



AGENDA
REGULAR MEETING
ROYALTON BOARD OF EDUCATION
EARLY CHILDHOOD ENTRANCE FOYER, ENTER DOOR #1
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
JUNE 27, 2022
6:00 PM

1. **Call to Order**
2. **Pledge to Flag**
3. **Roll Call**
4. **Board Chair Comment**
5. **Approval of Agenda**
6. **Appreciation, Recognition and Presentations** 3
7. **Recognition of Citizens for Input Purposes**
8. **Reports/News**
 - a. Board Committee Report
 - b. Superintendent Report
 - c. Business Manager Report
 - d. Principal Report
 - e. Athletic Director
9. **Consent Agenda Approval**

***The Board is consenting to approve items listed below as presented, at one time. At any point a Director can pull an item off the consent agenda for further discussion.**

 - a. Approval of Regular Board Meeting Minutes 4
 - b. Claims, Accounts and Financial 8

Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.
 - c. Approval of Resignations 9
 - d. Approval of Leave of Absence 10
 - e. Approval of Retirement 11
 - f. Approval of New Hires 16

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.
10. **Discussion/Information/Action Items**
 - a. Approval of Donations by Resolution 11
 - b. Grant from Initiative Foundation for \$5772.10 13
 - c. New Budget for FY23 15
 - d. LTFM Budget for FY23 16
 - e. IRS Mileage Reimbursement Increase 16

f. Resolution Establishing Dates for Filing Affidavits of Candidacy	19
g. Employee Handbook Presentation	21
h. AP/AD MOU	39
i. FFA Nationals	41
j. Volleyball Fundraiser	
k. Broadcasting Advertisement Agreement	
l. MSHSL Resolution for Membership	42

Video to be shown (annual requirement)

m. Royalton Public Schools - A Year in Review

n. Policy Readings

1. First Policy Reading	44
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103 - Complaints - Student, Employees, Parents, Other Persons

211 - Criminal or Civil Action Against School District, School Board Member, Employee, or Student

519 - Interviews of Students by Outside Agencies

613 - Graduate Requirements

2. Approval of Second Policy Reading (final reading due to minor changes)	64
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410 - Family and Medical Leave Policy

3. Approval of Third Policy Reading	74
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714 - Fund Balances

o. Amended in Agenda to add Resolution for IOwA	77
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11. **Upcoming Meeting Schedule**

1. Wednesday, July 13, 9:00 AM Policy Meeting

2. Tuesday, July 19, 12:00 PM Finance Meeting

3. Monday, July 25, 6:00 PM Regular Board Meeting

12. Close Meeting for Superintendent Evaluation as permitted by MN Statute Section 13D.05

13. **Adjournment**

Recognitions 06.27.22

State Track:

Connor Carlson - 7th place in the 400 meter

Mya Yourczek - 8th place in the triple jump and 13th in shot put

James Vannurden - 12th in the high jump

Aurora Walberg - 12th in the high jump

Regular Meeting

Monday, May 23, 2022 6:00 PM

ECC RM PK 15, 120 South Hawthorn Street, Royalton, MN 56373

Tyra Baumann: Present
Russ Gerads: Present
Randy Hackett: Present
Rian Hofstad: Present
Mary Lange: Present
Angela Roering: Absent

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comment

5. Approval of Agenda

Approval of Agenda as Amended. Add Technology Integration Contract after letter 10.h. Take Policy 413 off of the first reading. This motion, made by Rian Hofstad and seconded by Mary Lange, Passed.

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela Roering: Absent
Yea: 5, Nay: 0, Absent: 1

6. Appreciation, Recognition and Presentations

7. Recognition of Citizens for Input Purposes

8. Reports/News

8.a. Board Committee Report

8.b. Superintendent Report

8.c. Business Manager Report

8.d. Principal Report

9. Consent Agenda Approval

***The Board is consenting to approve items listed below as presented, at one time. At any point a Director can pull an item off the consent agenda for further discussion.**

Approval of All Items on Consent Agenda. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela Roering: Absent
Yea: 5, Nay: 0, Absent: 1

9.a. Approval of Regular Board Meeting Minutes

9.b. Claims, Accounts and Financial
Approve accounts payable and receivables,
and employee reimbursements as attached and
approve all other financial reports as
presented.

9.c. Approval of New Hires

9.d. Approval of Resignations

10. Discussion/Information/Action Items

10.a. Approval of Donations by Resolution
Motion to Approve Donations by Resolution.
This motion, made by Tyra Baumann and
seconded by Mary Lange, Passed.

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela Roering: Absent
Yea: 5, Nay: 0, Absent: 1

10.b. New Budget Presentation

10.c. Request for Liquidation of Kitchen
Equipment
Motion to Approve Liquidation of Kitchen
Equipment and Upgrade Elementary Kitchen.
This motion, made by Tyra Baumann and
seconded by Mary Lange, Passed.

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela Roering: Absent
Yea: 5, Nay: 0, Absent: 1

10.d. Employee Handbook Presentation
Motion to Table the Approval of the
Employee Handbook. This motion, made by
Randy Hackett and seconded by Tyra
Baumann, Passed.

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea

Rian Hofstad: Yea
Mary Lange: Yea
Angela Roering: Absent
Yea: 5, Nay: 0, Absent: 1

10.e. Summer School Presentation Update

10.f. Principal's Contract

Motion to Approve Principal's Contract.

This motion, made by Tyra Baumann and seconded by Rian Hofstad, Passed.

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela Roering: Absent
Yea: 5, Nay: 0, Absent: 1

10.g. Human Resource Contract

Motion to Approve Human Resource Contract.

This motion, made by Rian Hofstad and seconded by Mary Lange, Passed.

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela Roering: Absent
Yea: 5, Nay: 0, Absent: 1

10.h. Building and Grounds Contract

Motion to Approve Building and Grounds Contract. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela Roering: Absent
Yea: 5, Nay: 0, Absent: 1

10.i. Technology Integration Specialist Contract

Motion to Approve Technology Integration Specialist Contract. This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed.

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela Roering: Absent
Yea: 5, Nay: 0, Absent: 1

10.j. Policy Readings

10.j.1. First Policy Readings

10.j.2. Second Policy Readings

10.j.3. Approval of Third Policy Reading

Approval of the Third Policy Reading.

This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed.

