



AGENDA
REGULAR MEETING
ROYALTON BOARD OF EDUCATION
ECC RM PK 15
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
SEPTEMBER 23, 2019
6:00 PM

1. Pledge to Flag
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. Recognition of Citizens for Input Purposes
6. Reports/News
 - a. Business Manager's
 - b. Activities Director
 - c. Community Education Director
 - d. Elementary Principal
 - e. MS/HS Principal
 - f. Superintendent's
7. Policies
 - a. First Reading
 - b. Second Reading
 - c. Third Reading
8. Discussion/Information Items
 - a. Bank Signatures
 - b. Tax Levy
 - c. Policies
9. Action Items
 - a. Claims, Accounts and Financial
 - b. Approval of Policies
 - c. Approval of Proposed Tax Levy
 - d. Approval of Resignations
 - e. Approval of Hiring
 - f. Leave of Absence
10. Upcoming Meeting Schedule
11. Close Meeting as allowed by MN Statute 13D.03
12. Adjournment

Minutes of Regular Meeting

The Board of Trustees Royalton Public School District

A Regular Meeting of the Board of Trustees of Royalton Public School District was held Monday, August 26, 2019, beginning at 6:00 PM in the District Office/ECC RM PK 15 120 S. Hawthorne St. Royalton, MN 56373.

1. Pledge to Flag

2. Roll Call

Mary Lange	X left @ 6:20pm	Ellie Holm	X	Noel Guerard	X
Mark Petron	X @ 7:45pm	Randy Hackett	X	Russ Gerads	X
John Phelps	X				

Also Present: Dawn Duevel, Joel Swenson, Phil Gurbada, Tony Neumann, Ted Hanson, Jeremy Schaa, Cassie Larson, and Holly Psyck

3. Approval of Agenda

It was moved by Director Holm and seconded by Director Lange to approve the agenda as amended. Motion carried by 6/0 vote.

4. Approval of Minutes

It was moved by Director Hackett and seconded by Director Holm to approve the minutes of the Regular Board on 7/22/19, Policy Committee 8/6/19, Board Work Session 8/19/19. Motion carried by 6/0 vote.

5. Recognition of Citizens for Input Purposes

6. Reports/News

- a. Business Manager's
- b. Activities Director
- c. Community Education Director
- d. Elementary Principal
- e. MS/HS Principal
- f. Superintendent's

1. Tiered Teacher Sub Pay

Proposal: 0 to 30 days = \$120; 31 to 60 days = \$135; 61 or more = \$150

2. School Funding Lawsuit

3. Principals Contract

4. Late Resignations

5. Full Transparency

7. Discussion/Information Items

8. Policies

- a. First Reading
- b. Second Reading
- c. Third Reading

9. Action Items

a. Claims, Accounts and Financial

It was moved by Director Hackett and seconded by Director Petron to approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented. Motion carried by 5/0 vote.

- b. Approval of Superintendent Phelps as the District Identified Official with Authority (IOwa) Designation of an Identified Official with Authority for Education Identity Access Management The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties, and will revoke that user’s access when it is no longer needed to perform their job duties. The Board authorize John A. Phelps of Royalton Public Schools ISD 485, and EDIAM of superintendent@isd485.org to act as the Identified Official with Authority (IOwA) for adding LEA name and organization number.

It was moved by Director Holm and seconded by Director Hackett to approve the appointment of Superintendent John A. Phelps, and EDIAM of superintendent@isd485.org to act as the Identified Official with Authority (IOwA) for adding LEA name and organization number. Votes for 5, Votes Against 0. Motion carried by 5/0 vote. (Absent: Lange)

Ellie Holm (Clerk): _____ Date: _____

c. Principals Contract

It was moved by Director Hackett and seconded by Director Holm to approve the 2018-20 Principals Contract for the 2018-2020. Motion carried by 4/0 vote. (Abstain: Petron and Absent: Lange)

d. Approval of Hiring

The Royalton School Board will approve the following hires based upon the findings of each individual’s background check, licensure status, and discipline report from the MN Department of Education.

- Cassandra Larson - Kindergarten Teacher
- Melissa Poser - HS Para
- Barbara Torres - Cook
- Shelley Wiczorek - Cook
- LuAnn Smelter - Cook
- Heather Tiemann - Cook
- David Gasperlin - Custodian
- Mary Klosowski - Long Term Special Education Sub
- Kathy Nelson - Long Term Sub for maternity leave
- April Burton - District Office Specialist

It was moved by Director Petron and seconded by Director Gerads to approve the hiring listed above, as per administration recommendation. Motion carried by 5/0 vote.

e. Retirement

It was moved by Director Holm and seconded by Director Gerads to approve the retirement of Randy Thielges beginning October 17, 2019. Thank you for services rendered. Motion carried by 5/0 vote.

f. Approval of Resignations

Roseanne Welinski - Kindergarten Teacher
Amanda Cassens - Special Education and Assistant Cross Country Coach
Andrew Hagman - Head Softball Coach and Assistant Basketball Coach
Jessica Orton - Elementary Dishwasher
Sandy Henry - High School Cook
Shania Graczyk - ECC Custodian
Britney Waytashek - Head Cook
Melissa Balling - High School Cook
Susan Malikowski - HS Para
Beth Kowalczyk - Bus Para

It was moved by Director Holm and seconded by Director Hackett to approve the above listed resignations. Thank you for services rendered. Motion carried by 5/0 vote.

g. Tiered Sub Teacher Pay

It was moved by Director Petron and seconded by Director Gerads to approve Tiered Substitute Teacher Pay at \$120 for the first 30 days; \$135 for subbing for 31 to 60 days; \$150 for subbing all days after 60 days. Motion carried by 5/0 vote.

h. Policy Approval

It was moved by Director Hackett and seconded by Director Holm for the final approval for Royalton Public School Policies 509, 520, 616, and 707.1. Motion carried by 5/0 vote.

i. Student Activities Account

To revise the banking on Student Activity bank account with the board signatures on the checking account instead of Activities Director's.

It was moved by Director Hackett and seconded by Director Holm to approve revising the Student Activity Bank Account with the board signatures. Motion carried by 5/0 vote.

Ellie Holm (Clerk): _____ Date: _____

j. Food Service Bid Approvals

It was moved by Director Hackett and seconded by Director Holm to approve Kemps as our dairy provider for the 2019-2020 school year. Motion carried by 5/0 vote.

It was moved by Director Hackett and seconded by Director Holm to approve Pan O Gold as our bread provider for the 2019-2020 school year. Motion carried by 5/0 vote.

k. Fuel Bid Approval

It was moved by Director Holm and seconded by Director Hackett to approve Centrasota Coop as our fuel provider for the 2019-2020 school year. Motion carried by 5/0 vote.

l. Approval of 19-20 School Meal Prices

Elementary	Breakfast: Free	Lunch: \$2.40
Middle School	Breakfast: Free	Lunch: \$2.55
High School	Breakfast: \$1.65	Lunch: \$2.55
Adult	Breakfast: \$2.35	Lunch: \$4.00
Milk:		\$.40

It was moved by Director Holm and seconded by Director Hackett to approve school

meal prices for the 2019-2020 school year. Motion carried by 5/0 vote.

m. Contract Transparency

It was moved by Director Holm and seconded by Director Gerads to post a Total Compensation Disclosure including monies paid out for required Federal and State required funds on the District Web Page for each contract.

Director Guerard proposed and Director Gerads seconded to an amendment: Salary + Benefits = Total Compensation for each contract on school website. Motion carried by 5/0 vote.

10. Upcoming Meeting Schedule

Tuesday, August 27 at 4pm REM Negotiations

Thursday, August 29 at 7:30 AM All Staff Welcome back Breakfast, Staff Meeting

Tuesday, September 10 at 8:30 AM Finance Committee Meeting

Wednesday, September 11 at 8:30 am Policy Committee Meeting

Monday, September 16 at 6:00 pm Work Sessions

Monday, September 23 at 6:00 pm Regular Board Meeting

11. Close Meeting for Negotiation Purposes as allowed by MN Statute 13D.03

a. It was moved by Director Hackett and seconded by Director Gerads to close the meeting at 7:37 p.m. Motion carried by 5/0 vote.

Time of Regular Meeting closed 7:37pm

b. 13 Minute Recess

c. Closed Session Begins at 7:50pm

d. Close Meeting Adjourned and Regular Meeting Reopened: It was moved by Director Hackett and seconded by Director Gerads to adjourn the closed meeting and reopen the Regular Meeting at 8:40 p.m. Motion carried by 4/0 vote.

12. Adjournment

It was moved by Director Hackett and seconded by Director Holm to adjourn the meeting at 8:41 p.m. Motion carried by 4/0 vote.

Minutes of Board Policy Committee Meeting

The Board of Trustees Royalton Public School District

A Board Policy Committee Meeting of the Board of Trustees of Royalton Public School District was held Wednesday, September 11, 2019, beginning at 8:30 AM in the District Office/ECC RM E 109 120 S. Hawthorne St. Royalton, MN 56373.

1. Call to order - 8:30am

2. Roll Call

Director Guerard X

Director Hackett X

Director Lange X

Superintendent Phelps X

3. Agenda Items

a. 1st Discussion on Policies

1. Royalton School District Policy 611 - Home Schooling: Added Handouts and online support that is given to attending students as text as well the book. Noel suggests that as soon as we pass this policy we need to send it to our home school individuals.
2. Royalton School District Policy 618 - Assessment of Achievement: Statutory changes required MDE Commissioner to create form regarding state assessments; district must post for parents and students.
3. Royalton School District Policy 620 - Credit for Learning: Statutory change deletes North Central Assn. of Colleges and Schools from 'eligible institution' definition
4. Royalton School District Policy 624 - Online Learning Options: Statutory change adds weighted grades provision-we have the option to use weighted grades. Currently we do not have weighted grades-discussion
5. Royalton School District Policy 713 - Student Activity Accounting: Student Activity Accounting must be under board control. These are the guide lines that fit into the statutes. We have already done a resolution to cover board control.
6. Royalton School District Policy 721 - Uniform Grant Guidance: Federal change increases two threshold levels under "Procurement Methods"
7. Royalton School District Policy 802 - Obsolete Equipment: Statutory changes expands potential recipients of surplus school computers and adds option to sell/give surplus school computers to 'qualifying students'

b. 2nd Discussion on Policies

1. 102 - EQUAL EDUCATIONAL OPPORTUNITY.pdf Royalton School District Policy: Needed to update [2016] it and bring it up to date to include gender identity and expression [transgender]

2. 407 - EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES: needed updating from 2013, include blood borne pathogens, definition, and examples

c. 3rd Discussion on Policies

1. 402 - Disability Nondiscrimination - Changes to reflect updates to the legal and cross-references, notes within the policy, and minor corrections.
2. 419 -Tobacco-Free Environment - statutory change adding electronic devices and definition of ‘smoking’.
3. 506 - Student Discipline - Changes to reflect updates to the legal and cross-references, notes within the policy, and minor corrections.
4. 532 - Use of Peace Officers - Statutory change to dates of seclusion reports to MDE
5. 603 - Curriculum Development - Statutory change requiring information to students who do not meet or exceed MN academic standards
6. 613 - Graduation Requirements

4. Adjournment – 9:52

September 2019 School Board Meeting Write-Up

Fall Sports are well underway and we are at the midway point in our Fall HS Seasons. Events at home had been fewer, but End of September and Early October we have a bunch of home events.

JH Sports began on 9/3/19 and had a few good weeks of practice and started competitions this past week.

We continue to get registrations for athletics as the school year has begun, we welcome these students looking to get involved in our education-based athletics programs.

