



AGENDA
REGULAR MEETING
ROYALTON BOARD OF EDUCATION
EARLY CHILDHOOD ENTRANCE FOYER, ENTER DOOR #1
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
JULY 25, 2022
6:00 PM

1. **Call to Order**
2. **Pledge to Flag**
3. **Roll Call**
4. **Board Chair Comments**
5. **Approval of Agenda**
6. **Recognition of Citizens for Input Purposes**
7. **Reports/News**
 - a. Board Committee Report
 - b. Business Manager Report 3
8. **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 11
 - b. Claims, Accounts and Financial
Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.
 - c. Approval of Resignations 16
 - d. Approval of New Hires 17
 - e. Approval of Leave of Absence
9. **Discussion/Information/Action Items**
 - a. Approval of Bread, Dairy, and Fuel Bids 18
 - b. Approval of 22-23 Breakfast and Lunch Price Increase for Elementary and Secondary Schools 21
 - c. Approve Student Handbook at Elementary and Secondary School 22
 - d. Approval of Donation by Resolution 84
 - e. Policy Readings 85
 1. First Policy Reading
 - 722 - Public Data Request
 2. Second Policy Readings 97
 - 103 - Complaints - Students, 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 - Graduation Requirements

10. Upcoming Meeting Schedule

1. Wednesday, August 10, 9:00 AM Policy Meeting
2. Wednesday, August 10, 6:00 - 7:30 PM Strategic Planning Committee Meeting
3. Tuesday, August 16, 12:00 PM Finance Meeting
4. Monday, August 22, 6:00 PM Regular Board Meeting
5. Monday, August 29, 6:00 - 7:30 PM Strategic Planning Committee Meeting

11. Adjournment

FY22 June Budget Update



A LOOK
at the
BUDGET

ENROLLMENT

- Original Adopted Budget: 920
- Enrollment as of June 14, 2022: 917
- Revised Budget based on enrollment of: 916

REVENUES

ROYALTON | June 30, 2022

REVENUE CATEGORIES	June 30,	June 30,	Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	June 30,	June 30,	June 30,	Current YTD vs. PYTD	June 30, 2021	June 30, 2020
	2020	2021					2022	2021	2020			
STATE	8,931,669	8,485,614	8,785,179	8,765,434	8,765,434	19,745	99.78%	100.00%	100.00%	279,820	8,485,614	8,931,669
FEDERAL	139,409	562,863	1,041,984	511,556	511,556	530,429	49.09%	100.00%	100.00%	(51,308)	562,863	139,409
PROPERTY TAXES	572,195	707,849	684,800	1,643	1,643	683,157	0.24%	100.00%	100.00%	(706,206)	707,849	572,195
LOCAL SALES, INS RECOVERY & JUDGEMENTS	75,449	16,885	40,400	45,021	45,021	(4,621)	111.44%	100.00%	100.00%	28,136	16,885	75,449
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	308,411	193,806	296,079	332,678	332,678	(36,599)	112.36%	100.00%	100.00%	138,872	193,806	308,411
TOTALS	10,027,132	9,967,018	10,848,442	9,656,332	9,656,332	1,192,110	89.01%	100.00%	100.00%	(310,686)	9,967,018	10,027,132

REVENUES CONTINUED

- FOR FY22 BUDGET YEAR:

- WILL CONTINUE TO RECEIVE OVER NEXT SEVERAL MONTHS, FY22 REVENUES FROM STATE – GENERAL EDUCATION AID. WILL ALSO RECEIVED IN COMING MONTHS THE 10% HOLDBACK IN STATE AID FOR FY22.
- WE ARE CAUGHT UP WITH ESSER AND TITLE DRAWS THRU JUNE 2022.
- PROPERTY TAXES – PROJECTING TOTAL PROPERTY TAXES RECEIVED FOR FY22 TO BE: \$684,800.
 - CURRENTLY \$1,643 BOOKED TO PROPERTY TAX REVENUES. REMAINING \$683,157 HAS BEEN RECEIVED TO BALANCE SHEET.....WILL NEED TO BE MOVED TO PROPERTY TAX REVENUES.