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela Roering: Absent

Yea: 5, Nay: 0, Absent: 1

11. Upcoming Meeting Schedule

12. Adjournment

The meeting was adjourned at 7:21pm. This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela Roering: Absent

Yea: 5, Nay: 0, Absent: 1

Board Secretary

Resignation 06.27.22

Becky Bzdok - Afterschool MAP

Retirement 06.27.22

Sue Oelrich - Transportation

Mel Oelrich - Transportation

New Hires 06.27.22

Amanda Billig - 3 Year Old Preschool Teacher

Vicki Blomme - 0.5 Elem 0.5 MS/HS SPED Teacher

Cynthia Ollman - Summer MAP-Assistant

Autumn Schoenrock - Summer MAP-Lead

Resolution for Acceptance of Gifts to the Royalton School District

Member _____ introduced the following resolution and moved its adoption:

WHEREAS all information is included in your packet;

Bowlus American Legion has generously donated \$100 to the Royalton High School Band towards future instrument and music purchases.

Elmdale Creamery Association has generously donated \$500 to Royalton FFA to be used at the organizations discretion.

Doug Luepke has generously donated \$50 to the Minnesota Honor Society for gatorade and water for future citywide clean up events.

St Cloud Morning Optimist Club has generously donated \$1000 to the Royalton Middle School/High School Robotics team to be used for registration, supplies, and/or tournament fees.

Jackie Koepp has generously donated a Photo Light Box to the art department which will be used for documenting student work and creating portfolios.

WHEREAS the conditions on these gifts are included in the packet.

THEREFORE, BE IT RESOLVED by the Royalton School Board to gratefully accept the gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member

_____ and upon a roll call vote being taken thereon, the

following voted

in favor thereof:

following voted against:

and the following abstained:

The foregoing resolution was approved this 27 day of June, 2022.

_____ Board Chair, Russ Gerads

_____ Board Clerk, Rian Hofstad

(320) 632-9255
405 First Street SE
Little Falls, MN 56345



ifound.org

06/06/2022

Royalton School District (ISD #485)
120 S Hawthorn St
Royalton, MN 56373

Re: Classroom Grants (breakdown below):

- \$324.52 – Katie Hemminger (Check #62316) – STEAM Bins
- \$1,000 – Kari Wiersgalla (Check #62317) – Creative Minds
- \$1,100 – Hannah Kahl (Check #62318) – Lego Education SPIKE
- \$509.26 – Tamara Shaughnessy (Check #62319) – Kindergarten STEAM
- \$695.70 – Alyssa Brown (Check #62320) – STEAM Lab
- \$413.29 – Nikki Seguin (Check #62322) – STEAM Building Materials for K
- \$1,041 – Kathy Brenny (Check #62323) – Becoming Better Prepared for the Future
- \$388.33 – Cassie Larson (Check #62324) – Kindergarten STEAM

Dear Superintendent Phelps,

We are pleased to present the enclosed grant checks on behalf of the Royalton Education Foundation, a partner fund of the Initiative Foundation. These generous grants totaling \$5,772.10 are awarded to support classroom innovation in the Royalton School District.

On behalf of the Royalton Education Foundation and the Initiative Foundation, I send our thanks for your shared commitment to our community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Zach Tabatt', is written over a light blue horizontal line.

Zach Tabatt
Nonprofit Development Program Officer

Grant Amount:	\$5,772.10
Check Numbers:	62316, 62317, 62318, 62319, 62320, 62322, 62323, 62324
Grant Purpose:	Classroom Innovation
Public Recognition:	Royalton Education Foundation of the Initiative Foundation
Tax Reporting:	A tax receipt has been provided to the donor by the Initiative Foundation
Acknowledgement to:	Royalton Education Foundation c/o Initiative Foundation 405 1st Street SE, Little Falls, MN 56345 grants@ifound.org

By accepting the enclosed grant check, Royalton School District (ISD #485) acknowledges and agrees to the following:

1. Grantee is a governmental unit, a public charity described in Section 501(c)(3) of the Internal Revenue Code and is not a "disqualified supporting organization."
2. No goods or services were rendered in exchange for this grant.
3. The recipient of this grant shall specifically reference the Initiative Foundation in all media releases and public relations materials where information regarding or resulting from this grant is presented and must say "This project was funded in part by the Initiative Foundation, a regional community foundation."
4. Some grantees may need to complete and submit final evaluation requirements.
5. The Grantee authorizes Initiative Foundation to use its name in lists of Initiative Foundation's grantees, including in social media and other publications.

ROYALTON
Budget / Fund Balance Overview (Next Year)
Proposed Adopted Budget - Next Year

General Fund - 01	Beginning				End of Year		Net Increase or Decrease
	Fund Balance	Revenues	Expenditures	Transfers	Proj. Balance		
422 Unassigned Fund Balan	2,001,631 21.06%	9,391,969	9,357,893	-	2,035,707 19.58%	34,076	
Restricted							
401 Student Activities	207,697	99,500	25	-	307,172	99,475	
402 Scholarships	38,243	13,000	10,000	-	41,243	3,000	
403 Staff Development	(0)	139,264	151,695	12,431	(0)	0	
424 Operating Capital	393,288	221,116	165,500	(50,000)	398,904	5,616	
438 Gifted and Talented	20,879	14,390	14,822	-	20,447	(432)	
441 Basic Skills Programs	(0)	133,673	148,419	14,746	0	0	
448 Achievement and Integration Revenue	-	-	-	-	-	-	
449 Safe Schools Levy	7,905	37,258	24,364	-	20,799	12,894	
467 Long-Term Facilities Maint	225,633	325,322	257,100	(52,325)	241,530	15,897	
472 Medical Assistance	62,425	15,000	100	-	77,325	14,900	
Subtotal Restricted	956,070	1,192,260	1,040,910	-	1,107,420	151,350	
460 Nonspendable	5,986	-	-	-	5,986	-	
Assigned Funds							
462 Assigned	470,000	-	-	-	470,000	-	
Assigned - "detail"	-	-	-	-	-	-	
Subtotal Assigned - 462	470,000	-	-	-	470,000	-	
Total General Fund	3,433,686	10,584,229	10,398,803	-	3,619,113	185,426	
Food Service Fund - 02							
460 Nonspendable	2,323	-	-	-	2,323	-	
464 Restricted	902	486,350	494,329	-	(7,077)	(7,979)	
463 Unassigned	-	-	-	-	-	-	
Total Food Service	3,225	486,350	494,329	-	(4,754)	(7,979)	
Community Services - 04							
460 Nonspendable	-	-	-	-	-	-	
464 Restricted	28,934	4,400	-	-	33,334	4,400	
Restricted / Reserved							
426 \$25 Taconite	-	-	-	-	-	-	
431 Community Education	191,449	190,772	123,897	-	258,324	66,875	
432 Early Childhood	51,010	43,477	30,000	-	64,487	13,477	
440 Teacher Development	-	-	-	-	-	-	
444 School Readiness	92,882	160,000	154,034	-	98,848	5,966	
447 Adult Basic Education	-	-	-	-	-	-	
452 Funded OPEB Liabilities	-	-	-	-	-	-	
Restricted/Reserved - Subtotal	335,341	394,249	307,931	-	421,659	86,318	
463 Unassigned	-	-	-	-	-	-	
Total Community Education	364,275	398,649	307,931	-	454,992	90,718	
Debt Service - 07							
464 Restricted	423,991	2,011,466	2,004,883	-	430,574	6,583	
463 Unassigned	-	-	-	-	-	-	
Total Debt Service Fund	423,991	2,011,466	2,004,883	-	430,574	6,583	
Trust - 08	-	-	-	-	-	-	
Total All Funds:	4,225,177	13,480,694	13,205,945	-	4,499,925	274,749	



