAPITAL OUTLAY	1,228,250	1,228,250	0	1,228,250	0.00%	0.00%
STUDENT ACTIVITIES	200,000	200,000	0	200,000	0.00%	9.47%
FOOD SERVICE	1,595,500	1,595,500	75,362	1,520,138	4.72%	2.59%
COMMUNITY EDUCATION	1,231,870	1,231,870	51,863	1,180,007	4.21%	5.22%
BUILDING CONSTRUCTION	50,000	50,000	20,205	29,795	40.41%	0.99%
DEBT REDEMPTION	2,985,760	2,985,760	110,562	2,875,198	3.70%	0.52%
<b>TOTALS</b>	<b>33,829,720</b>	<b>33,829,720</b>	<b>514,335</b>	<b>33,315,385</b>	<b>1.52%</b>	<b>0.51%</b>

	2020-2021	2020-2021	2020-2021	Unexpended	2020-2021	2019-2020
<b>EXPENDITURES:</b>	Original Budget	Revised Budget	FYTD Activity	Balance	FYTD %	FYTD %
GENERAL FUND	24,984,400	24,984,400	604,901	24,379,499	2.42%	3.20%
TRANSPORTATION	1,390,350	1,390,350	1,085	1,389,265	0.08%	0.52%
CAPITAL OUTLAY	749,100	749,100	73,838	675,262	9.86%	16.59%
STUDENT ACTIVITIES	200,000	200,000	8,351	191,649	4.18%	5.15%
FOOD SERVICE	1,622,200	1,622,200	44,788	1,577,412	2.76%	2.36%
COMMUNITY EDUCATION	1,260,670	1,260,670	72,036	1,188,634	5.71%	4.61%
BUILDING CONSTRUCTION	3,336,200	3,336,200	(28,893)	3,365,093	-0.87%	0.28%
DEBT REDEMPTION	2,948,250	2,948,250	538,623	2,409,627	18.27%	17.65%
<b>TOTALS</b>	<b>36,491,170</b>	<b>36,491,170</b>	<b>1,314,729</b>	<b>35,176,441</b>	<b>3.60%</b>	<b>4.59%</b>

<b>GENERAL FUND EXPENDITURES DETAIL:</b>						
	2020-2021	2020-2021	2020-2021	Unexpended	2020-2021	2019-2020
	Original Budget	Revised Budget	FYTD Activity	Balance	FYTD %	FYTD %
DISTRICT WIDE	4,867,385	4,867,385	342,687	4,524,698	7.04%	8.65%
COLD SPRING ELEM	5,519,692	5,519,692	66,751	5,452,941	1.21%	2.42%
ST. BONIFACE	133,357	133,357	0	133,357	0.00%	0.00%
ROCKVILLE ELEM	1,231,714	1,231,714	17,525	1,214,189	1.42%	1.97%
HOLY CROSS	13,570	13,570	0	13,570	0.00%	0.00%
RICHMOND ELEM	1,149,562	1,149,562	20,104	1,129,458	1.75%	2.25%
STS. PETER & PAUL	44,274	44,274	0	44,274	0.00%	0.00%
SS-ELEM	52,000	52,000	1,221	50,779	2.35%	43.94%
ELEM/SECONDARY	92,000	92,000	0	92,000	0.00%	0.00%
ROCORI MIDDLE SCH	4,116,170	4,116,170	43,184	4,072,986	1.05%	1.31%
ROCORI HIGH SCHOOL	7,764,676	7,764,676	113,429	7,651,247	1.46%	1.78%
<b>TOTALS</b>	<b>24,984,400</b>	<b>24,984,400</b>	<b>604,901</b>	<b>24,379,499</b>	<b>2.42%</b>	<b>3.20%</b>

**Budget to Actual Comparison Notes-  
July 31, 2020**

**Revenues:**

1. Student activity revenues are behind last year's trends due to minimal activities running during the month of July.
2. Building construction revenues are ahead of last year due to the timing of maturing investments; interest revenue is recorded when the investment matures. The funds are set up to mature when the District is making large draws for construction payments.

**Expenditures:**

1. Capital outlay expenditures are behind last year's trends due to the large projects that are currently paid out of the fund 06 (construction bond proceeds). This summer only small projects are being paid from LTFM in fund 05 (capital outlay).
2. Building construction expenses are low as the invoices paid in July are for work performed through June 30, and as such are recorded as payables in fiscal year 2020. Expenses for construction work performed in July will be invoiced in August.