Program Updates:

- Volleyball
 - Placed 9th @ SRR Tournament
 - 2-0 in CMC
 - Participated in the Staples-Motley Varsity Tournament on 9/21/19
- Football
 - Look to rebound in the second half of the season after a tough first half schedule
 - Cancelled some lower level events due to weather, safety is #1 priority
 - Gained a game back, potentially another for C-Squad
 - Homecoming game is Sept 27th
- Cross Country
 - Program is growing
 - Competing well at events
 - HOME event is Tuesday, Oct 8th

Homecoming week is Sept 22-27

- Coronation was Sept 22:
 - Your Homecoming royalty are...
- StudCo is coordinating events all week within the MS/HS
- Tuesday Sept 24:
 - VB vs Swanville 5:45
 - JHVB vs LPGE @ 4:30
- Thursday Sept 26:
 - JHFB vs Holdingford 4:14 on Multipurpose Field
 - C-FB vs Osakis 5:00 on Varsity Field
- Friday Sept 27th:
 - Pep Fest
 - Olympics
 - Parade @ 5pm down Main Street
 - Carnival after parade
 - Tailgate Burger stand in School Parking Lot
 - Game @ 7pm vs BBE

OPEN HOUSE

- What is all available at the Fitness Center?
- Meet the Community Education Leadership Council
- Fitness Center Tours
- Weight Machine Demos and care
- How to keep the Fitness Center clean
- Fitness Center Enrollment and Key Fob Information
- Learn how to become a weight room attendant
- Fitness Class instructors available for questions
- Enter for a chance of FREE BARRE classes for Oct.!

SEPTEMBER 28TH, 2019

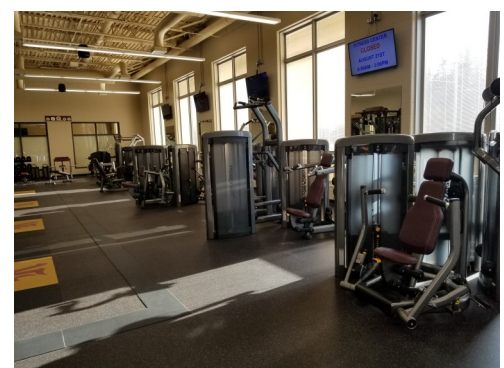
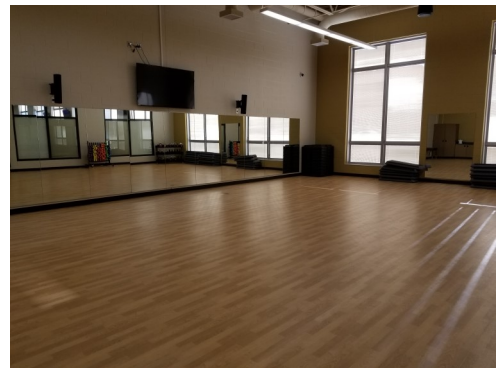
8:00AM-10:00AM

ROYALTON FITNESS CENTER

ROYALTON HIGH SCHOOL

120 HAWTHORN ST S

ROYALTON, MN 56373



Royalton Elementary School News

Dr. Phil Gurbada

September 2018

1. Workshop week was excellent! The Open House was well-attended and classroom parent meetings also went well. Thank you to the staff for greeting the students with balloons and sidewalk chalk drawing the first day of school.
2. The Kindergarten teachers planned a Kindergarten Orientation Day on the first day of school with students and parents. Their extra effort is appreciated!
3. Student Behavior assemblies were held to orient all students to school rules and expectations on Wednesday, September 4.
4. A Bell-Ringing ceremony welcoming the students back to school was held on Friday, September 6, at 8:40am in the gym. A special staff introduction video was shown. Thank you to Cathy Tordsen for her work on this project.
5. Bus Safety training at the elementary will be held on October 7 & 8.
6. The 5th grade students will attend the Deep Portage environmental camp from September 25-27. Thank you to Mr. Shelstad, Mrs. Hammer, and Mrs. Carlson for their extra effort organizing this special learning experience for the students.
7. Parent-Teacher Conferences are scheduled for October 10 & 14.
8. School Pictures for preschool age children through Grade 5 students will be taken on October 14 & 15.

611 HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

[Note: The provisions of Article VIII. - Shared Time Programs do not make a determination as to whether Shared Time Programs should be offered to any pupil. However, home-schooled children are required to be treated the same as all other nonpublic school children.]

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

- 1. Minnesota State High School League-sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at

the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (School Boards May Require Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)

Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials,
Standardized Tests)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

III. DEFINITIONS

- A. “Above-grade level” test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student’s grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- B. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- C. “Below-grade level” test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student’s current grade level. Notwithstanding the student’s grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- D. “Benchmark” means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

- E. “Career and college ready,” for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- F. “Computer-adaptive assessments” means fully adaptive assessments.
- G. “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.
- H. “Elective standards” means a locally adopted expectation for student learning in career and technical education and world languages.
- I. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- J. “Fully adaptive assessments” include on-grade level test items and items that may be above or below a student’s grade level. *[Note: Fully adaptive mathematics and reading assessments must be used for grades 3 through 7 beginning in the 2015-2016 school year and later.]*
- K. “On-grade level” test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.
- L. “Required standard” means a statewide adopted expectation for student learning in the content areas of English language arts, mathematics, science, social studies, physical education, and the arts, or a locally adopted expectation for student learning in health or the arts.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The school board and superintendent shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.

- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

The school district has established a periodic review cycle for academic standards and related benchmarks in health, PE, art, world languages, and career and technical education. (See Policy 616 page 616-7, Royalton's District-Wide Curriculum Review Calendar)

B. Statewide Academic Standards Testing

1. The school district will utilize statewide assessments developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards.
2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
 - a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
 - c. science assessments in one grade in the grades 3 through 5 spans, the grades 6 through 8 spans, and a life science assessment in the grades 9 through 12 spans (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or

retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.

5. For students in grade 8 ~~in the 2012-2013 school year and later~~, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The Commissioner of Education must create and publish a form for parents and guardians that:
 - a. explains the need for state academic standards;
 - b. identifies the state assessments that are aligned with state standards;
 - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e. summarizes the provisions in Minn. Stat. § 120B.301(a) and (c); and
 - f. notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.

2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.

VI. RIGOROUS COURSE OF STUDY WAIVER

- A. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.

- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.
- C. All students, except those eligible for alternative assessments, will be encouraged to participate on a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.
- To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.
- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)

Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

620 CREDIT FOR LEARNING

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by ~~the North Central Association of Colleges and Schools~~, an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools
 - 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
 - 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least *[insert number]* credits from the school district.
- B. Transfer of Academic Requirements from Other Schools
 - 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least XX credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic

school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.

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

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the

Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.

- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 - 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 - 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 - 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online

learning provider evidencing the course taken and the grade and credit awarded to the student.

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

VII. ADVANCED ACADEMIC CREDIT

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

VIII. WEIGHTED GRADES

~~*[Note: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies.]*~~

- A. The school district does not offer weighted grades.

~~*[or]*~~

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- A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:

~~*[List the types of courses that will be awarded weighted grades and the multiplier, similar to the following examples.]*~~

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1. A grade awarded in an Advanced Placement course will be multiplied by a factor of ____ (i.e., 1.07).
2. A grade awarded in an Honors course will be multiplied by a factor of ____.
3. A grade awarded in a College In the Schools course will be multiplied by a factor of ____.
4. A grade awarded in a course taken through a Post-Secondary Enrollment Options program will be multiplied by a factor of ____.
5. A grade awarded in a course in a dual enrollment course will be multiplied by a factor of ____.

- ~~B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.~~

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IX. PROCESS FOR AWARDING CREDIT

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

for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

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

624 ONLINE LEARNING OPTIONS

I. PURPOSE

The purpose of this policy is to recognize and govern online learning options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- B. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- C. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district. An online learning provider must assist an online learning student whose family qualifies for education tax credit to acquire computer hardware and educational software for online learning purposes.
- D. The school district shall continue to provide non-academic services to online learning students.
- E. Online learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

III. DEFINITIONS

- A. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- B. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- C. “Enrolling district” means the school district or charter school in which a student is enrolled under Minn. Stat. § 120A.22, Subd. 4, for purposes of compulsory education.

- D. “Full-time online learning provider” means an enrolling school authorized by the Minnesota Department of Education (MDE) to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- E. “Online learning course syllabus” is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online learning course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to-teacher communications, and the academic support available to the online learning student.
- F. “Online learning” is a form of digital learning delivered by an approved online learning provider under Paragraph III.H.
- G. “Online learning student” is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Student” is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minn. Stat. §§ 120A.22 and 120A.24.
- J. “Supplemental online learning” means an online learning course taken in place of a course period at a local district school.

IV. PROCEDURES

A. Dissemination and Receipt of Information

1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
2. The school district will receive and maintain information provided to it by online learning providers.
3. The online learning provider must report or make available information on an individual student’s progress and accumulated credit to the student, the student’s parent, and the enrolling district in a manner specified by the Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.

4. The enrolling district must designate a contact person to help facilitate and monitor the student's academic progress and accumulated credits toward graduation.

B. Student Enrollment

1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. The student and the student's parents must submit an application to the online learning provider and identify the student's reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student's parent must notify the online learning provider of the student's intent to enroll in online learning within ten days of being accepted, at which time the student and the student's parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student's application to enroll in online learning.
3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online learning course or program. An online learning provider must make available the supplemental online learning course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online learning provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances with the agreement of the online learning provider.
4. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as described in the provider's online learning course syllabus meets the corresponding graduation requirements applicable to the student in the enrolling district. If the enrolling district does not agree that the course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent, and the online learning provider; and the online learning provider may make available a response to the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.

5. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.
6. An online learning student may complete course work at a grade level that is different from the student's current grade level.
7. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. The online learning provider, other than a digital learning provider offering digital learning to its enrolled students only under Minn. Stat. § 124D.095, Subd. 4(d), must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online learning course syllabus that meets the Commissioner's requirements.

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.
2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.
6. Weighted grades will also be applicable if the school district has adopted a policy to offer weighted grades.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 123B.42, Subd. 1 (Curriculum; Electronic Components)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option Act)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 620 (Credit for Learning)

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.

2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:
 - a. in compliance with school district policies and procedures;
 - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 C.F.R. Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, The United States Office of Management and Budget published the final regulations December 26, 2013. The Uniform Grant Guidance is effective for new and continuation federal grant awards issued on or after December 26, 2014. The regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new federal fiscal year or a continuation grant. 2-C.F.R. § 200.110 increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 1. a. The federal financial assistance that a non-federal entity receives

directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or

- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally ~~\$3,000~~ \$10,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than ~~\$150,000~~ \$250,000 (periodically adjusted for inflation).
 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.

5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an

unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 3. Procurement by sealed bids (formal advertising).
 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to

subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
 2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
 3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
 4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
1. Advisory councils;
 2. Audit costs and related services;
 3. Bonding costs;
 4. Communication costs;
 5. Compensation for personal services;
 6. Depreciation and use allowances;

7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;

4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In

those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education

costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).

3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as

direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;
2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
3. Consistent with the school district's cost accounting practices and school district policy; and
4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.

F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like

circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: 2 C.F.R. § 200.12 (Capital Assets)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)

2 C.F.R. § 200.212 (Suspension and Debarment)
 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
 2 C.F.R. § 200.302 (Financial Management)
 2 C.F.R. § 200.303 (Internal Controls)
 2 C.F.R. § 200.305(b)(1) (Payment)
 2 C.F.R. § 200.310 (Insurance Coverage)
 2 C.F.R. § 200.311 (Real Property)
 2 C.F.R. § 200.313(d) (Equipment)
 2 C.F.R. § 200.314 (Supplies)
 2 C.F.R. § 200.315 (Intangible Property)
 2 C.F.R. § 200.318 (General Procurement Standards)
 2 C.F.R. § 200.319(c) (Competition)
 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses,
 Women’s Business Enterprises, and Labor Surplus Area Firms)
 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
 2 C.F.R. § 200.338 (Remedies for Noncompliance)
 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
 2 C.F.R. § 200.430 (Compensation – Personal Services)
 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
 2 C.F.R. § 200.447 (Insurance and Indemnification)
 2 C.F.R. § 200.463 (Recruiting Costs)
 2 C.F.R. § 200.464 (Relocation Costs of Employees)
 2 C.F.R. § 200.473 (Transportation Costs)
 2 C.F.R. § 200.474 (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
 MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
 MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
 MSBA/MASA Model Policy 412 (Expense Reimbursement)
 MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
 MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
 MSBA/MASA Model Policy 702 (Accounting)
 MSBA/MASA Model Policy 703 (Annual Audit)

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
 - a. another school district;
 - b. the state department of corrections;

- c. the board of trustees of Minnesota State Colleges and Universities;
 - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
 - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

Adopted: September 8, 2003

Royalton School District Policy 102

Last Revised: October 28, 2019

Revised: June 6, 2016

102 EQUAL EDUCATIONAL 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. The policy of the school district is 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, sex, ~~gender~~, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.