IRS increases mileage rate for remainder of 2022

IR-2022-124, June 9, 2022

WASHINGTON — The Internal Revenue Service today announced an increase in the optional standard mileage rate for the final 6 months of 2022. Taxpayers may use the optional standard mileage rates to calculate the deductible costs of operating an automobile for business and certain other purposes.

For the final 6 months of 2022, the standard mileage rate for business travel will be 62.5 cents per mile, up 4 cents from the rate effective at the start of the year. The new rate for deductible medical or moving expenses (available for active-duty members of the military) will be 22 cents for the remainder of 2022, up 4 cents from the rate effective at the start of 2022. These new rates become effective July 1, 2022. The IRS provided legal guidance on the new rates in [Announcement 2022-13](#) [PDF](#), issued today.

In recognition of recent gasoline price increases, the IRS made this special adjustment for the final months of 2022. The IRS normally updates the mileage rates once a year in the fall for the next calendar

year. For travel from January 1 through June 30, 2022, taxpayers should use the rates set forth in [Notice 2022-03](#) [PDF](#).

"The IRS is adjusting the standard mileage rates to better reflect the recent increase in fuel prices," said IRS Commissioner Chuck Rettig. "We are aware a number of unusual factors have come into play involving fuel costs, and we are taking this special step to help taxpayers, businesses and others who use this rate."

While fuel costs are a significant factor in the mileage figure, other items enter into the calculation of mileage rates, such as depreciation and insurance and other fixed and variable costs.

The optional business standard mileage rate is used to compute the deductible costs of operating an automobile for business use in lieu of tracking actual costs. This rate is also used as a benchmark by the federal government and many businesses to reimburse their employees for mileage.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

The 14 cents per mile rate for charitable organizations remains unchanged as it is set by statute.

Midyear increases in the optional mileage rates are rare, the last time the IRS made such an increase was in 2011.

Mileage Rate Changes

Purpose	Rates 1/1 through 6/30/2022	Rates 7/1 through 12/31/2022
Business	58.5	62.5
Medical/Moving	18	22
Charitable	14	14

Page Last Reviewed or Updated: 13-Jun-2022

RESOLUTION ESTABLISHING DATES FOR
FILING AFFIDAVITS OF CANDIDACY

BE IT RESOLVED by the School Board of Independent School District No. 485, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 485 shall begin on August 2, 2022 and shall close on August 16, 2022. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 16, 2022.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 485
ROYALTON PUBLIC
SCHOOLS
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 485 shall begin on August 2, 2022, and shall close at 5:00 o'clock p.m. on August 16, 2022.

The general election shall be held on Tuesday, November 8, 2022. At that election, three members will be elected to the School Board for terms of four (4) years each.

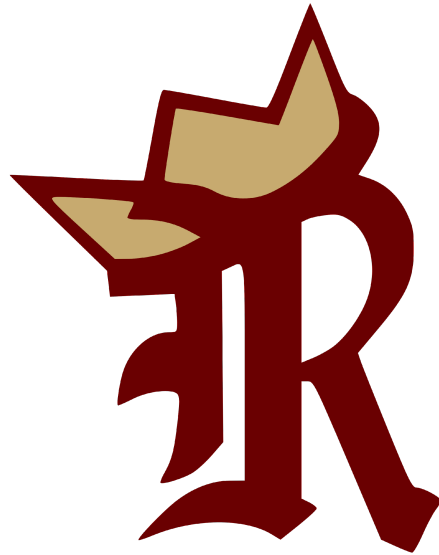
Affidavits of Candidacy are available from the school district clerk, 120 South Hawthorn Street, Royalton MN 56373. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 16, 2022.

Dated: _____, 20 ____

BY ORDER OF THE SCHOOL BOARD

/s/ _____
School District Clerk



Royalton Public Schools

Employee Handbook

2022-2023

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Mission of Royalton Public School District

The Mission of Royalton Public School District is to:

Create a collaborative and caring community where all students are inspired to achieve excellence in their learning, performance, integrity and leadership.

Welcome from District and Purpose of Handbook

Welcome! You have just joined a dedicated organization. We hope that your employment with Royalton Public Schools will be rewarding and challenging. We take pride in our employees as well as in the students and families we serve.

The School complies with all federal and state employment laws, and this handbook generally reflects those laws. The School also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgement at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. The online version of this handbook is found at www.royaltonpublicschools.org supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The School reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

Annual Review of Handbook

Each year all District employees are expected to review the handbook and policies referenced herein. An employee who does not understand any policy, procedure, or guideline contained in or referenced in the handbook, should consult with the employee's supervisor, Principal, or the Human Resources Director for clarification.

Paper copies of this handbook and all policies are available upon request from the Human Resources Department.

Contract Disclaimer

No provision in this handbook or any policy referenced herein is intended to create a contract between Royalton Public School District and any employee or to limit the rights of the District and its employees to terminate the employment relationship. Where applicable, the terms of a Collective Bargaining Agreement or other contracts will take precedence over information provided in this handbook. In addition, to the extent any provision in this handbook conflicts with a School Board Policy, the School Board Policy shall prevail.

Section I: School Board Policies

It is the responsibility of all employees to be aware of and adhere to the policies that govern their employment with the Royalton Public School District. All School Board Policies can be found on the District website www.royaltonpublicschools.org, by selecting “District” on the top menu bar and “School Board Policies” on the drop down menu. The electronic link to all School Board Policies is: <https://www.royaltonpublicschools.org/policies>.

Some of the School Board Policies are summarized below for ease of reference; however all of the School Board Policies should be read in their entirety. Questions about any policy should be directed to the employee’s supervisor, Principal, or Human Resources Director.