ESTIMATED CHANGE IN FUND BALANCE  
06-30-2020 TO 06-30-2021

<u>FUND</u>	<u>EST. FUND BALANCE 6-30-20</u>	<u>ADD: REVENUE</u>	<u>DEDUCT: EXPENDITURES</u>	<u>REVENUE OVER EXPENDITURE</u>	<u>EST. FUND BALANCE 6-30-21</u>
<b>GENERAL FUND</b>					
<b>NON-SPENDABLE</b>					
Prepaid/Inventory	127,589	-	-	-	127,589
<b>RESTRICTED</b>					
Medical Assistance	124,616	85,000	90,000	(5,000)	119,616
Safe Schools	56,450				
<b>COMMITTED</b>					
Severance	208,857	-	-	-	208,857
<b>ASSIGNED</b>					
Staff Development	33,257	-	-	-	33,257
Staff Dev Curr.	30,194	-	-	-	30,194
Technology	75,000				
Targeted Services	103,626	-	-	-	103,626
Alternative Compensation	51,240	579,145	588,650	(9,505)	41,735
Building Activities	206,842	-	-	-	206,842
Repair and Maint.	32,826	-	-	-	32,826
<b>UNASSIGNED</b>	1,402,151	24,483,845	24,305,750	178,095	1,580,246
<b>TRANSPORTATION</b>	-	1,390,350	1,390,350	-	-
<b>CAPITAL OUTLAY</b>					
<b>RESTRICTED</b>					
Operating Capital	255,291	576,230	528,800	47,430	302,721
Long Term Facilities Maint.	272,830	652,020	220,300	431,720	704,550
<b>STUDENT ACTIVITIES</b>	109,213	200,000	200,000	-	109,213
<b>FOOD SERVICE</b>					
<b>NON-SPENDABLE</b>					
Prepaid/Inventory	45,534	-	-	-	45,534
<b>RESTRICTED</b>					
Medical Assistance	492,673	1,595,000	1,622,200	(27,200)	465,473
<b>COMMUNITY ED</b>					
<b>RESTRICTED</b>					
Community Ed	69,644	683,180	692,020	(8,840)	60,804
ECFE	51,682	131,290	140,530	(9,240)	42,442
School Readiness	(15,828)	346,980	357,700	(10,720)	(26,548)
ABE	5,449	8,400	8,400	-	5,449
<b>RESTRICTED</b>	111	62,020	62,020	-	111
<b>BUILDING CONSTRUCTION</b>					
<b>RESTRICTED</b>	2,152,652	50,000	3,336,200	(3,286,200)	(1,133,548)
<b>DEBT SERVICE</b>					
<b>RESTRICTED</b>					
General	466,222	2,642,460	2,607,365	35,095	501,317
OPEB	68,465	343,300	340,885	2,415	70,880
<b>TOTAL ALL FUNDS</b>	6,426,586	33,829,220	36,491,170	(2,661,950)	3,633,186

EVENT	LOCATION	TYPE	DATE	TIME
Regular School Board Meeting	Auditorium	Meeting	24, August 2020	6:30:00 PM
Negotiations Committee Meeting	Auditorium	Meeting	24, August 2020	7:45:00 PM
Strategic Community Meeting	TBA	Meeting	26, August 2020	6:30:00 PM
Back to School Workshop	District	Calendar	31, August 2020	Full Day
Back to School Workshop	District	Calendar	1, September 2020	Full Day
Back to School Workshop	District	Calendar	2, September 2020	Full Day
Policy Committee Meeting	Secondary Commons Area	Meeting	2, September 2020	7:00:00 AM
School Starts	District	Calendar	8, September 2020	Full Day
Regular School Board Meeting	Auditorium	Meeting	14, September 2020	6:30:00 PM
Regular School Board Work Session-Bruce Miles	Auditorium	Meeting	14, September 2020	7:15:00 PM
Stearns County Family Services Collaborative	Stearns County West	Meeting	15, September 2020	2:00:00PM
BSED Board Meeting	BSED	Meeting	16, September 2020	3:30:00 PM
SEE Meeting	TBD	Meeting	18, September 2020	9:30:00 PM
Regular School Board Meeting	Auditorium	Meeting	28, September 2020	6:30:00 PM
Stearns County Family Services Collaborative	Stearns County West	Meeting	30, September 2020	2:00:00PM
Policy Committee Meeting	Secondary Commons Area	Meeting	7, October 2020	7:00:00 AM
Regular School Board Work-Session	Auditorium	Meeting	12, October 2020	6:30:00 PM
Regular School Board Work Session	Auditorium	Meeting	12, October 2020	7:15:00 PM
BSED Board Meeting	BSED	Meeting	21, October 2020	3:30:00 PM
Regular School Board Meeting	Auditorium	Meeting	26, October 2020	6:30:00 PM

- Full Board
- Committee--Board Committee
- Committee--District Committee
- Board Assignment
- District Event or Activity
- Calendar