[Note: Part of the definition of “sexual orientation” within the Minnesota Human Rights Act (MHRA) is “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness,” which is how gender identity and expression gain protection under the MHRA. Minn. Stat. § 363A.03, Subd. 44.] This will be removed after the second reading.

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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.

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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. Every school district employee shall be responsible for complying with this policy conscientiously.

E. Any student, parent or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

~~It is the~~The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, ~~or~~infectious agent, Or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result

of foreseeable use, handling, accidental spill, exposure, or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogens” means a pathogenic microorganisms that are present in human blood and can cause disease in humans. ~~These pathogens~~ This definition includes, but ~~are is~~ not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

~~Training~~ Annual training will be provided to all full- and part-time employees who are routinely exposed to a hazardous substance, harmful physical agent, ~~or~~ infectious ~~substance-agent, or blood borne pathogen~~ as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

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Adopted: September 8, 2003

Royalton School District Policy 402

Revised: September 23, 2019

Last Revised: June 6, 2016

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the MS/HS Social Worker and the school Interventionist, 120 South Hawthorn Street, Royalton, MN 56373, (320)584-4246. This individual is the school district's appointed ADA and 504 coordinator.

Legal References: Minn. Stat. Ch 363A (Minnesota Human Rights Act)
29 U.S.C. 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- D. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a Native American adult lights tobacco on school district property as a part of a traditional Native American spiritual or cultural ceremony. A Native American is a person who is a member of a Native American tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

506 STUDENT DISCIPLINE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. AREAS OF RESPONSIBILITY

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

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused or exempt, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco, tobacco-related devices, 506-5 electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco,

Tobacco-Related Devices, and Electronic Delivery Devices Policy;9.

Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;

22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;

37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
44. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

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

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

VIII. REMOVAL OF STUDENTS FROM CLASS

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

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

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

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

- B. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's fifth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. **Procedures for Removal of a Student From a Class.**

If any student is removed from class, that student shall be sent to the Principal or designee for determination of appropriate consequences as per policy.

When a teacher decides to remove a student from a class for a class activity or class period, the teacher shall:

1. Direct the student to go directly to the main office.
2. Contact the main office by telephone or intercom system in order to alert office staff and the Principal. The name of the student and a brief description of why the student is being sent to the office will be given to the main office staff.
3. If necessary, the teacher can call the main office and ask for assistance in the removal of a student, or ask that an adult escort the student to the main office.
4. Upon arrival at the main office the student will be seated in the main office.
5. The student will meet with the Principal or designee for determination of appropriate consequences as per school/district policy.
6. At the high school the teacher who removes a student from class will complete a student discipline referral and forward it to the Principal for review. The report must be completed within 1 school day of the removal from class. At the elementary school the teacher may be asked by the elementary principal for a written or an oral report. The parent/guardian will be contacted at this time by the principal or referring teacher.
7. The referring teacher may be asked by the Principal to contact the parent of the student removed from class.

D. Responsibility for and Custody of a Student Removed From Class.

1. Any student removed from class shall report to the office immediately.
2. The teacher removing the student from class will, before sending the student to the office, notify the office by telephone that the student is coming to the office.
3. An adult escort may be required to bring the student to the office.
4. Temporary custody will be determined by the Principal or designee.
5. After evaluation of the reasons for being removed from class, the principal may:
 - a. Place the student in an in-school suspension room.
 - b. Designate another adult in the building to supervise the student.
 - c. Contact the student's parent.
6. If possible the student removed from class will bring class work to the office with him/her on which s/he can work

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. When a student returns to class after removal for part of one class session:
 - a. The student will have a pass from the principal or his/her designee.
 - b. The teacher will be notified that the student is returning to class.

2. When a student returns to class after being removed from a class for more than one class session:
 - a. The student will meet with the principal or his/her designee prior to returning to class for readmission to that class.
 - b. A parent may be required to attend the readmission meeting.
 - c. The teacher(s) to whom the student will return may be required to participate in the readmission meeting.
 - d. A readmission plan may be developed and required for readmission to the class.

F. Procedures for Notification.

1. If determined necessary by the principal or designee the teacher and the parent will receive oral or written notification of the consequence.
2. The student and parent/guardian will be notified of rule violation(s) and consequences orally, by telephone or in writing.
3. The Principal or designee may require that a teacher notify the parent either orally or in written communication of the consequence.

G. Disabled Students; Special Provisions.

1. If deemed necessary by the principal or his/her designee a manifest determination hearing may be held. At that hearing it may be determined that:
 - a. No further action occur
 - b. Consequences or disciplinary action may or may not be taken.
 - c. Further assessment may be required.
2. The principal and/or his/her designee will consult with the case manager of a disabled student removed from class to determine if there is a need to review the student's individual education plan (IEP) for adequacy.
3. The IEP team will be the team that determines if any referral for other services is necessary.
4. Teachers may refer students for evaluation for special education services by using the Royalton Schools Child Study Referral Form. Parents may request that their child be evaluated for special education services by using the Royalton Schools Child Study Referral Form or in writing.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students. While on School Premises.

Pre-Assessment Team

1. A pre-assessment team consisting of the high school principal, chemical health counselor (if available), guidance counselor, school social worker, school nurse and one teacher has been established. The pre-assessment team shall be responsible for addressing reports of chemical abuse among students. The team will assess, gather information and make recommendations for appropriate response to the individual reported using

2. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

1. All violations of the student code of conduct as found in the District Student Discipline Policy will be forwarded to the building principal;
 - a. In writing using a discipline referral form.
 - b. Reported in electronic format using email or the student data management program.
 - c. Verbally in person or by telephone.

J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

1. Parents/guardians may be contacted to request assistance in the improvement of their child's behavior. That contact may be made:
 - a. By the building principal or his/her designee orally or in writing.
 - b. By the classroom teacher orally or in writing.

2. The school may request that parents/guardians attend conferences, IEP staffing, or general meetings to discuss the improvement of the student's behavior.

K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

1. Teachers and support staff should report in writing using the Royalton Schools Child Study Referral Form any student who they think may benefit from early intervention for behavior problems.
2. After receipt of the form, the Child Study Team will make recommendations and/or referrals in reference to the student's behavior.
3. Parents may submit in writing or verbally to the principal, guidance counselor, social worker or the chemical health counselor (if available) any concerns or questions regarding the investigation and/or possible evaluation of a student in order to detect any possible behavioral problems.

IX. DISMISSAL

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

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

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

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child’s IEP team, including at least one of the child’s teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to

progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourages a parent or guardian of the student to attend school with the student for one day;
 - b. assigns the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petitions the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-

cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the

admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

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

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

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

XIII. DISABLED STUDENTS

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

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

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

XIV. OPEN ENROLLED STUDENTS

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

XV. DISTRIBUTION OF POLICY

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

XVI. REVIEW OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)

Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a student or other individual from physical injury.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. If such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team, building administrator, or the building administrator’s designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring a student to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a student's senses as punishment;
4. Denying or restricting a student's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the student's functioning except when temporarily removing the equipment or device is needed to prevent injury to the student or others or

serious damage to the equipment or device, in which case the equipment or device shall be returned to the student as soon as possible;

5. Interacting with a student in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a student's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a student access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate

the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

- Legal References:**
- Minn. Stat. Ch.13 (Minnesota Government Data Practices Act)
 - Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
 - Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
 - Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
 - Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
 - Minn. Stat. § 609.06 (Authorized Use of Force)
 - Minn. Stat. § 609.379 (Permitted Actions)
 - 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
 - 20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
 - 34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)
- Cross References:**
- MSBA/MASA Model Policy 506 (Student Discipline)
 - MSBA/MASA Model Policy 507 (Corporal Punishment)
 - MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 - MSBA/MASA Model Policy 525 (Violence Prevention)
 - MSBA/MASA Model Policy 806 (Crisis Management Policy)

603 CURRICULUM DEVELOPMENT

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
 - 1. Provide for articulation of courses of study from kindergarten through grade twelve.
 - 2. Identify minimum objectives for each course and at each elementary grade

level.

3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
 4. Provide a program for ongoing monitoring of student progress.
 5. Provide for specific, particular, and special needs of all members of the student community.
 6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
 7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
 8. Meet all applicable requirements of the Minnesota Department of Education and federal law.
- D. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minn. Stat. § 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.
- E. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

613 GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. “Academic standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- C. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and services.
- E. “English language learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

IV. DISTRICT ASSESSMENT COORDINATOR

The District Assessment Coordinator shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

For students enrolled in grade 8 students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing. The tests must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minn. Stat. § 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students in 8th grade in must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
- C. An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- D. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- E. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
- F. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
- G. A minimum of seven elective credits.
- H. Credit equivalencies
 - 1. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
 - 2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.

3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and
 5. Minnesota Academic Standards, Physical Education K-12.

- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal’s decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	18823	3898		EVERYTHING SIGNS		Check		
				E 12	020 296 034 301 401	BB BANNER		\$750.00	
PO#:	Voucher #:	26801	Invoice		Invoice No: 9609			Paid Amt:	\$750.00
						9/5/2019		Check Amount:	\$750.00
0485	PCB	69295	3890		ABC OFFICE		Check		
				E 01	010 203 000 000 430	Tamerica LWS-1 Laminating Machine Cart & V		\$180.00	
				E 01	010 203 000 000 430	Shipping		\$47.91	
PO#: 3816	Voucher #:	26764	Invoice		Invoice No: 1327133-IN			Paid Amt:	\$227.91
						8/27/2019		Check Amount:	\$227.91
0485	PCB	69296	1010		ALL STAR TROPHY & AWARDS		Check		
				E 01	005 020 000 000 401	PLAQUE RE-ENGRAVED WITH CORRECT I		\$20.00	
PO#:	Voucher #:	26759	Invoice		Invoice No: 51411			Paid Amt:	\$20.00
						8/27/2019		Check Amount:	\$20.00
0485	PCB	69297	1012		AMAZON / SYNCB		Check		
				E 01	010 203 000 000 430	BOOKS & SUPPLIES		\$20.48	
				E 01	010 212 000 000 430	BOOKS & SUPPLIES		\$378.87	
PO#:	Voucher #:	26753	Invoice		Invoice No: 8/10/19			Paid Amt:	\$399.35
						8/27/2019		Check Amount:	\$399.35
0485	PCB	69298	1025		APPLE COMPUTER		Check		
				E 01	005 690 690 302 555	MUHN2LL/A 13-inch MacBook Pro		\$1,199.00	
PO#: 3817	Voucher #:	26752	Invoice		Invoice No: AA33301761			Paid Amt:	\$1,199.00
						8/27/2019		Check Amount:	\$1,199.00
0485	PCB	69299	1029		ARNIES LOG & LAWN		Check		
				E 01	005 810 000 000 401	CHAINS		\$73.50	
PO#:	Voucher #:	26766	Invoice		Invoice No: 8/8/19			Paid Amt:	\$73.50
						8/27/2019		Check Amount:	\$73.50
0485	PCB	69300	3103		BAYLOR ENTERPRISES, INC		Check		
				E 01	020 211 000 000 305	ONTOCOLLEGE ACT PREP COURSE		\$3,600.00	
PO#:	Voucher #:	26757	Invoice		Invoice No: 3688			Paid Amt:	\$3,600.00
						8/27/2019		Check Amount:	\$3,600.00
0485	PCB	69301	1903		BECKER SCREENPRINTING		Check		
				E 01	020 296 059 000 430	T-SHIRTS FOR VOLLEYBALL TOURNAMEN		\$216.00	
PO#:	Voucher #:	26785	Invoice		Invoice No: 8/23/19			Paid Amt:	\$216.00
						8/27/2019		Check Amount:	\$216.00
0485	PCB	69302	2016		BSN SPORTS		Check		
				E 01	020 294 054 000 430	MOUTHGUARDS 103		\$92.00	
PO#:	Voucher #:	26771	Invoice		Invoice No: 905793557			Paid Amt:	\$92.00
						8/27/2019		Check Amount:	\$92.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	69303	3457		BSN SPORTS		Check		
				E 01	020 296 058 000 430	sku-1323108 Baden perfection game balls bl		\$99.98	
				E 01	020 296 058 000 430	sku-1111XXX two volleyball scorebooks		\$15.98	
				E 01	020 296 058 000 430	FREIGHT		\$4.62	
	PO#: 3822	Voucher #: 26798	Invoice	Invoice No: 8/20/19		8/27/2019	Paid Amt:	\$120.58	
							Check Amount:	\$120.58	
0485	PCB	69304	2558		CARL SIMMONS		Check		
				E 01	020 296 058 000 420	OFFICIAL'S PAY		\$200.00	
	PO#:	Voucher #: 26767	Invoice	Invoice No: 8/23/19		8/27/2019	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0485	PCB	69305	2602		CLIMATE AIR INC		Check		
				E 01	020 865 000 380 350	REPAIR/PARTS FOR REFRIGERANT		\$5,256.55	
	PO#:	Voucher #: 26756	Invoice	Invoice No: 45395		8/27/2019	Paid Amt:	\$5,256.55	
							Check Amount:	\$5,256.55	
0485	PCB	69306	3512		DAVE PETERSON		Check		
				E 01	020 296 058 000 420	OFFICIAL'S PAY		\$200.00	
	PO#:	Voucher #: 26769	Invoice	Invoice No: 8/23/19		8/27/2019	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0485	PCB	69307	2675		DON KASSUBE		Check		
				E 01	020 296 058 000 420	OFFICIAL'S PAY		\$200.00	
	PO#:	Voucher #: 26768	Invoice	Invoice No: 8/23/19		8/27/2019	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0485	PCB	69308	3680		DUANE MAY FLOOR COVERING, LCC		Check		
				E 01	005 810 000 000 350	SUPPLIED & INSTALLED LOCKER ROOMS		\$1,672.00	
	PO#:	Voucher #: 26758	Invoice	Invoice No: 8/16/19		8/27/2019	Paid Amt:	\$1,672.00	
							Check Amount:	\$1,672.00	
0485	PCB	69309	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	AUGUST AGENDA		\$29.12	
	PO#:	Voucher #: 26773	Invoice	Invoice No: 717418		8/27/2019	Paid Amt:	\$29.12	
				E 01	005 110 000 000 305	HIRIING AD		\$14.50	
	PO#:	Voucher #: 26774	Invoice	Invoice No: 717946		8/27/2019	Paid Amt:	\$14.50	
							Check Amount:	\$43.62	
0485	PCB	69310	1143		EMC INSURANCE COMPANIES		Check		
				E 01	005 930 000 000 270	Insurance/Workers Compensation		\$10,327.00	
				E 01	005 940 000 000 340	Insurance/Workers Compensation		\$7,315.43	
	PO#:	Voucher #: 26747	Invoice	Invoice No: C-97240171		104 8/27/2019	Paid Amt:	\$17,642.43	
							Check Amount:	\$17,642.43	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	69311	2968		HALEY OLSON		Check		
				E 01	020 296 058 000 420	OFFICIAL'S PAY		\$200.00	
PO#:	Voucher #:	26775	Invoice		Invoice No: 8/23/19			Paid Amt: \$200.00	
						8/27/2019		Check Amount: \$200.00	
0485	PCB	69312	1238		INNOVATIVE OFFICE SOLUTION		Check		
				E 01	010 203 000 000 430	FLE69712 - Wire step file holder		\$18.40	
				E 01	010 203 000 000 430	UNV72220 10 boxes of jumbo paper clips		\$8.62	
				E 01	010 203 000 000 430	UNV47210 lined 3x5 index cards (100 ct)		\$5.55	
				E 01	010 203 000 000 430	80001 Black expo markers		\$11.89	
				E 01	010 203 000 000 430	80002 Red expo markers		\$11.89	
				E 01	010 203 000 000 430	80003 Blue expo markers		\$11.89	
				E 01	010 203 000 000 430	80004 Green expo markers		\$11.89	
				E 01	010 203 000 000 430	SAN81505 Dry erase eraser		\$5.94	
				E 01	010 203 000 000 430	UNV14115 hanging file folders		\$12.30	
				E 01	010 203 000 000 430	UNV12113 Manilla folders		\$27.60	
PO#: 3749	Voucher #:	26779	Invoice		Invoice No: IN2638191			Paid Amt: \$125.97	
						8/27/2019		Check Amount: \$125.97	
0485	PCB	69313	3600		J & R EQUIPMENT REPAIR		Check		
				E 04	005 505 081 321 350	Treadmill Service Repair/Parts		\$164.00	
PO#:	Voucher #:	26749	Invoice		Invoice No: 2213			Paid Amt: \$164.00	
						8/27/2019		Check Amount: \$164.00	
0485	PCB	69314	3505		JAMES TREWIZK		Check		
				E 01	020 296 058 000 420	OFFICIAL'S PAY		\$200.00	
PO#:	Voucher #:	26776	Invoice		Invoice No: 8/23/19			Paid Amt: \$200.00	
						8/27/2019		Check Amount: \$200.00	
0485	PCB	69315	1300		MACNEIL ENVIRONMENTAL, INC		Check		
				E 02	005 770 000 701 305	DRUG TESTING		\$456.50	
PO#:	Voucher #:	26777	Invoice		Invoice No: 6503			Paid Amt: \$456.50	
						8/27/2019		Check Amount: \$456.50	
0485	PCB	69316	1899		MARCO		Check		
				E 01	005 690 690 000 305	MIVOICE OFFICE SOFTWARE		\$800.00	
PO#:	Voucher #:	26751	Invoice		Invoice No: INV6652444			Paid Amt: \$800.00	
						8/27/2019		Check Amount: \$800.00	
0485	PCB	69317	2428		MARVIN POEGEL JR		Check		
				E 01	020 296 058 000 420	OFFICIAL'S PAY		\$200.00	
PO#:	Voucher #:	26778	Invoice		Invoice No: 8/23/19			Paid Amt: \$200.00	
						105 8/27/2019		Check Amount: \$200.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	69318	3023		MATBOSS, LLC		Check		
				E 01	020 294 056 000 430	VIDEO SYSTEM FOR PROGRAM		\$559.00	
	PO#:	Voucher #:	26799	Invoice	Invoice No: 8/27/19			Paid Amt:	\$559.00
								Check Amount:	\$559.00
0485	PCB	69319	1339		MILACA HIGH SCHOOL		Check		
				E 01	020 292 052 000 425	Cross Country Mega Meet		\$150.00	
	PO#:	Voucher #:	26746	Invoice	Invoice No: 8/19/19			Paid Amt:	\$150.00
								Check Amount:	\$150.00
0485	PCB	69320	1346		MINNESOTA POWER		Check		
				E 01	020 810 000 000 331	POWER SERVICE		\$105.50	
	PO#:	Voucher #:	26762	Invoice	Invoice No: 8/12/19			Paid Amt:	\$105.50
								Check Amount:	\$105.50
0485	PCB	69321	2267		MN DRIVERS MANUALS		Check		
				E 01	020 211 000 000 460	Driver Ed Manuals		\$171.50	
				E 01	020 211 000 000 460	SHIPPING		\$26.43	
	PO#: 3832	Voucher #:	26780	Invoice	Invoice No: 8/21/19			Paid Amt:	\$197.93
								Check Amount:	\$197.93
0485	PCB	69322	1392		OAK ELECTRIC SERVICE, INC		Check		
				E 02	005 770 000 701 350	STEAMER MOVED		\$1,759.64	
	PO#:	Voucher #:	26781	Invoice	Invoice No: 3932			Paid Amt:	\$1,759.64
								Check Amount:	\$1,759.64
0485	PCB	69323	3030		PC PARTS PLUS		Check		
				E 01	020 211 690 000 401	BAT-SNG-4163-1 Dell 11 3180 Chromebook B		\$251.94	
				E 01	020 211 690 000 401	LCD-SNG-486-28 HP 11 G6 EE Chromebook		\$319.90	
				E 01	020 211 690 000 401	PLM-ASY-8365-1 HP 11 G6 EE Chromebook I		\$229.95	
				E 01	020 211 690 000 401	TPD-SNG-3415-1 HP 11 G6 EE Chromebook		\$50.00	
				E 01	020 211 690 000 401	HP-11-G6-EE Chromebook touchpad cable		\$25.00	
	PO#: 3819	Voucher #:	26754	Invoice	Invoice No: 26775			Paid Amt:	\$876.79
								Check Amount:	\$876.79
0485	PCB	69324	3893		PEAR TREE NURSERY & GARDEN CENTER		Check		
				E 01	005 810 000 000 401	MULCH/EXISTING BEDS		\$300.00	
	PO#:	Voucher #:	26755	Invoice	Invoice No: 1050			Paid Amt:	\$300.00
								Check Amount:	\$300.00
0485	PCB	69325	1439		PROJECT LEAD THE WAY INC		Check		
				E 01	010 218 000 388 430	Launch K.1 Refill Kit - Exploring Design		\$417.00	
	PO#: 3834	Voucher #:	26782	Invoice	Invoice No: 201647			Paid Amt:	\$417.00
								Check Amount:	\$417.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	69326	2858		RICHARD HOMMERDING		Check		
				E 01	020 296 058 000 420	OFFICIAL'S PAY		\$200.00	
PO#:	Voucher #:	26772	Invoice		Invoice No: 8/23/19		8/27/2019	Paid Amt: \$200.00	
								Check Amount: \$200.00	
0485	PCB	69327	1493		SCHOLASTIC INC		Check		
				E 01	020 240 000 000 430	CLASSROOM MAGAZINES		\$104.39	
PO#:	Voucher #:	26760	Invoice		Invoice No: M6783473		8/27/2019	Paid Amt: \$104.39	
								Check Amount: \$104.39	
0485	PCB	69328	2464		SPEER CHIROPRACTIC		Check		
				E 01	005 760 000 720 305	Treadmill Service Repair/Parts		\$100.00	
PO#:	Voucher #:	26750	Invoice		Invoice No: 8/8/19		8/27/2019	Paid Amt: \$100.00	
								Check Amount: \$100.00	
0485	PCB	69329	3270		STAPLES MOTLEY ISD #2170		Check		
				E 01	020 296 058 000 425	C-SQUAD TOURNAMENT		\$100.00	
PO#:	Voucher #:	26783	Invoice		Invoice No: 8/22/19		8/27/2019	Paid Amt: \$100.00	
								Check Amount: \$100.00	
0485	PCB	69330	1559		TECH CHECK		Check		
				E 01	005 690 690 302 555	EDU-CT3504-K9 Cisco 3504 Wireless Control		\$4,199.00	
				E 01	005 690 690 302 555	EDU-LIC-CT3504-1A Cisco 3504 Wireless Co		\$6,840.00	
				E 01	005 690 690 302 555	AIR-CT3504-RMNT Cisco Wireless controller :		\$171.00	
				E 01	005 690 690 302 555	PW R-115W -AC= External power supply for 3		\$102.60	
				E 01	005 690 690 302 555	CON-ECMU-LICCTCTA CCW SWSS upgrade		\$2,141.00	
PO#: 3789	Voucher #:	26748	Invoice		Invoice No: 37851		8/27/2019	Paid Amt: \$13,453.60	
								Check Amount: \$13,453.60	
0485	PCB	69331	3897		TIMOTHY MACKEY		Check		
				E 01	020 296 058 000 420	OFFICIAL'S PAY		\$200.00	
PO#:	Voucher #:	26784	Invoice		Invoice No: 8/23/19		8/27/2019	Paid Amt: \$200.00	
								Check Amount: \$200.00	
0485	PCB	69332	1592		VERIZON WIRELESS		Check		
				E 01	005 810 000 000 320	PHONE SERVICE		\$620.14	
PO#:	Voucher #:	26763	Invoice		Invoice No: 8/10/19		8/27/2019	Paid Amt: \$620.14	
								Check Amount: \$620.14	
0485	PCB	69333	3703		WALMART BUSINESS/SYNCB		Check		
				E 01	005 110 000 000 401	KINDERGARTIN FILE BOX		\$150.80	
				E 04	005 570 000 000 490	MAP MILK		\$14.56	
				E 04	005 570 000 000 490	MAP MILK	107	\$87.90	
				E 01	005 110 000 000 401	KINDEGARTEN FILE BOX		\$32.68	
				E 01	010 203 000 000 430	DISTRICT OFFICE SUPPLIES		\$20.16	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	69333	3703		WALMART BUSINESS/SYNCB		Check		
				E 04	005 570 000 000 490	MAP MILK		\$12.12	
PO#:	Voucher #:	26765	Invoice	Invoice No:	8/16/19	8/27/2019	Paid Amt:	\$318.22	
							Check Amount:	\$318.22	
0485	PCB	69334	1611		XCEL ENERGY		Check		
				E 01	005 810 000 000 440	NATURAL GAS		\$52.53	
PO#:	Voucher #:	26761	Invoice	Invoice No:	9/9/19	8/27/2019	Paid Amt:	\$52.53	
							Check Amount:	\$52.53	
0485	PCB	69335	3862		XENITH LLC		Check		
				E 01	020 292 000 000 430	Helmet Reconditioning		\$810.00	
PO#: 3734	Voucher #:	26770	Invoice	Invoice No:	INV0178374	8/27/2019	Paid Amt:	\$810.00	
							Check Amount:	\$810.00	
0485	PCB	69336	2962		DELTA DENTAL OF MINNESOTA		Check		
				B 01	215 035	Dental		\$1,521.30	
PO#:	Voucher #:	26358	Invoice	Invoice No:	S2019243	8/30/2019	Paid Amt:	\$1,521.30	
				B 01	215 035	Dental		\$444.20	
				B 04	215 035	Payroll Deductions		\$30.20	
				E 04	005 582 000 344 220	Cimenski-Cobra		\$99.70	
				E 01	010 203 000 000 220	Neuman - Retiree		\$30.20	
				E 01	020 211 000 000 220	Luepke - Retiree		\$30.20	
				E 01	020 211 000 000 220	Presler Retiree		\$30.20	
				E 01	020 211 000 000 220	Asfeld - Cobra		\$186.00	
				E 01	020 211 000 000 220	Difference		\$31.80	
PO#:	Voucher #:	26700	Invoice	Invoice No:	S2020030	8/30/2019	Paid Amt:	\$882.50	
PO#:	Voucher #:	26800	Credit	Invoice No:	S2020030	8/30/2019	Paid Amt:	(\$99.70)	
							Check Amount:	\$2,304.10	
0485	PCB	69337	1137		EDUCATORS BENEFIT CONS		Check		
				B 01	215 082	FSA		\$2,466.82	
PO#:	Voucher #:	26369	Invoice	Invoice No:	S2019244	8/30/2019	Paid Amt:	\$2,466.82	
				B 01	215 082	FSA		\$133.34	
PO#:	Voucher #:	26786	Invoice	Invoice No:	S2020040	8/30/2019	Paid Amt:	\$133.34	
							Check Amount:	\$2,600.16	
0485	PCB	69338	3756		MetLife		Check		
				B 01	215 032	Life		\$534.23	
				B 04	215 032	Life		\$8.33	
PO#:	Voucher #:	26359	Invoice	Invoice No:	S2019243	8/30/2019	Paid Amt:	\$542.56	
				B 01	215 031	LTD		\$441.67	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	69338	3756		MetLife		Check		
				B 04	215 031 LTD		\$2.53		
PO#:	Voucher #:	26360	Invoice	Invoice No:	S2019243	8/30/2019	Paid Amt:	\$444.20	
				B 01	215 031 LTD		\$441.67		
				B 04	215 031 LTD		\$2.53		
				B 04	215 031 Difference		\$125.15		
PO#:	Voucher #:	26372	Invoice	Invoice No:	S2019244	8/30/2019	Paid Amt:	\$569.35	
				B 01	215 032 Life		\$397.48		
				B 04	215 032 Life		\$7.75		
				E 01	010 203 000 000 230 Nelson- Cobra		\$6.95		
				E 01	020 211 000 000 230 Quinlan - Cobra		\$6.95		
				E 01	020 211 000 000 230 Presler - Cobra		\$6.95		
				E 01	005 760 000 720 230 Oelrich (2) - Cobra		\$6.26		
				E 01	010 203 000 000 230 Tasto - Cobra		\$6.95		
				E 01	005 760 000 720 230 Brezinka - Cobra		\$6.95		
				E 01	010 203 000 000 230 Gurbada - Cobra		\$12.81		
				E 01	005 810 000 000 230 Kardell Smith - Cobra		\$15.85		
				E 01	020 211 000 000 230 Mick - Cobra		\$3.13		
				E 01	010 203 000 000 230 Eiyнк -Cobra		\$6.95		
				E 01	020 211 000 000 230 LIFE INSURANCE		\$0.00		
PO#:	Voucher #:	26701	Invoice	Invoice No:	S2020030	8/30/2019	Paid Amt:	\$484.98	
				B 01	215 031 LTD		\$142.40		
				B 04	215 031 LTD		\$1.63		
PO#:	Voucher #:	26702	Invoice	Invoice No:	S2020030	8/30/2019	Paid Amt:	\$144.03	
				B 04	215 032 Life		\$7.75		
PO#:	Voucher #:	26789	Invoice	Invoice No:	S2020040	8/30/2019	Paid Amt:	\$7.75	
				B 01	215 031 LTD		\$152.83		
				B 04	215 031 LTD		\$1.63		
PO#:	Voucher #:	26790	Invoice	Invoice No:	S2020040	8/30/2019	Paid Amt:	\$154.46	
							Check Amount:	\$2,347.33	
0485	PCB	69339	1424		PINE COUNTRY BANK		Check		
				B 01	215 084 HSA		\$3,623.83		
PO#:	Voucher #:	26371	Invoice	Invoice No:	S2019244	8/30/2019	Paid Amt:	\$3,623.83	
				B 01	215 084 HSA		\$522.38		
				B 04	215 084 Payroll Deductions		\$16.67		
PO#:	Voucher #:	26788	Invoice	Invoice No:	S2020040	8/30/2019	Paid Amt:	\$539.05	
							Check Amount:	\$4,162.88	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	69340	3899		ERIN FOSS		Check
				R 04	000 570 000 321 050	REIMBURSE OVERPAY FOR SUMMER MAP	\$172.54
PO#:	Voucher #:	26802	Invoice	Invoice No:	08232019	9/5/2019	Paid Amt: \$172.54
							Check Amount: \$172.54
0485	PCB	69341	2416		ADAM UTSCH		Check
				E 01	020 294 054 000 420	OFFICIAL FOR FOOTBALL	\$100.00
PO#:	Voucher #:	26896	Invoice	Invoice No:	9/1/19	9/13/2019	Paid Amt: \$100.00
							Check Amount: \$100.00
0485	PCB	69342	3684		ADASports		Check
				E 01	020 240 000 000 430	Badminton Racket	\$39.00
				E 01	020 240 000 000 430	Pickle Ball Rackets	\$116.00
				E 01	020 240 000 000 430	Shipping	\$12.00
PO#: 3846	Voucher #:	26867	Invoice	Invoice No:	K-8570	9/13/2019	Paid Amt: \$167.00
							Check Amount: \$167.00
0485	PCB	69343	3907		ALESHA FUSSY		Check
				R 02	005 770 000 701 601	REFUND FOR LUNCH MONEY	\$21.75
PO#:	Voucher #:	26844	Invoice	Invoice No:	9/11/19	9/13/2019	Paid Amt: \$21.75
							Check Amount: \$21.75
0485	PCB	69344	1239		ALL STREAM		Check
				E 01	005 810 000 000 320	PHONE SERVICE	\$914.32
PO#:	Voucher #:	26888	Invoice	Invoice No:	16333388	9/13/2019	Paid Amt: \$914.32
							Check Amount: \$914.32
0485	PCB	69345	1042		BATTERIES PLUS		Check
				E 01	005 810 000 000 401	BATTERY	\$67.96
PO#:	Voucher #:	26831	Invoice	Invoice No:	P18353173	9/13/2019	Paid Amt: \$67.96
							Check Amount: \$67.96
0485	PCB	69346	1961		BECKY ABBOTT		Check
				E 01	020 296 058 000 420	OFFICIAL VB	\$95.00
PO#:	Voucher #:	26908	Invoice	Invoice No:	9/12/19	9/13/2019	Paid Amt: \$95.00
							Check Amount: \$95.00
0485	PCB	69347	3761		BRANDON COMMUNICATIONS		Check
				E 01	005 760 000 720 401	TWO WAY RADIO/LABOR	\$503.59
PO#:	Voucher #:	26813	Invoice	Invoice No:	INV-25573	9/13/2019	Paid Amt: \$503.59
							Check Amount: \$503.59
0485	PCB	69348	1832		BRIAN OLMSCHIED		Check
				E 01	020 294 054 000 420	OFFICIAL FOOTBALL	\$100.00
PO#:	Voucher #:	26899	Invoice	Invoice No:	9/1/19	9/13/2019	Paid Amt: \$100.00
							Check Amount: \$100.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	69349	3283		BRRR EQUIPMENT SERVICE		Check		
				E 02	005 770 000 701 350 PARTS TO HOOK UP SKILLET			\$996.00	
	PO#:	Voucher #:	26850	Invoice	Invoice No: 9/11/19	9/13/2019	Paid Amt:	\$996.00	
							Check Amount:	\$996.00	
0485	PCB	69350	2016		BSN SPORTS		Check		
				E 01	020 294 054 000 430 YOUTH GAME BALL			\$84.98	
	PO#:	Voucher #:	26889	Invoice	Invoice No: 906093848	9/13/2019	Paid Amt:	\$84.98	
							Check Amount:	\$84.98	
0485	PCB	69351	3344		CDW-GOVERNMENT		Check		
				E 01	005 690 690 302 555 6KJ21UT#ABA HP SB Chromebook 11A G6 E			\$2,686.50	
	PO#: 3829	Voucher #:	26855	Invoice	Invoice No: TPC5881	9/13/2019	Paid Amt:	\$2,686.50	
				E 01	005 690 690 302 555 Google Chrome Management Console Licensr			\$625.00	
				E 01	005 690 690 302 555 6KJ19UT#ABA HP Chromebook 11A G6 - Edu			\$3,297.30	
	PO#: 3829	Voucher #:	26886	Invoice	Invoice No: TPJ3811	9/13/2019	Paid Amt:	\$3,922.30	
							Check Amount:	\$6,608.80	
0485	PCB	69352	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442 FUEL			\$1,867.07	
	PO#:	Voucher #:	26832	Invoice	Invoice No: 9/11/19	9/13/2019	Paid Amt:	\$1,867.07	
							Check Amount:	\$1,867.07	
0485	PCB	69353	1086		CITY OF ROYALTON		Check		
				E 01	005 810 000 000 332 WATER SERVICE			\$789.58	
				E 01	005 810 000 000 332 WATER SERVICE			\$574.24	
	PO#:	Voucher #:	26803	Invoice	Invoice No: 9/4/19	9/13/2019	Paid Amt:	\$1,363.82	
							Check Amount:	\$1,363.82	
0485	PCB	69354	2602		CLIMATE AIR INC		Check		
				E 01	005 810 000 000 350 ALL WORK ON OLDER EQUIPMENT			\$1,691.91	
	PO#:	Voucher #:	26901	Invoice	Invoice No: 45684	9/13/2019	Paid Amt:	\$1,691.91	
							Check Amount:	\$1,691.91	
0485	PCB	69355	1090		CMERDC		Check		
				E 01	005 110 000 000 305 CITRIX/SMART ACCESS			\$536.25	
	PO#:	Voucher #:	26811	Invoice	Invoice No: 173708	9/13/2019	Paid Amt:	\$536.25	
				E 01	005 110 000 000 305 CREDIT FOR POST-IT CORRECTION & COV			\$107.40	
	PO#:	Voucher #:	26907	Credit	Invoice No: 173774	9/13/2019	Paid Amt:	(\$107.40)	
							Check Amount:	\$428.85	
0485	PCB	69356	1095		COMFORT SUITES		Check		
				E 04	005 570 114 321 369 MAP FIELD TRIP 111			\$469.00	
	PO#:	Voucher #:	26870	Invoice	Invoice No: 49529767	9/13/2019	Paid Amt:	\$469.00	
							Check Amount:	\$469.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	69357	3906		CORY DICKMANN		Check
				R 02	005 770 000 701 601	REFUND FOR LUNCH ACCOUNT	\$9.75
PO#:	Voucher #:	26843	Invoice	Invoice No:	9/11/19	9/13/2019	Paid Amt: \$9.75
							Check Amount: \$9.75
0485	PCB	69358	3045		DALE WAHNSCHAFFE		Check
				E 01	020 294 054 000 420	OFFICIAL FOR FOOTBALL	\$100.00
PO#:	Voucher #:	26898	Invoice	Invoice No:	9/1/19	9/13/2019	Paid Amt: \$100.00
							Check Amount: \$100.00
0485	PCB	69359	3905		DARRELL BROWN		Check
				R 02	005 770 000 701 601	REFUND FOR LUNCH ACCOUNT	\$70.95
PO#:	Voucher #:	26842	Invoice	Invoice No:	9/11/19	9/13/2019	Paid Amt: \$70.95
							Check Amount: \$70.95
0485	PCB	69360	1706		DESIGN ELECTRONICS/RADIO SHACK		Check
				E 01	010 203 690 000 350	IPAD REPAIRS	\$449.97
PO#:	Voucher #:	26819	Invoice	Invoice No:	10198731	9/13/2019	Paid Amt: \$449.97
							Check Amount: \$449.97
0485	PCB	69361	1133		ECM PUBLISHERS INC		Check
				E 01	005 110 000 000 305	HIRING AD	\$25.00
PO#:	Voucher #:	26861	Invoice	Invoice No:	722986	9/13/2019	Paid Amt: \$25.00
				E 01	005 110 000 000 380	AUGUST 26 REGULAR AGENDA	\$48.16
PO#:	Voucher #:	26857	Invoice	Invoice No:	718978	9/13/2019	Paid Amt: \$48.16
							Check Amount: \$73.16
0485	PCB	69362	1137		EDUCATORS BENEFIT CONS		Check
				E 01	005 110 000 000 305	APRIL/MAY/JUNE LICENSE & SERVICE AGF	\$387.00
PO#:	Voucher #:	26890	Invoice	Invoice No:	9150	9/13/2019	Paid Amt: \$387.00
				E 01	005 110 000 000 305	JULY/AUGUST/SEPT LICENSE & SERVICE /	\$387.00
PO#:	Voucher #:	26891	Invoice	Invoice No:	10531	9/13/2019	Paid Amt: \$387.00
							Check Amount: \$774.00
0485	PCB	69363	3904		EUGENE ALLORD		Check
				R 02	005 770 000 701 601	REFUND ON LUNCH ACCOUNT	\$29.15
PO#:	Voucher #:	26841	Invoice	Invoice No:	9/11/19	9/13/2019	Paid Amt: \$29.15
							Check Amount: \$29.15
0485	PCB	69364	1178		GENES REPAIR OF ROYALTON		Check
				E 01	005 760 000 720 350	BUS TIRE ROTATION	\$5,352.66
				E 01	020 211 000 000 350	BAND TRAILER ROTATION	\$95.00
				E 01	020 211 000 000 350	BAND TRAILER ROTATION	\$120.00
PO#:	Voucher #:	26834	Invoice	Invoice No:	9/11/19	9/13/2019	Paid Amt: \$5,567.66
							Check Amount: \$5,567.66