Summary of Equal Opportunity Employment Policy 401

The District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, genetic information, veteran status, and all other protected class statuses in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The District also makes reasonable accommodations for disabled employees and applicants. See Policy 402 for more information about reasonable accommodations.

The District expressly prohibits any form of unlawful harassment based on an employee’s protected class status. Questions concerning this policy are to be directed to the superintendent. For information on how to report a suspected violation of this policy see the Summary of Harassment and Violence Policy 413 below.

Summary of Disability Nondiscrimination Policy 402

The District does not discriminate against qualified individuals with disabilities, because of the disability, with regard to job application procedures, advancement, discharge, compensation, job training or privilege of employment. The District shall make reasonable accommodations to the known physical or mental impairment of an otherwise qualified individual with a disability, whether employee or applicant, unless to do so would cause the District an undue hardship. Employees or applicants seeking an accommodation should contact the Human Resources Director.

Summary of Family and Medical Leave Act (FMLA) Policy 410

The District provides up to twelve weeks of job-protected leave per rolling 12 month period to eligible employees in compliance with the Family and Medical Leave Act for the birth or placement for adoption/foster care of a child; to care for the employee's spouse, child or parent with a serious health condition; for the employee's own serious health condition; or for a qualifying exigency related to the employee's spouse's, child's or parent's military duties. The District also provides up to twenty-six weeks of job-protected leave per 12 month period for an employee to care for the employee's spouse, child, parent or next-of-kin who is a covered service member. Employees may apply paid sick leave to any such leave at the option of the employee and in accordance with the provisions of any applicable Collective Bargaining Agreement. The employee may also use accrued vacation or personal leave at the employee's option in accordance with the provisions of any applicable Collective Bargaining Agreement. Otherwise, FMLA leave is unpaid leave. Special rules apply to instructional employees of the District.

Employees who believe they may be eligible for FMLA leave under this policy should consult the Human Resources Department.

Summary of Harassment and Violence Policy 413

The District strives to maintain learning and working environments that are free of illegal harassment and discrimination.

Employees shall not engage in harassment and discrimination. Any employee who engages in harassment or discrimination on the basis of another's protected class status, or who permits employees under his or her supervision to engage in illegal harassment or discrimination, may be subject to progressive discipline, which includes corrective action up to and including termination of employment.

Any employee who believes he or she has been subjected to harassment or discrimination based on a protected class status should immediately report such belief to the Principal, building supervisor, Superintendent, Human Rights Officers or Human Resources Department. Employees may use the Harassment and Violence Report Form found with the School Board Policies to communicate a claim of harassment or discrimination. The District prohibits retaliation against an employee who in good faith reports suspected harassment or discrimination.

Summary of Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 414

It is the policy of the District to fully comply with Minnesota Statute 626.556 requiring mandated reporters, which includes all school personnel, to report suspected child neglect or physical or sexual abuse. Mandated reporters shall immediately report neglect or abuse that is suspected of happening, or has happened in the preceding three years, to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment. It shall be a violation of school policy and the law for any mandated reporter to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being, or has been, neglected or physically or sexually abused.

PLEASE NOTE: The Morrison County Social Service Agency may be reached at 320-632-2951 . Depending upon the student's place of residence, a referral may be made to another city's police department, or county's social service agency or sheriff's department.

The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. After making a report to the Social Service Agency or law enforcement agency of an allegation of child maltreatment in school, the reporter must also provide a report to the MDE within 24 hours. A form for reporting to MDE is available as School Board Policy 414 FRM.

Summary of Mandatory Reporting of Maltreatment of Vulnerable Adults Policy 415

The policy of the School District is to fully comply with Minn. Stat. 626.557 requiring mandated reporters, which includes all school personnel, to report suspected maltreatment of vulnerable adults. Mandated reporters shall immediately report maltreatment that is suspected of happening to the county sheriff or county agency responsible for assisting or investigating maltreatment. It shall be a violation of this policy for any school personnel to fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

PLEASE NOTE: The Morrison County Social Service Agency may be reached at 320-632-2951 . Depending upon the student's place of residence, a referral may be made to another city's police department, or county's social service agency or sheriff's department.

Summary of Drug-Free Workplace/Drug-Free School Policies 417, 418, & 419

Use of tobacco, tobacco related devices, electronic cigarettes, controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any school location, is prohibited. No student, teacher, administrator, other school district personnel, or member of the public is permitted to use alcohol, toxic substances, controlled substances, tobacco, tobacco related devices or electronic cigarettes at or in any school location. The District will discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

Summary of Student Sex Nondiscrimination Policy 522

It is the policy of the School District to fully comply with Title IX of the Education Amendments Act of 1972 and its implementing regulations, not to discriminate in such a manner. The School District prohibits sexual harassment that occurs within its education programs and activities. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is the Director of Human Resources. This policy outlines reporting of prohibited conduct, initial response, assessment and investigation by the District and resolution of the complaint and determination of responsibility.

Summary of School Weapons Policy 501

No one is allowed to possess a firearm or dangerous weapon when in a school building or on school property, including buses or off campus at any school related activity. Exceptions to this policy are very limited, as described in Policy 501. Please see the complete policy for a list of exceptions. Violation of this policy shall result in discipline up to and including discharge, termination and cancelation of contract for services. In the case of a violation of the weapons prohibition, the violation shall also be reported to school police liaison officer and/or local law enforcement as well as the Minnesota Department of Education.

Summary of Bullying Prohibition Policy 514

An act of bullying, by either an individual student or group of students, is expressly prohibited on school premises, on school district property, at school functions or activities or on school transportation. No teacher, administrator, volunteer, contractor or other employee of the school District shall permit, condone or tolerate bullying. When an employee of the District witnesses, observes, receives a report of or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make every effort to address and resolve the bullying or prohibited conduct. The employee shall immediately inform the building report taker of what occurred. Failure to address or report an incident of bullying or prohibited conduct in a timely manner may result in disciplinary action.

A report of inappropriate student behavior can be made to any teacher or administrator in the District.

Section II: Ethics and Personal Conduct

Conflicts of Interest

Royalton Public Schools is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, employee relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the School, you must disclose it to your Supervisor. If an actual or potential conflict of interest is determined to exist, the School will take such steps as it deems necessary to reduce or eliminate this conflict.

Respectful Workplace

In addition to maintaining a work environment free of discrimination, harassment, and violence, it is the practice of the district to maintain a work environment where employees treat each other, students, parents, and visitors with respect. Employees have the responsibility to conduct themselves in a manner befitting the important work of an educational institution, and in accordance with the District's mission to provide an instructional environment that is caring and supportive. Employees also have the responsibility to conduct themselves in an ethical manner.