EXPENDITURES

ROYALTON | June 30, 2022

EXPENDITURES (OBJECT SERIES)	June 30,	June 30,	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	June 30,	June 30,	June 30,	Current YTD vs. PYTD	June 30, 2021	June 30, 2020
	2020	2021					% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SALARIES & WAGES	5,653,547	5,756,121	6,145,271	6,660,461	6,660,461	(515,190)	108.38%	100.00%	100.00%	904,340	5,756,121	5,653,547
EMPLOYEE BENEFITS	1,516,481	1,609,710	1,852,863	1,828,526	1,828,526	24,337	98.69%	100.00%	100.00%	218,816	1,609,710	1,516,481
PURCHASED SERVICES	1,161,915	1,135,091	1,521,625	1,700,045	1,700,045	(178,419)	111.73%	100.00%	100.00%	564,953	1,135,091	1,161,915
SUPPLIES	536,284	476,459	650,773	947,862	947,862	(297,089)	145.65%	100.00%	100.00%	471,403	476,459	536,284
EQUIPMENT	246,957	449,049	960,689	635,043	635,043	325,646	66.10%	100.00%	100.00%	185,994	449,049	246,957
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	67,869	76,507	77,259	43,603	43,603	33,656	56.44%	100.00%	100.00%	(32,904)	76,507	67,869
OTHER FINANCING USES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	9,183,053	9,502,937	11,208,481	11,815,540	11,815,540	(607,058)	105.42%	100.00%	100.00%	2,312,603	9,502,937	9,183,053

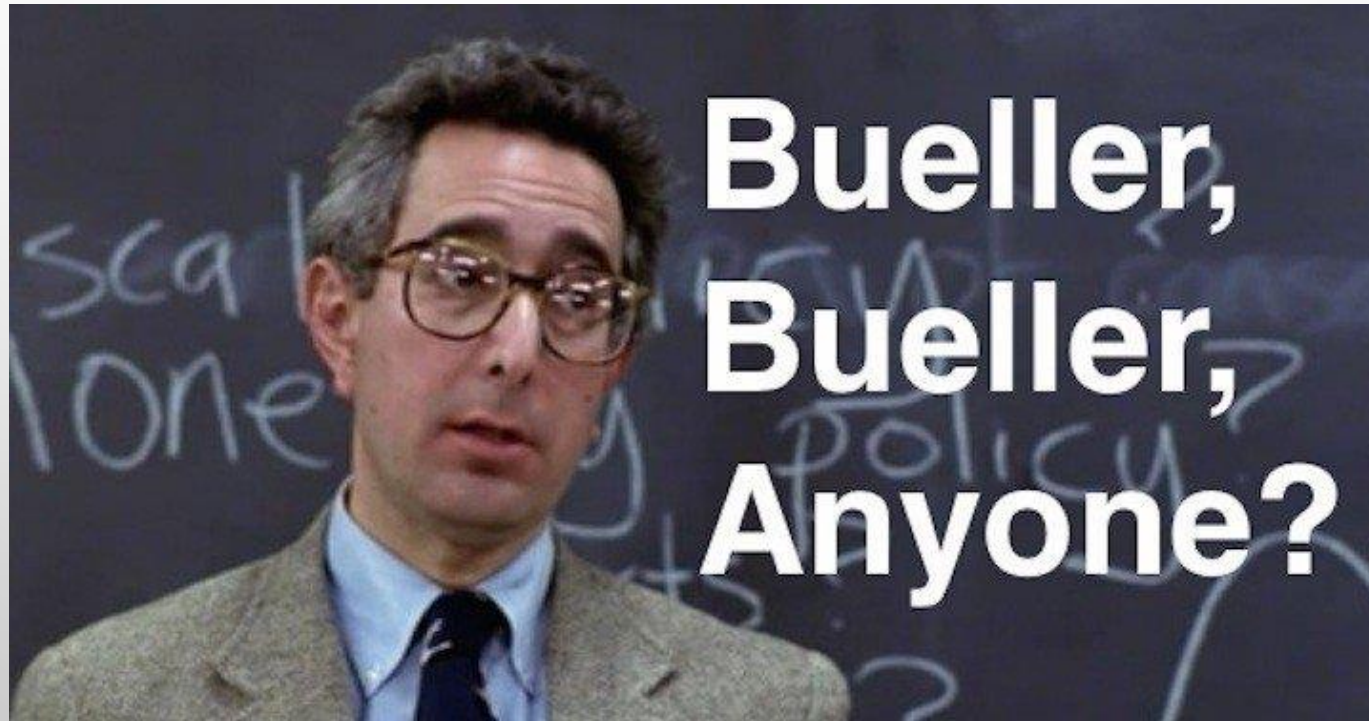
EXPENSES CONTINUED

- WE ARE \$2,312,603 AHEAD OF WHERE WE WERE THIS TIME LAST YEAR
 - WHY?
 - SUPPLIES AND CAPITAL EQUIPMENT PURCHASES USING PMA FUNDS AND ESSER FUNDING
 - SUPPLIES AND EQUIPMENT PURCHASED IN JUNE 2022 THAT WILL BE JOURNAL ENTRY CODED TO FY23
 - EXTRA CURRICULAR ACTIVITIES BACK TO PRE-COVID LEVELS. INCREASE OF \$148,964 FROM PRIOR COVID YEAR