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	69365	3259		GLOBAL EQUIPMENT COMPANY INC		Check		
				E 01	005 760 000 720 401 SAFETY VEST			\$184.60	
	PO#:	Voucher #:	26865	Invoice	Invoice No: 114802519	9/13/2019	Paid Amt:	\$184.60	
							Check Amount:	\$184.60	
0485	PCB	69366	3104		GLYNLYON INC		Check		
				E 01	020 211 000 000 406 LIBRARY RENEWAL			\$7,250.00	
	PO#:	Voucher #:	26859	Invoice	Invoice No: OW39115341	9/13/2019	Paid Amt:	\$7,250.00	
							Check Amount:	\$7,250.00	
0485	PCB	69367	1182		GOPHER		Check		
				E 01	020 240 000 302 530 Ping Pong Tables			\$2,236.00	
				E 01	020 240 000 302 530 Folding Mats			\$1,270.00	
	PO#: 3830	Voucher #:	26823	Invoice	Invoice No: 9/11/19	9/13/2019	Paid Amt:	\$3,506.00	
				E 01	020 240 000 000 430 LACROSSE EQUIPMENT			\$904.15	
	PO#:	Voucher #:	26824	Invoice	Invoice No: 9/13/19	9/13/2019	Paid Amt:	\$904.15	
							Check Amount:	\$4,410.15	
0485	PCB	69368	1196		HANDYMANS INC.		Check		
				E 01	005 810 000 000 401 FILE BAR 4-DRAWER			\$141.42	
	PO#:	Voucher #:	26840	Invoice	Invoice No: 155308	9/13/2019	Paid Amt:	\$141.42	
				E 01	005 810 000 000 401 PLUMBING SUPPLIES			\$273.84	
	PO#:	Voucher #:	26860	Invoice	Invoice No: 154665	9/13/2019	Paid Amt:	\$273.84	
				E 01	005 810 000 000 401 CUSTODIAL SUPPLIES			\$183.00	
	PO#:	Voucher #:	26892	Invoice	Invoice No: 154162	9/13/2019	Paid Amt:	\$183.00	
							Check Amount:	\$598.26	
0485	PCB	69369	1220		HOLDINGFORD PUBLIC SCHOOL		Check		
				E 01	020 292 052 000 425 CC MEET			\$100.00	
	PO#:	Voucher #:	26806	Invoice	Invoice No: 9/11/19	9/13/2019	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	69370	1238		INNOVATIVE OFFICE SOLUTION		Check		
				E 01	020 211 000 000 430 Additional office supplies			\$80.48	
	PO#: 3840	Voucher #:	26885	Invoice	Invoice No: IN2647209	9/13/2019	Paid Amt:	\$80.48	
							Check Amount:	\$80.48	
0485	PCB	69371	1241		ISCORP		Check		
				E 01	005 110 000 000 305 SKYWARD HOSTING			\$126.00	
	PO#:	Voucher #:	26873	Invoice	Invoice No: 9/1/19	9/13/2019	Paid Amt:	\$126.00	
							Check Amount:	\$126.00	
0485	PCB	69372	3600		J & R EQUIPMENT REPAIR	113	Check		
				E 01	020 211 000 000 350 MAINT. ON FITNESS CENTER EQUIPMENT			\$203.35	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	69372	3600		J & R EQUIPMENT REPAIR		Check
				E 04	005 505 000 321 305	MAINT. ON FITNESS CENTER EQUIPMENT	\$203.35
PO#:	Voucher #:	26858	Invoice	Invoice No:	4454	9/13/2019	Paid Amt: \$406.70
							Check Amount: \$406.70
0485	PCB	69373	1247		J W PEPPER & SON INC		Check
				E 01	020 298 065 000 401	Monster/Marching Band	\$70.00
				E 01	020 298 065 000 401	Wake Me Up/Marching Band	\$70.00
				E 01	020 298 065 000 401	Pretender/Marching Band	\$70.00
				E 01	020 298 065 000 401	Shipping/Marching Band	\$36.99
				E 01	020 298 065 000 401	Handling/Marching Band	\$1.00
				E 01	020 258 000 000 430	Immigrant Song/Music	\$58.00
				E 01	020 258 000 000 430	Cheap Thrills/Music	\$55.00
				E 01	020 258 000 000 430	Samba Ti Kaye/Music	\$55.00
				E 01	020 258 000 000 430	Angel Eyes/Music	\$52.00
				E 01	020 258 000 000 430	The Clumsy Clown/Music	\$40.00
				E 01	020 258 000 000 430	Top Secret!/Music	\$49.00
				E 01	020 258 000 000 430	12 the Clock Strikes/Music	\$45.00
				E 01	020 258 000 000 430	Surge/Music	\$44.00
				E 01	020 258 000 000 430	Rising Star/Music	\$45.00
				E 01	020 258 000 000 430	The Phantom Herd/Music	\$56.00
				E 01	020 258 000 000 430	Arabian Dances/Music	\$85.00
				E 01	020 258 000 000 430	Danny Boy/Music	\$60.00
				E 01	020 258 000 000 430	American Flourish/Music	\$76.00
				E 01	020 258 000 000 430	Romanesque/Music	\$68.00
				E 01	020 258 000 000 430	Romanesque Additional Scores/Music	\$18.00
				E 01	020 258 000 000 430	Hypnotic Memories/Music	\$85.00
				E 01	020 258 000 000 430	God's Country/Music	\$90.00
				E 01	020 258 000 000 430	God's Country Additional Scores/Music	\$33.00
PO#: 3857	Voucher #:	26804	Invoice	Invoice No:	174554780	9/13/2019	Paid Amt: \$1,261.99
							Check Amount: \$1,261.99
0485	PCB	69374	3911		JOHN WAKEMAN		Check
				E 01	020 294 054 000 420	OFFICIAL FOR FOOTBALL	\$100.00
PO#:	Voucher #:	26897	Invoice	Invoice No:	9/1/19	9/13/2019	Paid Amt: \$100.00
							Check Amount: \$100.00
0485	PCB	69376	1267		KEMPS		Check
				E 02	005 770 000 701 495	MILK	\$176.90
PO#:	Voucher #:	26814	Invoice	Invoice No:	20010901281	114 9/13/2019	Paid Amt: \$176.90
				E 02	005 770 000 701 495	MILK	\$177.30
PO#:	Voucher #:	26815	Invoice	Invoice No:	20010901280	9/13/2019	Paid Amt: \$177.30