Respectful conduct includes, for example, treating others with courtesy and in a professional manner, valuing their perspectives, and appreciating their contributions. Disrespectful conduct includes, for example, aggressive, intimidating, demeaning, degrading, disruptive or malicious remarks or behavior.

An employee who believes that they have been treated in a disrespectful manner, or who witnesses disrespectful or unethical conduct, should contact their supervisor, Principal, Human Resources Department, or the Superintendent.

Conflict Resolution

Royalton Public School District encourages employees to discuss any issues you may have with a coworker directly with that individual. If you are unable to resolve the problem or issue, please contact your supervisor and arrange a meeting to discuss your concerns. It is counterproductive for employees to create or repeat rumors or gossip.

Professional Appearance

All District employees are expected to report to work dressed in a manner that reflects positively on the image of the District and consistent with the high standards and professionalism we set for ourselves as a District.

Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to students, parents and the public, District employees represent the District. Inappropriate dress may vary depending on the job and job settings, which includes safety concerns. If, in the judgment of an administrator or supervisor, an employee is not properly dressed, the administrator or supervisor has a responsibility to direct the employee to leave District premises until he or she is properly dressed.

Dependability

All employees are expected to maintain satisfactory attendance and report to work on time every day. Absences and tardiness create an unfair burden to co-workers and should be avoided. Absences, late arrivals and early departures must be kept to a minimum. All leaves, whether paid or unpaid, must be scheduled in accordance with District procedures and with current applicable collective bargaining agreements.

Section III: School Operations

Criminal Background Checks - Employees

In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the School District, the individual must sign a criminal history consent form, which provides permission for the School District to conduct a criminal history background check, and provide payment in an amount equal to the actual cost to the School District of conducting the criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the School District that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the School District. For additional information, please see District policy 404.

Criminal Background Checks - Volunteers and/or Overnight

Chaperones

The District requires volunteers and/or overnight chaperones, to submit to a criminal history background check. The opportunity to volunteer or chaperone shall be conditioned upon a determination by the District that an individual's criminal history does not preclude the individual from volunteering with, or provision of services to, the School District.

Personnel Files

Employees shall have the right to examine their personnel files subject to the following conditions: (A) An employee, upon written request to the superintendent, may examine the contents of his or her file, which will be made available by the conclusion of the next working day. (B) No material shall be filed in an employees' personnel folder unless the employee has been sent a dated copy at the time of filing. The employee shall have the right to submit a response to any report or evaluation; such a response shall be attached to and become a part of the employee's personnel file. (C) An employee may be permitted to reproduce at his/her expense any contents of his/her personnel file. (D) The school district may destroy such files as provided by law. (E) Official grievances filed by any employee under the grievance procedure shall not be placed in the personnel file of the employee; nor shall such a grievance be utilized in personnel assignments.

Email Use

Email is the primary means of communication for many important items. Employees are expected to check their email a minimum of one time per day on the days they work.

Employee Use of Technology/Social Media

All employees are required to review and abide by School Board Policy 452 Information Technology and Policy 524 Internet Acceptable Use and Safety. Staff are required to monitor the websites that are accessed by students. Staff should report all inappropriate use to the Technology Department for possible disciplinary action. Staff are prohibited from accessing inappropriate material from the internet. Viewing inappropriate material may lead to disciplinary action, up to and including termination of employment. Staff must keep their personal use of the internet to a minimum during the contracted duty day.

Change of Personal Information

Employees are expected to notify the Human Resources Department whenever they experience a change in name, address, number of dependents, telephone number, emergency contact person, or marital status, so that District records and files can be updated. An employee may also need to complete another federal and state employee withholding allowance certificate (W-4) as well as various health insurance forms. For most benefits, employees only have 30 calendar days from the date of the event resulting in a change to make adjustments to the insurance plan(s).

Emergency School Closings

Royalton, Little Falls, Pierz, Upsala, and Swanville School Districts work with one another on weather-related emergencies.

If inclement weather is in the forecast, school closing or late start information is available on the following radio and television stations: KLTF, KFML, WYRK-Little Falls; KCLD, KLZZ, WJON-St. Cloud; WVAL, WHMH-Sauk Rapids; WCCO-Mpls; KCCO/KCCW-TV Channel 7-Alexandria; KSTP-TV Channel 5 and KARE 11, and via School Messenger system. Announcements will be made at the earliest time a determination can be made, usually not later than 6:30 a.m.

Fire Drill Procedures

1. All employees are to familiarize themselves with fire exits for their respective classroom and instructional areas.
2. All employees are to orient their students in their classrooms to the proper exits for their respective classrooms and instructional areas the first day of classes.
3. At the sound of the fire alarm system, employees are to take charge of their group directing them to stand and to walk single file in an orderly manner to their fire exit. Direct them to walk with no running or shoving allowed. All employees are to check that all students are out of the room or instructional area and then follow their group outside and assemble the group in areas away from the building. Teachers are required to bring their grade books or class lists with them during fire drills to check attendance.
4. In the event of a fire, employees are to keep students in groups away from the school so as not to hamper the Fire Dept.
5. Employees are to wait for instruction. In the event of a drill, a return bell will be sounded or a clearance given to re-enter the building.
6. In the event that a regular exit is blocked by fire or smoke, use the nearest alternate exit.
7. Please post exit directions for your classroom.

Tornado Drill Alert Procedures

Should a tornado drill or alert become necessary, the following procedures shall be followed:

1. Lights turned off.
2. All students shall be seated on the floor in the nearest interior corridor as far away from an exit as possible. The drill or alert will be announced verbally over the P.A. system or by the bells ringing in brief continuous intervals.
3. The return to classrooms will be announced verbally over the P.A. system.
4. Students are to be absolutely quiet during the drill or alert.

Lockdown Procedures

One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

1. Lockdown with warning – The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.
2. Lockdown with intruder – The threat/intruder is inside the building.

Lockdown with warning procedures:

- Building administrator will order and announce “lockdown with warning” procedures.
- Repeat the announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Building administrator will announce “all clear.”
- Students eating in the cafeteria can bring their trays to their classroom.

Lockdown with intruder procedures (these actions happen rapidly):

- Building administrator will order and announce “lockdown with intruder.” Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all students, staff and visitors into the nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to a primary evacuation site (Holy Trinity Church).
- Students in the cafeteria should move into the kitchen area and custodial storage area. Students in the gymnasium should move into the storage and tunnel area. If you are in the computer lab, use the hallway exit and go to the nearest classroom. If you are in the media center and the supervisor is absent, exit the doors by the 5th grade and enter a classroom.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator will announce “all clear.”
- Some other threats may override lockdown, i.e. confirmed fire, intruder in classroom, etc.
- Consider making an action plan for people in large common areas i.e. cafeteria, gymnasium.

Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

District Newsletter

Three times per year, the school district publishes a newsletter that is sent to over 1200 households. The newsletter is an excellent way of informing parents and community members about school activities. We often forget that much of what has happened or will happen is of great interest to many people. Articles need not be long. Often results of an event with the names of participants are all that is necessary. People love to see their name in print.

Absences

All District employees anticipating a need to be absent must submit a request to be absent for any regular scheduled duty days/shifts prior to the absence occurring. Employees are required to enter absences on the automated absence reporting/sub calling system, which can be accessed either by the internet.

The procedure is as follows:

1. Employee enters a request to be absent prior to the occurrence in accordance with union contract timelines.
2. Supervisor electronically approves/denies the request.
3. Absence occurs, if approved.
4. Information is uploaded into the payroll system for processing of leave time and substitute payments (when a sub has been employed to fill the vacancy).

Absences can be entered by computer, prior to the beginning of their shift on the day of the actual absence. Employees will need to contact their supervisor if they forget to enter an absence.

For unexpected but non-emergency absences, employees must notify their supervisor or designee in a timely fashion (before work starts). If the employee fails to call in, the employee may be placed on unauthorized leave without pay and subject to other corrective action. If the absence is due to an accident/illness/injury, a medical note may be required prior to returning to work. In emergency situations, employees are expected to call their supervisor and report the absence, or in extreme cases have a family member call the supervisor as soon as practical. Each employee is required to take responsibility for reporting their own absence by following the proper procedure. Recurring failure to follow the absence procedure will be considered a deficiency.

Recording Hours Worked

Non-exempt, hourly employees are required to complete an electronic timecard through Frontline Time and Attendance or timesheet for all hours worked. Timecards/time sheets should be submitted to the employee's supervisor or building administrator by the last day of the payroll to ensure timely processing. The payroll week is Monday through Sunday and time sheets must be signed off on by the supervisor. Any time sheets that do not arrive in the business office by the two days following the end of the pay period may not be processed until the next scheduled payroll.

Paychecks

Royalton School District issues paychecks through direct deposit or paper check on a semi-monthly basis. Non-exempt, hourly Employees will receive payment for work performed during the pay period that ended two weeks prior to the date of the check, exempt employees will be paid for the work performed during the current pay period. Employees enrolled in direct deposit are solely responsible for updating and changing bank account information as needed.

Employees are responsible for reviewing their payroll check information for proper deductions, benefits and wages. An employee who believes there is a mistake with respect to their paycheck, or who believes an improper deduction was made from their salary, should contact the Human Resources Department.

Expense Reimbursement for District Funds

Requests for reimbursement must be pre-approved by the employee's Supervisor or Building Administrator, must be itemized using the District's check request form and signed by the designated administrator, and be accompanied by proper documentation of the expense (except with respect to mileage reimbursement request). Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary District business-related expenses.

An acceptable form of documentation evidencing a reimbursable expense is an itemized receipt with company name, date and dollar amount paid. Credit card slips showing total dollar amount and signature will not be accepted. The travel and expense reimbursement form is located on the Royalton Public Schools website|Staff|Employee Resources.

When ordering online, a printed copy of the order from the vendor confirming the placement of the order and showing the payment transaction will be accepted. The District cannot accept an order confirmation or screen printed copy of your order that does not show payment.

Approved automobile travel shall be reimbursed at the current mileage rate set by the IRS. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip. Hotel reimbursement shall not include incidental charges such as phone calls.

After Hours Building Use

Employees who wish to utilize the school building(s)/facilities for non-work related use need to follow the District's Use of School District Facilities and Equipment Policy 902 and Addendum 902. They can be found on the District website under School Board Policies/School-Community Relations or by calling the Community Education Director.

Building Access and Security

The school buildings have limited access, particularly when classes are in session. The buildings are open to students at 7:15 and remain open to students until 3:30 p.m. Students are not to be in the building at any other time unless they are participating in a school-sponsored activity and are under the direct supervision of a district employee. The doors to the building lock between 8:15 a.m.-8:30 a.m. and all visitors must electronically request access into the office to gain access to the building. All doors should be kept locked during the school day. If you see people in the building that you do not recognize, please notify the office immediately.

Any coach, director, or supervisor of a student activity that meets when school is not in session is responsible for the security of the building. Under no circumstances are doors to be propped open or left unlocked and unattended.

Staff members from time to time use the building in the evenings and weekends. Be certain that when you enter the building during times other than when the building is open to to the public you do the following:

1. Be certain the entrance door you used for access to the building is locked after you enter the building.
2. DO NOT PROP ANY DOORS OPEN!

3. Disarm the security system (if between 12:00 a.m.-5:00 am.).
4. When you leave the building be sure all lights are off.
5. Be certain the exterior door is completely closed and secured.

Confidential Information

Data maintained on student or other employees may be classified as private or confidential pursuant to the Minnesota Government Data Practices Act (MGDPA), and/or Family Educational Rights and Privacy Act (FERPA). It is the responsibility of all employees to follow those laws and avoid disclosing any private or confidential information to individuals who are not authorized to receive such information. Employees should refrain from sending confidential information on students to a personal email account of a parent or guardian unless permission is first granted by the student's parent or guardian.

Employee Discipline

Employees may be disciplined or discharged for just cause. The following steps outline the progressive discipline process, however, the School District reserves the right to skip steps when the offense by the employee justifies the action.

Verbal Warning: The building Administrator may meet with the employee to issue a verbal warning. This warning will be documented and placed in the employee's personal file.

Written Reprimand: The Building Administrator may meet with the employee and issue a written reprimand to the employee. The written reprimand will be placed in the employee's personnel file. Performance improvement plans may be issued as part of this meeting or at a separate meeting, depending upon the circumstances.

Unpaid Suspension: The employee may be placed on suspension without pay for up to five days. The employee may be placed on probation for up to 90 days following the suspension. A written reprimand and discussion of the conduct that led to the suspension may also be placed in the personnel file.

Termination: The employee may be recommended for termination by their direct supervisor to the Superintendent.

Employees that are members of a union shall have the right to have a representative of the union present during an investigation. A written record of all disciplinary actions, other than verbal reprimands, shall be made available to the employee upon request. All disciplinary records shall state the corrective action expected of the employee. Each employee shall receive a copy of evaluative personnel and disciplinary records. If the School District has a reason to reprimand an employee, it shall be done in a manner that maintains the dignity of the employee. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the regular grievance procedure. The union shall have the right to take up the suspension and/or discharge as a grievance at the arbitration step of the grievance procedure, and the manner shall be handled in accordance with this procedure through the arbitration step, if deemed necessary by either party.