MAP AND LITTLE ROYALS

MAP FINANCIALS						
	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Revenue: 04 000 570 000 321 050	\$78,477.50	\$82,835.25	\$88,123.00	\$93,612.25	\$100,583.50	\$116,979.00
Staffing Cost	\$46,461.87	\$50,792.62	\$54,241.55	\$62,770.08	\$67,423.94	\$86,078.25
Purchased Serv	\$4,067.84	\$4,067.84	\$4,079.44	\$4,079.44	\$4,079.44	\$4,079.44
Supplies	\$1,125.35	\$1,266.55	\$1,555.60	\$1,555.60	\$1,806.05	\$2,298.79
Expense	\$51,655.06	\$56,127.01	\$59,876.59	\$68,405.12	\$73,309.43	\$92,456.48
Profit (Loss)	\$26,822.44	\$26,708.24	\$28,246.41	\$25,207.13	\$27,274.07	\$24,522.52
LITTLE ROYALS						
	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Revenue: 04 000 000 000 344 050	\$57,060.25	\$69,315.58	\$87,526.58	\$99,239.58	\$106,544.58	\$106,594.58
Revenue: 04 000 000 000 344 300	\$25,317.76	\$25,317.76	\$25,317.76	\$25,317.76	\$25,317.76	\$25,317.76
Revenue: 04 000 582 000 338 040 04 000 582 000 337 040	\$12,325.10	\$17,080.97	\$20,338.34	\$22,097.21	\$26,853.08	\$30,110.45
Staffing Cost	\$81,053.59	\$98,822.98	\$112,758.15	\$146,623.07	\$168,713.16	\$192,740.72
Purchased Serv	\$1,850.60	\$2,615.60	\$3,591.74	\$4,356.74	\$5,121.74	\$5,121.74
Supplies	\$2,138.26	\$2,138.26	\$2,138.26	\$2,138.26	\$2,138.26	\$2,138.26
Expense	\$85,042.45	\$103,576.84	\$118,488.15	\$153,118.07	\$175,973.16	\$200,000.72
Profit (Loss)	\$9,660.66	\$8,137.47	\$14,694.53	-\$6,463.52	-\$17,257.74	-\$37,977.93

ANY QUESTIONS?



Regular Meeting

Monday, June 27, 2022 6:00 PM

Early Childhood Entrance Foyer, Enter Door #1, 120 South Hawthorn Street,
Royalton, MN 56373

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

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comment

5. Approval of Agenda

Motion to Approve Agenda as Amended to add the Resolution for IOwA to 10.o. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed. 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

8.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.

Approval of All Items on Consent Agenda. This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed. 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 Resignations

9.d. Approval of Leave of Absence

9.e. Approval of Retirement

9.f. Approval of New Hires

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 Randy Hackett, Passed.
Yea: 5, Nay: 0, Absent: 1

10.b. Grant from Initiative Foundation for \$5772.10
Motion to accept Initiative Foundation Grant. This motion, made by Tyra Baumann and seconded by Rian Hofstad, Passed.
Yea: 5, Nay: 0, Absent: 1

10.c. New Budget for FY23
Motion to Approve New Budget for FY23. This motion, made by Rian Hofstad and seconded by Randy Hackett, Passed.
Yea: 5, Nay: 0, Absent: 1

10.d. LTFM Budget for FY23
Motion to Approve LTFM Budget for FY23. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.
Yea: 5, Nay: 0, Absent: 1

10.e. IRS Mileage Reimbursement Increase

Motion to Approve IRS Mileage Reimbursement Increase. This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed.
Yea: 5, Nay: 0, Absent: 1

10.f. Resolution Establishing Dates for Filing Affidavits of Candidacy
Motion to Approve Resolution Establishing Dates for Filing Affidavits of Candidacy. This motion, made by Tyra Baumann and seconded by Rian Hofstad, Passed.
Yea: 5, Nay: 0, Absent: 1