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	69376	1267		KEMPS		Check		
				E 02 005 770	000 701 495 MILK			\$132.75	
PO#:	Voucher #:	26816	Invoice	Invoice No:	20010901282	9/13/2019	Paid Amt:	\$132.75	
				E 02 005 770	000 701 495 MILK			\$343.00	
PO#:	Voucher #:	26846	Invoice	Invoice No:	20010901218	9/13/2019	Paid Amt:	\$343.00	
				E 02 005 770	000 701 495 MILK			\$454.60	
PO#:	Voucher #:	26847	Invoice	Invoice No:	20010901217	9/13/2019	Paid Amt:	\$454.60	
				E 02 005 770	000 701 495 MILK			\$177.80	
PO#:	Voucher #:	26848	Invoice	Invoice No:	20010901214	9/13/2019	Paid Amt:	\$177.80	
							Check Amount:	\$1,462.35	
0485	PCB	69377	3889		KEN'S KAN'S		Check		
				E 01 020 292	000 000 305 6 RENTALS			\$450.00	
PO#:	Voucher #:	26821	Invoice	Invoice No:	125327	9/13/2019	Paid Amt:	\$450.00	
				E 01 020 292	000 000 305 6 RENTAL			\$450.00	
PO#:	Voucher #:	26880	Invoice	Invoice No:	115734	9/13/2019	Paid Amt:	\$450.00	
							Check Amount:	\$900.00	
0485	PCB	69378	3901		LARRY SCHNOOR		Check		
				E 01 020 298	061 000 366 REGISTRATION FOR CTAM			\$85.00	
PO#:	Voucher #:	26827	Invoice	Invoice No:	9/6/19	9/13/2019	Paid Amt:	\$85.00	
				E 01 020 298	069 000 366 COACH WORKSHOP			\$85.00	
PO#:	Voucher #:	26828	Invoice	Invoice No:	9/11/19	9/13/2019	Paid Amt:	\$85.00	
							Check Amount:	\$170.00	
0485	PCB	69379	3436		LEARNING SCIENCE INTERNATIONAL		Check		
				E 01 010 203	000 000 305 MAMARZANO PROTOCOL + LIBRARY, RENE			\$2,000.00	
				E 01 020 211	000 000 305 MARZANO PROTOCOL + LIBRARY, RENEW.			\$2,000.00	
PO#:	Voucher #:	26862	Invoice	Invoice No:	Q-11915	9/13/2019	Paid Amt:	\$4,000.00	
							Check Amount:	\$4,000.00	
0485	PCB	69380	3682		LINCOLN ELECTRIC COMPANY		Check		
				E 01 020 301	000 830 433 Welding Supplies			\$744.50	
PO#: 3850	Voucher #:	26853	Invoice	Invoice No:	908707390/908710500	9/13/2019	Paid Amt:	\$744.50	
							Check Amount:	\$744.50	
0485	PCB	69381	3908		LLOYD WRIGHT		Check		
				R 02 005 770	000 701 601 REFUND FOR LUNCH MONEY			\$11.10	
PO#:	Voucher #:	26845	Invoice	Invoice No:	9/11/19	9/13/2019	Paid Amt:	\$11.10	
							Check Amount:	\$11.10	
0485	PCB	69382	1899		MARCO		Check		
				E 01 005 690	690 000 305 RE-RECORD AUTO ATTENDANTS			\$67.50	
PO#:	Voucher #:	26905	Invoice	Invoice No:	INV6723354	9/13/2019	Paid Amt:	\$67.50	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	69382	1899		MARCO		Check		
				E 01	005 110 000 000 350	USAGE CHARGE		\$95.00	
PO#:	Voucher #:	26835	Invoice	Invoice No:	INV6731184	9/13/2019	Paid Amt:	\$95.00	
				E 01	005 110 000 000 356	MAINT. AGREEMENT		\$844.64	
PO#:	Voucher #:	26836	Invoice	Invoice No:	INV6731183	9/13/2019	Paid Amt:	\$844.64	
							Check Amount:	\$1,007.14	
0485	PCB	69383	1314		MASSP		Check		
				E 01	020 050 000 000 820	MEMBERSHIP		\$969.00	
PO#:	Voucher #:	26851	Invoice	Invoice No:	9/11/19	9/13/2019	Paid Amt:	\$969.00	
							Check Amount:	\$969.00	
0485	PCB	69384	3903		MCTLC		Check		
				E 01	020 640 000 316 366	FALL CONFERENCE		\$180.00	
PO#:	Voucher #:	26837	Invoice	Invoice No:	03762	9/13/2019	Paid Amt:	\$180.00	
							Check Amount:	\$180.00	
0485	PCB	69385	1325		MELROSE HIGH SCHOOL		Check		
				E 01	020 292 052 000 425	VB TOURNAMENT		\$50.00	
PO#:	Voucher #:	26872	Invoice	Invoice No:	9/11/19	9/13/2019	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
0485	PCB	69386	2392		MICHAEL SIMONES		Check		
				E 01	020 294 054 000 420	OFFICIAL FOOTBALL		\$100.00	
PO#:	Voucher #:	26895	Invoice	Invoice No:	9/1/19	9/13/2019	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	69387	2524		MIDCONTINENT		Check		
				E 01	005 810 000 000 320	INTERNET 8/26/19 THRU 9/25/19		\$165.00	
PO#:	Voucher #:	26869	Invoice	Invoice No:	14529320110594	9/13/2019	Paid Amt:	\$165.00	
							Check Amount:	\$165.00	
0485	PCB	69388	1333		MIDWAY IRON		Check		
				E 01	020 301 000 830 433	Welding Metal		\$743.07	
PO#: 3852	Voucher #:	26820	Invoice	Invoice No:	434401	9/13/2019	Paid Amt:	\$743.07	
							Check Amount:	\$743.07	
0485	PCB	69389	3199		MINNESOTA MATHEMATICS LEAGUE		Check		
				E 01	010 218 000 388 430	MATH LEAGUE LEARNING SYSTEM		\$99.90	
PO#:	Voucher #:	26879	Invoice	Invoice No:	142183-6	9/13/2019	Paid Amt:	\$99.90	
							Check Amount:	\$99.90	
0485	PCB	69390	1346		MINNESOTA POWER		Check		
				E 01	020 810 000 000 331	CONCESSIONS POWER		\$51.07	
PO#:	Voucher #:	26881	Invoice	Invoice No:	9/11/19	9/13/2019	Paid Amt:	\$51.07	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	69390	1346		MINNESOTA POWER		Check		
				E 01 020 810 000 000 331	POWER ATHLETIC FIELD			\$355.77	
PO#:	Voucher #:	26882	Invoice	Invoice No:	9/12/19	9/13/2019	Paid Amt:	\$355.77	
				E 01 020 810 000 000 331	HS/MS BUILDING POWER			\$6,858.58	
PO#:	Voucher #:	26883	Invoice	Invoice No:	9/13/19	9/13/2019	Paid Amt:	\$6,858.58	
				E 01 010 810 000 000 331	ELEM. SCHOOL POWER			\$1,835.94	
PO#:	Voucher #:	26884	Invoice	Invoice No:	9-12-19	9/13/2019	Paid Amt:	\$1,835.94	
							Check Amount:	\$9,101.36	
0485	PCB	69391	3902		MN STATE HIGH SCHOOL COACHES ASSOCIATION		Check		
				E 01 020 292 000 000 820	COACHES ASSOCIATION DUES			\$55.00	
PO#:	Voucher #:	26822	Invoice	Invoice No:	603	9/13/2019	Paid Amt:	\$55.00	
				E 01 020 292 000 000 401	COACHES ASSOCIATION DUES			\$100.00	
PO#:	Voucher #:	26838	Invoice	Invoice No:	9/11/19	9/13/2019	Paid Amt:	\$100.00	
				E 01 020 292 000 000 820	COACHES DUES FOR MSHSL MEMBERSHI			\$590.00	
PO#:	Voucher #:	26900	Invoice	Invoice No:	9/3/19	9/13/2019	Paid Amt:	\$590.00	
							Check Amount:	\$745.00	
0485	PCB	69392	1375		NAPA AUTO PARTS		Check		
				E 01 005 760 000 720 401	PAINT			\$20.07	
PO#:	Voucher #:	26833	Invoice	Invoice No:	9/11/19	9/13/2019	Paid Amt:	\$20.07	
							Check Amount:	\$20.07	
0485	PCB	69393	2168		NICROS, INC		Check		
				E 01 020 240 000 000 430	Climbing Chalk Ball			\$15.60	
				E 01 020 240 000 000 430	SHIPPING & HANDLING			\$14.62	
PO#: 3853	Voucher #:	26876	Invoice	Invoice No:	08281901	9/13/2019	Paid Amt:	\$30.22	
							Check Amount:	\$30.22	
0485	PCB	69394	1915		NORTH CENTRAL BUS SALES		Check		
				E 01 005 760 000 302 548	2020 Bluebrid Bus			\$88,157.51	
PO#: 3808	Voucher #:	26877	Invoice	Invoice No:	6854	9/13/2019	Paid Amt:	\$88,157.51	
							Check Amount:	\$88,157.51	
0485	PCB	69395	1406		PAN-O-GOLD BAKING CO		Check		
				E 02 005 770 000 701 490	BREAD FOR LUNCH			\$95.60	
PO#:	Voucher #:	26810	Invoice	Invoice No:	9/11/19	9/13/2019	Paid Amt:	\$95.60	
							Check Amount:	\$95.60	
0485	PCB	69396	3030		PC PARTS PLUS		Check		
				E 01 020 211 690 000 401	ADA-SNG-8784-4 HP 11 G6 EE Chromebook			\$639.80	
PO#: 3819	Voucher #:	26818	Invoice	Invoice No:	27196	9/13/2019	Paid Amt:	\$639.80	
							Check Amount:	\$639.80	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	69397	1998		PEARSON		Check		
				E 01	010 203 000 000 406	Math 2-5 subscription		\$1,837.99	
				E 01	010 203 000 000 406	Math 2-5 subscription		(\$1,837.99)	
				E 01	010 216 000 401 430	Math 2-5 subscription		\$1,837.99	
	PO#: 3827	Voucher #:	26856	Invoice	Invoice No: 7026862591	9/13/2019	Paid Amt:	\$1,837.99	
							Check Amount:	\$1,837.99	
0485	PCB	69398	1423		PIERZ PUBLIC SCHOOL		Check		
				E 01	020 292 052 000 425	PIERZ PIONEER STAMPEDE CC MEET		\$100.00	
	PO#:	Voucher #:	26805	Invoice	Invoice No: 9/11/19	9/13/2019	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	69399	1786		PIONEER DRAMA SERVICE		Check		
				E 01	020 298 061 000 401	Princess and the Pauper Scripts - Sr. High		\$116.00	
				E 01	020 298 061 000 401	Princess and the Pauper Royalties - Sr. High		\$165.00	
				E 01	020 298 061 000 401	Faery Free-for-All Scripts - Jr. High		\$141.75	
				E 01	020 298 061 000 401	Faery Free-for-All Royalties - Jr. High		\$90.00	
				E 01	020 298 061 000 401	Shipping and Handling for Scripts		\$19.00	
	PO#: 3843	Voucher #:	26868	Invoice	Invoice No: 589145	9/13/2019	Paid Amt:	\$531.75	
							Check Amount:	\$531.75	
0485	PCB	69400	3681		POWER DISTRIBUTORS		Check		
				E 01	020 301 000 830 433	Small Engine Parts		\$366.09	
	PO#: 3854	Voucher #:	26906	Invoice	Invoice No: 77721555/77722694	9/13/2019	Paid Amt:	\$366.09	
							Check Amount:	\$366.09	
0485	PCB	69401	1439		PROJECT LEAD THE WAY INC		Check		
				E 01	020 260 255 000 430	Diagnosing Diabetes Refil Kit		\$146.00	
				E 01	020 260 255 000 430	Blood Typing Refill		\$64.00	
	PO#: 3864	Voucher #:	26829	Invoice	Invoice No: 206140	9/13/2019	Paid Amt:	\$210.00	
				E 01	010 218 000 388 430	Launch Logs 2.1 - 5 pack		\$90.00	
	PO#: 3882	Voucher #:	26863	Invoice	Invoice No: 206255	9/13/2019	Paid Amt:	\$90.00	
							Check Amount:	\$300.00	
0485	PCB	69402	3909		PUNDSACK CABINETS LLC		Check		
				E 01	005 810 000 000 530	CABINTS FOR BAND ROOM		\$2,975.00	
	PO#:	Voucher #:	26852	Invoice	Invoice No: 9/11/19	9/13/2019	Paid Amt:	\$2,975.00	
							Check Amount:	\$2,975.00	
0485	PCB	69403	3113		REPUBLIC SERVICES		Check		
				E 01	005 810 000 000 319	WASTE MANAGEMENT		\$568.28	
				E 01	005 810 000 000 319	WASTE MANAGEMENT		\$896.55	
	PO#:	Voucher #:	26866	Invoice	Invoice No: 000937551/937550	9/13/2019	Paid Amt:	\$1,464.83	
							Check Amount:	\$1,464.83	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	69404	1460		RESOURCE TRAINING & SOL		Check		
				E 01	020 690 690 000 366	TECHNOLOGY NETWORK WORKSHOP		\$192.00	
PO#:	Voucher #:	26830	Invoice		Invoice No: 9/11/19	9/13/2019	Paid Amt:	\$192.00	
							Check Amount:	\$192.00	
0485	PCB	69405	3228		ROLLERBLADE USA		Check		
				E 01	020 240 000 000 430	Wrist Guards		\$138.00	
				E 01	020 240 000 000 430	SHIPPING & HANDLING		\$25.00	
PO#: 3855	Voucher #:	26817	Invoice		Invoice No: 187523	9/13/2019	Paid Amt:	\$163.00	
							Check Amount:	\$163.00	
0485	PCB	69406	1477		ROYALTON LUMBER & HDWE		Check		
				E 01	020 296 058 000 430	VB TOURNAMENT		\$12.98	
				E 01	005 810 000 000 401	BUILDING SUPPLIES		\$1,632.68	
PO#: 3815	Voucher #:	26864	Invoice		Invoice No: 820480	9/13/2019	Paid Amt:	\$1,645.66	
							Check Amount:	\$1,645.66	
0485	PCB	69407	2087		RUPP, ANDERSON, SQUIRES & WALDSPURGER, PA		Check		
				E 01	005 020 000 000 305	PRINCIPAL INTEREST ARBITRATION		\$70.50	
PO#:	Voucher #:	26903	Invoice		Invoice No: 9479	9/13/2019	Paid Amt:	\$70.50	
							Check Amount:	\$70.50	
0485	PCB	69408	1978		SAUK RAPIDS RICE		Check		
				E 01	020 296 058 000 425	VB TOURNAMENT ENTRY FEE		\$190.00	
PO#:	Voucher #:	26849	Invoice		Invoice No: 9/5/19	9/13/2019	Paid Amt:	\$190.00	
							Check Amount:	\$190.00	
0485	PCB	69409	1493		SCHOLASTIC INC		Check		
				E 01	010 203 000 000 430	Let's Find Out - Kindergarten - Mrs. Seguin		\$138.00	
				E 01	010 203 000 000 430	SHIPPING		\$87.40	
				E 01	010 203 000 000 430	Let's Find Out - Kindergarten - Mrs. Shaughne		\$138.00	
				E 01	010 203 000 000 430	Let's Find Out - Kindergarten - Ms. Larson		\$138.00	
				E 01	010 203 000 000 430	Scholastic News - Grade 1 - Mrs. Wiersgalla		\$115.00	
				E 01	010 203 000 000 430	Scholastic News - Grade 1 - Mrs. Hemminger		\$115.00	
				E 01	010 203 000 000 430	Scholastic News - Grade 1 - Mrs. Petron		\$115.00	
				E 01	010 203 000 000 430	Scholastic News - Grade 3 - Mrs. Beaman		\$115.00	
PO#: 3838	Voucher #:	26825	Invoice		Invoice No: M6839209	9/13/2019	Paid Amt:	\$961.40	
				E 01	010 203 000 000 430	Scholastic News - Grade 3 - Mrs. Kelly		\$109.25	
				E 01	010 203 000 000 430	Scholastic News - Grade 3 - Mrs. Scott		\$109.25	
				E 01	010 203 000 000 430	SHIPPING		\$21.86	
PO#: 3733	Voucher #:	26826	Invoice		Invoice No: M6801053	9/13/2019	Paid Amt:	\$240.36	
							Check Amount:	\$1,201.76	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	69410	1499		SCHOOL SPECIALTY INC		Check
				E 01 010 218 000 388 430	085929 Pom Pon Classroom Pk.		\$26.50
				E 01 010 218 000 388 430	2013728 Sip N Joy Paper Straws		\$20.64
				E 01 010 218 000 388 430	085743 Sequins 1 lb.		\$25.86
				E 01 010 218 000 388 430	085869 Wiggle Eyes 1000 pk.		\$23.78
				E 01 010 218 000 388 430	086303 Feathers 3000 pk		\$25.73
				E 01 010 218 000 388 430	1597450 Glue Stick 20 pk.		\$7.26
				E 01 010 218 000 388 430	2007496 Solo Cups 3 oz.		\$12.08
PO#:	3845	Voucher #:	26875	Invoice	Invoice No: 208123802576	9/13/2019	Paid Amt: \$141.85
				E 01 010 203 000 000 430	Soft Puddy-Red-9-007589-400		\$6.88
				E 01 010 203 000 000 430	X-Soft-soft 2oz yellow		\$6.88
				E 01 010 203 000 000 430	XX Soft 2 oz Tan		\$6.88
				E 01 010 203 000 000 430	Chewy Tubes-9-024969-400, knobby tube-REI		\$21.42
				E 01 010 203 000 000 430	Vibes Hi Fedlity Ear plugs-9-1599298-400		\$49.26
				E 01 010 203 000 000 430	Califone-Hearing Safe Headphones-9-130188f		\$20.85
				E 01 010 203 000 000 430	Color Mix-9-1538873-400		\$15.58
				E 01 010 203 000 000 430	Fiber Optic Lights-9-1538870-400		\$13.84
				E 01 010 203 000 000 430	Ball set-9.1323694-400		\$25.99
				E 01 010 203 000 000 430	large timer 9-084084-400		\$6.95
				E 01 010 203 000 000 430	shipping		\$0.00
PO#:	3739	Voucher #:	26854	Invoice	Invoice No: 54410374	9/13/2019	Paid Amt: \$174.53
							Check Amount: \$316.38
0485	PCB	69411	1503		SCRIPPS NATL SPELLING BEE		Check
				E 01 010 218 000 388 430	GUIDE/PRONOUNCER/STUDY LIST		\$172.50
PO#:		Voucher #:	26878	Invoice	Invoice No: SK32-338141	9/13/2019	Paid Amt: \$172.50
							Check Amount: \$172.50
0485	PCB	69412	2464		SPEER CHIROPRACTIC		Check
				E 01 005 760 000 720 305	DOT PHYSICAL-PAUL ZIMNY		\$100.00
PO#:		Voucher #:	26904	Invoice	Invoice No: 8/23/19	9/13/2019	Paid Amt: \$100.00
							Check Amount: \$100.00
0485	PCB	69413	3270		STAPLES MOTLEY ISD #2170		Check
				E 01 020 296 058 000 425	VARSITY VB TOURNAMENT		\$125.00
PO#:		Voucher #:	26839	Invoice	Invoice No: 9/11/19	9/13/2019	Paid Amt: \$125.00
							Check Amount: \$125.00
0485	PCB	69414	2577		SYSCO WESTERN MINNESOTA INC		Check
				E 02 005 770 000 701 490	CEMMODITIES		\$60.75
PO#:		Voucher #:	26807	Invoice	Invoice No: 153590012	9/13/2019	Paid Amt: \$60.75
				E 02 005 770 000 705 490	FOOD FOR BREAKFAST/LUNCH		\$343.35
				E 02 005 770 000 707 490	FOOD FOR BREAKFAST/LUNCH		\$160.56