Section IV: Employee Responsibilities

School Property and Equipment

Before any school district property and/or equipment are used for private purposes, the full knowledge and consent of the principal must be secured.

Building Responsibility

The employee in charge of the classroom is responsible for the equipment in these rooms. Equipment should be kept from unnecessary marking and damage. Students are held responsible for their assigned seats and should unnecessary damage occur, they should be reported to the office so that appropriate action may be taken. Employees shall periodically check the room for this purpose.

Aid the custodians by keeping the floors as free of paper as possible. A minute used at the end of the day is suggested to have students tidy up the room.

When the room is not being used for the remainder of the day, the shades shall be adjusted, windows closed and locked. All lights shall be turned off when not needed. Classroom doors should be locked during lunch breaks or when the room is not in use.

No students shall be present in your room unless they are supervised. Do not allow students to remove window screens or to hand/climb out of windows. These actions damage screens and walls and present a professional image to passers-by.

Proper Title

Students should address you only by the proper title, be it Mr., Mrs., Miss, or Coach. Make this understood whenever the students address you by any other title, or when a student refers to another official by a title other than the proper one.

General Discipline

Each staff member shall be responsible for maintaining good student discipline whenever they may be on school grounds. When specific assignments (class advisor, student activity clubs, etc.) are made, the staff member to whom such assignment is made is charged with the responsibility for student discipline.

School Telephones

The school telephones are for school business. Personal calls must be kept to an absolute necessity and minimum. In the event that it is critically necessary to make personal long distance calls during working hours, you must use a long distance code from office staff. Students are not to use the phone in a classroom unless it is for school business and you are supervising the call. Please do not send a student to the office to make phone calls during class time, unless it is an emergency or in the case of illness.

School Letterhead

School stationery and envelopes will be used only for school business.

Use of School Vehicle

Bus-An employee requiring bus transportation must submit a transportation request form to the transportation department. Any trips requiring transportation should be approved by the principal before scheduling. The transportation supervisor assigns all drivers.

Van-All trips for school related business by school personnel are to be taken in the school van if they are available. Mileage reimbursement for use of a personal auto will only be provided if the van is unavailable and a request has been filled out in advance.

Transportation form must be submitted to the transportation supervisor who will check for van availability. Preference will be given to trips that are most economical with the van/car. The maximum number of students allowed in the van is ten. Prior to leaving with students, the driver of the van must fill out a Pre-Trip Van Inspection Evaluation Form. Submit mileage records and evaluation form to the transportation supervisor at the conclusion of the trip.

Section IV: Safety & Workplace Injuries

Non-Emergency Accidents/Injury Involving Students

It is the responsibility of the staff member to conduct their classes and maintain equipment so that accidents do not occur. Any accident, no matter how minor, must be reported to the nurse.

Non-Emergency Accidents/Injury Involving Employees

The safety of employees is a vital concern to the Royalton School District, and therefore the District has adopted policies and implemented systems and infrastructure to provide safe working conditions and equipment. In addition, employees are expected to observe safety rules to protect their own safety and the safety of others at the District. Any employee, who comes upon an unsafe condition, must immediately notify the Head Custodian or Building Principal as soon as possible.

When someone is injured at work.....

- If it is an **emergency, CALL 911**
- Otherwise, report the injury to your supervisor
- The employee **AND** supervisor should call **(844) 847-8708** together. (If no supervisor is available, the employee can call alone.) Do this as soon as possible.
- The registered nurse who answers will ask what happened and recommend what to do next, whether it's self-care, urgent care or even the emergency room.
- The nurse will report the injury to RAs (our workers comp insurance company).
- The employee or supervisor should report the injury to the Human Resources Director.

ACKNOWLEDGEMENT

Printed Name: _____ Job Title: _____

I acknowledge that I have read Royalton Public School District's Employee Handbook, understand its contents, and agree to abide by the policies and procedures set forth herein. I understand that this employee handbook is not intended to nor should it be interpreted to be a contract or to otherwise create a property right in continued employment.

Signature: _____

Date: _____

For office use only:

Date received: _____

MEMORANDUM OF UNDERSTANDING

**TO THE LABOR CONTRACT
BETWEEN INDEPENDENT SCHOOL DISTRICT NO. 485
AND
ROYALTON PRINCIPAL’S ASSOCIATION**

This Memorandum of Understanding is entered into between the Independent School District No. 485 and Royalton Principals’ Association..

WHEREAS, the Union and the District are parties to a collective bargaining agreement governing the terms and conditions of employment for Principals employed by the District, pursuant to the Public Employment Labor Relations Act (“PELRA”), Minn. Stat. §179A.01,

WHEREAS, the District and the Union made agreements through the Collective Bargaining Process to Article XIV Section 1 Matching Annuity Program and Retirement,

WHEREAS, Anthony Neumann began his employment with the district on 7/1/2019 and as of 7/1/2022 will have completed three years of service to the district. He accepted an Assistant Principal/Activities Director position on October 26, 2021 and had a stand alone contract that included a matching annuity plan that will expire June 30, 2022 at which time he will be moved into the Principal contract that includes the following negotiated terms: The following schedule will be used to determine School District contribution levels. Principals may contribute any dollar amount up to the maximum amount allowed by law.

<u>Years of Service in the School District</u>	<u>School District’s Matching Contribution</u>
Pre-tenure as principal (0-1 or 0-3)	\$0
1 st year of tenure (2-6 or 4-6)	\$1,000
7-10	\$1,500
10+	\$2,000

NOW, THEREFORE, the District and the Union agree to the following:

The District agrees to match the Anthony Neumann’s tax sheltered state-approved matching annuity contribution on the following schedule:

<u>Year of Service in the School District</u>	<u>School District’s Matching Contribution</u>
4-6 years	\$1,000

IN WITNESS WHEREOF, the parties have entered into this memorandum of understanding on the dates shown below.

By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Agreement.

FOR: The DISTRICT Signed this _____ day of _____

School Board Chair

School Board Clerk

FOR: The EXCLUSIVE REPRESENTATIVE Signed this _____ day of _____

Elementary Principal, Phillip Gurbada

MS/HS Principal, Joel Swenson

MS/HS Asst. Principal/Activities Director, Anthony Neumann

National Convention Initial Plan

FFA members and Mr. Goldade are traveling to the National FFA Convention, October 26th-29th, to compete in the Milk Quality and Products Evaluation competition. They will compete in their competition, as well as attend workshops and other leadership or service related activities. This is an amazing opportunity to learn more about FFA and leadership for these students. They will be able to bring back many new and innovative ideas to utilize in our chapter at Royaltown along with the community.