10.g. Employee Handbook Presentation
Motion to Approve Employee Handbook Presentation. This motion, made by Tyra Baumann and seconded by Angela Roering, Passed. Yea: 5, Nay: 0, Absent: 1

10.h. AP/AD MOU
Motion to Approve the Memorandum of Understanding for the AD/AP. This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed. Yea: 5, Nay: 0, Absent: 1

10.i. FFA Nationals
Motion to Approve FFA Nationals. This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.
Yea: 5, Nay: 0, Absent: 1

10.j. Volleyball Fundraiser
Motion to Approve the Volleyball Fundraiser with Heggies Pizza. This motion, made by Tyra Baumann and seconded by Rian Hofstad, Passed. Yea: 5, Nay: 0, Absent: 1

10.k. Broadcasting Advertisement Agreement
Motion to Approve the Broadcasting Advertisement Agreement. This motion, made by Randy Hackett and seconded by Angela Roering, Passed. Yea: 5, Nay: 0, Absent: 1

10.l.
MSHSL Resolution for Membership

Motion to Approve the MSHSL Resolution for Membership. This motion, made by Tyra Baumann and seconded by Rian Hofstad, Passed. Yea: 5, Nay: 0, Absent: 1

10.m. Royalton Public Schools - A Year in Review

10.n. Policy Readings

10.n.1. First Policy Reading

10.n.2. Approval of Second Policy Reading (final reading due to minor changes)
Motion to Approve Second Policy Reading (final reading due to minor changes).
This motion, made by Rian Hofstad and seconded by Randy Hackett, Passed.
Yea: 5, Nay: 0, Absent: 1

10.n.3. Approval of Third Policy Reading
Approval of the Third Policy Reading.
This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.
Yea: 5, Nay: 0, Absent: 1

10.o. Amended in Agenda to add Resolution for IOwA
Motion to Approve the Resolution for IOwA/EDIAM. This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed. Yea: 5, Nay: 0, Absent: 1

11. **Upcoming Meeting Schedule**

Add a Work Session on Monday, September 12, 6:00pm.

12. Close Meeting for Superintendent Evaluation as permitted by MN Statute Section 13D.05
Motion to close the regular meeting at 7:41pm.
This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.
Yea: 5, Nay: 0, Absent: 1

Motion to open the closed meeting at 7:53pm.
This motion, made by Rian Hofstad and seconded by Randy Hackett, Passed.
Yea: 5, Nay: 0, Absent: 1

Motion to close the closed meeting at 8:56pm.
This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed.
Yea: 5, Nay: 0, Absent: 1

Motion to open the regular meeting at 8:58pm.
This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed.
Yea: 5, Nay: 0, Absent: 1

13. **Adjournment**

The meeting was adjourned at 8:58pm. This motion, made by Randy Hackett and seconded by Angela Roering, Passed.
Yea: 5, Nay: 0, Absent: 1

Board Secretary

Resignations 07.25.22

Zachary Silbernack - MS/HS Math Teacher

Rachel Cekalla - MAP Assistant

Cynthia Ollman - MAP Assistant

Becky Bzdok - Afternoon MAP - Lead (partial resignation)

New Hires 07.25.22

Jaret Beckmann - MS/HS SPED DCD Teacher

Stephanie Bauer - MS/HS Paraprofessional

Kasi Harrington - MS/HS Paraprofessional

Brooke Wenner - MAP Assistant

Melissa Poser - Assistant Cross Country Coach

Bid for Fuel for Pupil Transportation Operations

SPECIFICATIONS

Please quote the lowest possible prices, which must include deliver charges unless otherwise specified. Quantities below are estimates based on previous year's usage.

QUANTITY	DESCRIPTION	PRICE PER UNIT or Price per unit over OPIS rack average	TYPE
20,000 gal. Annually – delivered on as needed basis (2,000 gal storage capacity)	#2 Diesel Dyed W/Bio	.085 cents	() Escalating bid (x) Firm Bid
(Amount included in above)	Diesel Blend (40% #1, 60% #2)	.085 cents	() Escalating bid (x) Firm Bid
7,000 gal. Annually (560 Storage Capacity}	Unleaded Regular 87 Oxy	.115 cents	() Escalating bid (x) Firm Bid

.....