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	69414	2577		SYSCO WESTERN MINNESOTA INC		Check		
				E 02 005 770 000 701 490	FOOD FOR BREAKFAST/LUNCH		\$713.23		
PO#:	Voucher #:	26808	Invoice	Invoice No:	153590011	9/13/2019	Paid Amt:	\$1,217.14	
				E 02 005 770 000 705 490	FOOD FOR LUNCH/BREAKFAST		\$591.72		
				E 02 005 770 000 701 490	FOOD FOR LUNCH/BREAKFAST		\$2,742.82		
				E 02 005 770 000 701 401	FOOD FOR LUNCH/BREAKFAST		\$61.28		
PO#:	Voucher #:	26809	Invoice	Invoice No:	153584756	9/13/2019	Paid Amt:	\$3,395.82	
							Check Amount:	\$4,673.71	
0485	PCB	69415	1556		TEACHER DIRECT		Check		
				E 01 010 203 000 000 430	Poley Envelopes 341-58000 CL		\$52.80		
				E 01 010 203 000 000 430	Nameplates 341-119026 CD		\$8.88		
				E 01 010 203 000 000 430	Magnet Dots 341-735007 DOW		\$4.88		
				E 01 010 203 000 000 430	No Yell Bell 341-1250 EI		\$24.88		
				E 01 010 203 000 000 430	Star of the Week 341-306 TNT		\$10.88		
				E 01 010 203 000 000 430	DotADot Art 341-101 DOT		\$13.88		
				E 01 010 203 000 000 430	clipboard 341-89243 CLI		\$7.40		
				E 01 010 203 000 000 430	3 hole punch 341-033 CLI		\$7.88		
				E 01 010 203 000 000 430	6 Flair Pens 341-1982365 SAN		\$7.88		
				E 01 010 203 000 000 430	5pk Fashion Pencils 341-1862166 SAN		\$5.36		
				E 01 010 203 000 000 430	Eraser Paw 341-10017 ASH		\$3.68		
PO#: 3717	Voucher #:	26893	Invoice	Invoice No:	INV/2019/32167/60	9/13/2019	Paid Amt:	\$148.40	
				E 01 010 203 000 000 430	339-626648 ELP number-bond cards multi & c		\$10.48		
				E 01 010 203 000 000 430	339-63953 TCR Math Splat Multiplication		\$11.88		
				E 01 010 203 000 000 430	339-9005 NS North star desk plates		\$6.48		
				E 01 010 203 000 000 430	340-10403 ASH Clear adhesive nameplate po		\$10.88		
				E 01 010 203 000 000 430	340-77120 CLI 12" double beveled wood ruler		\$2.66		
				E 01 010 203 000 000 430	340-29010 CLI 10 dry erase pockets		\$22.96		
				E 01 010 203 000 000 430	339-501537 SC Graphic organizer - all about r		\$13.48		
				E 01 010 203 000 000 430	340-3613 EMC daily reading comprehension -		\$24.38		
				E 01 010 203 000 000 430	340-1017 ESP Exceptional hardwood geometr		\$6.88		
PO#: 3773	Voucher #:	26894	Invoice	Invoice No:	INV/2019/32966/83	9/13/2019	Paid Amt:	\$110.08	
							Check Amount:	\$258.48	
0485	PCB	69416	1559		TECH CHECK		Check		
				E 01 005 690 690 302 555	Wireless Controller Install (Labor)		\$2,200.00		
PO#: 3789	Voucher #:	26887	Invoice	Invoice No:	37974	9/13/2019	Paid Amt:	\$2,200.00	
							Check Amount:	\$2,200.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	69417	3488		TRUSTED EMPLOYEES		Check
				E 01	020 211 000 000 305	BACKGROUND CHECKS	\$38.00
	PO#:	Voucher #:	26902	Invoice	Invoice No: 08201923459S	9/13/2019	Paid Amt: \$38.00
							Check Amount: \$38.00
0485	PCB	69418	2279		VEX ROBOTICS INC		Check
				E 01	010 218 000 388 430	228-2530 Controller	\$39.99
				E 01	010 218 000 388 430	228-2604 Robot Battery NiMH	\$19.99
				E 01	010 218 000 388 430	Shipping - Ground	\$13.56
	PO#: 3836	Voucher #:	26812	Invoice	Invoice No: 397240	9/13/2019	Paid Amt: \$73.54
							Check Amount: \$73.54
							Report Total: \$231,431.84