Estimated Cost of Mr. Goldade and Three students (Joseph Achen, Callie Vannurden, and Alivia Pyka):

1. Convention Registration: $\$70 \times 4 = \280
2. Adviser and 2 Student Hotel rooms: $3 \text{ rooms} \times 4 \text{ nights} \times \$180 = \$2,700$
3. Van Fuel: $1500 \text{ miles} \times \$1/\text{mile} = \$1,500$
4. Food: $4 \text{ individuals} \times 5 \text{ days} = \$1,200$

Individual Total = \$1,420
Total \$5,680



**2022-2023 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of Royalton Public Schools School, County of Morrison, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high schools listed below (name all high schools under your governing board):

Royalton High School _____

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (grades 9-12): _____
OR;
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____ Signed: _____
(Clerk/Secretary - Local Governing Board) (Superintendent or Head of School)

Date: _____ Date: _____

District/School Office Address: 120 South Hawthorne Street; Royalton, MN 56373

Head of School/Superintendent's Phone: 320-584-4250

Head of School/Superintendent's Email: kristine.wehrkamp@isd485.org

This form must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2022. Retain one copy for the school files.

2022-2023 RESOLUTION FOR MEMBERSHIP

This information on page must be entered electronically on the MSHSL Resolution for Membership 2022-2023 Form on the League website once for each high school under your governing board.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

- Designated School Board Member
- Designated School Representative

208.02 ACTIVITY REPRESENTATIVES

- Boys Sports
- Girls Sports
- Speech
- Music

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

- Board Member
- Student
- Parent
- Faculty Member

MAILING REPRESENTATIVE

By signature on the first page, I have verified that all required representatives above have been entered electronically on the MSHSL Resolution for Membership 2022-2023 Form.

Adopted: _____

MSBA/MASA Model Policy 103

Orig. 1995

Revised: _____

Rev. 2022~~05~~

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees, or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent, who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 211

Orig. 1995

Revised: _____

Rev. 2022~~06~~

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CIVIL ACTIONS

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

C. Data Practices

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

D. Service of Subpoenas

~~The policy of the school district is that its~~ School district officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

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

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to ~~Minnesota Statutes, section~~§ 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision ~~as to~~ whether to reimburse shall be made in the school board's discretion ~~of the school board~~. A school board member who is a witness or an alleged

victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

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

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless ~~there are~~ extenuating circumstances exist, ~~or~~ the matter being investigated is school-related, or as otherwise provided by law.
2. If ~~such~~ questioning at school is unavoidable, the school district will attempt to maintain confidentiality; to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (~~Minnesota Statutes section § 260E.22 626.556, Subd. 10~~), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

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

V. **STATEMENTS WHEN LITIGATION IS PENDING**

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel; Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of ~~ng~~ Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dyppress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, ~~95 S.Ct. 992, 43 L.Ed.2d 214~~ (1975)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: _____

MSBA/MASA Model Policy 519

Orig. 1995

Revised: _____

Rev. 202202

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the [Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, Minn. Stat. § 626.556, Subd. 10](#), a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to [Minn. Stat. § 626.556, Subd. 10 \(c\) Minnesota Statutes Chapter 260E](#) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed,

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

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

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. ~~Ch. 260E (Reporting of Maltreatment of Minors) § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law Enforcement Agency Upon Receipt of a Report)~~

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

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)

Adopted: _____

MSBA/MASA Model Policy 613

Orig. 1997

Revised: _____

Rev. 20~~22~~19

613 GRADUATION REQUIREMENTS

[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]

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

(Position Title) shall be named the District Assessment Coordinator. Said person 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 in the 2012-2013 school year and later, 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, as measured against 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. §~~Minnesota Statutes section 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 beginning 8th grade in the 2012-2013 school year and later 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. §Minnesota Statutes section~~ 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.018 (Definitions)~~
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements 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 for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
~~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 3501.0820 ~~00-3501.0815~~-(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)

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the school

district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered service member with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember, who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;

2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address parental needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid

family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
 3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
 5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on

which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran and is:

- i. a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - ii. a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - iii. a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - iv. an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or

reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely

contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at the time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case

where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA

will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

Adopted: June 13, 2011

Royalton School District Policy 714

~~Last Revised: June 27, 2022 July 22, 2019
21, 2013~~

~~Reviewed: October~~

714 FUND BALANCES

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this School District is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the School District’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the School District’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the School Board and that remain binding unless removed by the School Board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The School District shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain an unassigned general fund balance of [14-20 percent of the annual budget.] [3 months of operating expenses.]

~~The Board recognizes that maintaining adequate fund balance reserves is critical to being fiscally responsible and ensures the School District’s long term ability to meet its financial obligations in order to provide appropriate educational services and programs to all students of the School District.¶~~

~~¶ Therefore, the School District shall establish a minimum unassigned fund balance of 7.5 percent (1 month of operating expense) and work toward an unassigned fund balance in the general fund of 15 percent (2 months of operating expense) of the annual expenditure budget. The School District will maintain the unassigned fund balance each year beginning in~~

~~fiscal year 2019 will be equal to or greater than 15 percent of the School District's annual expenditure budget.~~

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the School District will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the School Board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the Board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

~~The School Board, by majority vote, may assign fund balances to be used for specific purposes when appropriate.~~

~~¶~~

~~An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.~~

IX. REVIEW

The School Board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

Resolution for IOwA/EDIAM

Member _____ introduced the following resolution and moved its adoption:

WHEREAS Superintendent Kristine Wehrkamp to be the Identified Official with Authority (IOwA)/Education Identity and Access Management (EDIAM) Security System for the Royalton School District.

THEREFORE, BE IT RESOLVED by the Royalton School Board to approve Superintendent Kristine Wehrkamp to be the IOwA/EDIAM.

WHEREAS Business Manager (School Management Services) Scott Marine to be the Identified Official with Authority Proxy (IOwA Proxy) for the Royalton School District.

THEREFORE, BE IT RESOLVED by the Royalton School Board to approve Business Manager (School Management Services) Scott Marine to be the IOwA Proxy.

The motion for adoption of the foregoing resolution was duly seconded by Member _____ and upon a roll call vote being taken thereon, the

following voted

in favor thereof:

following voted against:

and the following abstained:

The foregoing resolution _____ approved this 27 day of June, 2022.

_____ Board Chair, Russ Gerads

_____ Board Clerk, Rian Hofstad