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$219,668.00
02	Food Service	\$9,586.50
04	Community Service	\$1,427.34
12	Student Activities	\$750.00
Report Total		\$231,431.84

Royalton Public Schools
Timecard Archive Detail

Id:	Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unit Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Created By		
Id: 440	08/31/2019	Dubbin, Micah	P	EBENONW2			0.00									
			P	EBENONW2				78.27	\$78.27	01-005-810-000-000-412	1	08/15/2019	00	Clothing	819	
			P	EBENONW2				0.00	\$22.99	01-005-810-000-000-412	1	08/15/2019	00	Clothing	819	
			Units Subtotal:		0.00					\$101.26						
Units:		0.00						\$101.26	01-005-810-000-000-412							
Totals:		0.00						\$101.26								
Id: 232	08/15/2019	Marschel, Michael	P	EBENONW2			0.00									
			P	EBENONW2				100.00	\$100.00	01-020-292-052-000-185	1	07/31/2019	00	CC Clinic	819	
			Units Subtotal:		0.00					\$100.00						
			Units:		0.00						\$100.00					
Totals:		0.00						\$100.00								
Id: 325	08/15/2019	Swenson, Joel	P	EBENONW2			0.00									
			P	EBENONW2				80.91	\$80.91	04-005-505-000-321-401	3	07/31/2019	00	DQ Sandlot	819	
			Units Subtotal:		0.00					\$80.91						
			Units:		0.00						\$80.91					
Totals:		0.00						\$80.91								
Id: 768	08/31/2019	Zimny, Paul	P	EBENONW2			0.00									
			P	EBENONW2				44.95	\$44.95	04-005-505-000-321-401	1	08/15/2019	00	Softball Rein	819	
			Units Subtotal:		0.00					\$44.95						
			Units:		0.00						\$44.95					
Totals:		0.00						\$44.95								
Employee Count		4						\$327.12								

leave > Inbox x



Ashley Britz

to Dawn, me ▾

Hi there ladies,

I am writing to inform you that I will be needing a maternity leave starting approx. December 17th for 12 weeks. If I need to provide something else please let me know :)

Thanks,



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Ashley Britz, RN, LSN

Royalton ISD 485 District Nurse

MS/HS: 320-584-4243

Elementary: 320-584-4162

Fax: 320-584-4101

Aug 27, 2019, ·