Company Name Centrasota Coop
 Address 805 Hwy 55
Buffalo MN 55313

Telephone 320-980-2380
 Contact person Keith Ripplinger

I have read and understand all specifications and terms and conditions of this quotation.

Signature  Date 7/18/22

TERMS AND CONDITIONS

All quotations must conform with the specifications indicated. Quotations must be in writing and sealed upon arrival at the district office. Any quotations containing alterations or erasures will be rejected unless crossed out and corrected by printing in ink or by pen written adjacent thereto, with the initials of the person signing the quotation. The board in its discretion may negotiate a mutually agreeable contract with any company providing a quotation. The board reserves the right to reject any and all bids, and if no satisfactory quotation is received, the board may readvertise. Any contract that does not comply with state law is void.



July 14, 2022

Royalton Public School District
ISD #485
120 South Hawthorn Street
Royalton, MN 56373

Milk Pricing 2022-2023 School Year

Dear: Dawn Duevel

We are submitting the following prices to you for the 2022-2023 school year. The Grade A products meet all local, State and Federal requirements for the hot lunch program.

Please note Kemps will only submit an escalator bid.
Escalator prices are subject to the attached July 2022 escalator clause.

Product		July 2022 Escalating
Skim	Half Pint	\$.310
Chocolate Skim	Half Pint	\$.323
1%	Half Pint	\$.324
Lactose-Free Skim	Half Pint	\$.789
Kemps Sour Cream	5 Pound	\$ 10.114

Our payment terms: Payment due by the 15th of every month. If you have any questions, please do not hesitate to contact me.

Sincerely,

Dick Jensen
Kemps LLC – Regional Manager
651-379-6578

PAN O GOLD BAKING CO

444 East St Germain St.
ST CLOUD, MN 56302

June 27, 2022

Royalton Schools
Buisness Manager
120 South Hawthorn St
Royalton, MN 56373

Pan-O-Gold Baking Co. would like to submit the following pricing for the 2022-2023 school year.

The pricing is as follows;

<u>Product #</u>	<u>Description</u>	<u>Price</u>
538	4" Whole Grain Hamb. Bun 60ct	8.95
325	Whole Grain Round top bread	1.73
706	3 1/2" WG Hamb. Bun 60ct	8.95
5154	Whole Grain Hot Dog Bun 12ct	1.84
5150	Whole Grain Steak Bun 48ct	9.16
5152	Whole Grain Dinner Roll 12ct	1.85

All items are at least 51% whole grain.

Sincerely,



Mark Ubl
Vice President of Sales
Pan-O-Gold Baking Co.

Proposed 2022-2023 Meal Pricing

The weighted average price requirement for 2022-23 school year: \$2.80

- Our current weighted average for the 2021-2022 school year is \$2.60

Current Pricing: 2021-22 school year

- Elementary Breakfast: Free
- Middle School Breakfast: Free
- High School Breakfast: \$1.70
- Elementary Lunch: \$2.45
- Middle School Lunch: \$2.60
- High School Lunch: \$2.60
- Adult Breakfast: \$2.35
- Adult Lunch: \$4.05

Proposed Prices: 2022-23 school year

- Elementary Breakfast: Free
- Middle School Breakfast: Free
- High School Breakfast: \$1.80
- Elementary Lunch: \$2.55
- Middle School Lunch: \$2.70
- High School Lunch: \$2.70
- Adult Breakfast: \$2.65
- Adult Lunch: \$4.60

MDE sets Adult Meal pricing and guidance has not come out for FY23 yet. \$4.60 was the last required price set by MDE

Milk prices 2022-23: \$0.50 per serving

Royalton Elementary & Early Childhood Center School Handbook 22-23

Royalton Elementary School
119 North Driftwood
Royalton, MN 56373
(320) 584-4100

Early Childhood Center
120 South Hawthorn
Royalton, MN 56373
(320) 584-4159

High Levels of Learning for All Students

"A shared commitment to create a caring community where every child is valued and curiosity, creativity, and the desire to learn is encouraged."



"Always
and taking

create a better learning experience for our students."
Royalton Elementary School

striving
steps to

"A World of Knowledge"

Vision: A shared commitment to create a caring community where every child is valued and curiosity, creativity, and the desire to learn is encouraged.”

Royalton Elementary School Goals

- Instill a Love for Learning
- Achieve Academic Excellence through Active Learning
- Integrate the Arts and Promote Creativity
- Discover Individual Strengths, Talents, and Interests
- Value Relationships and Personal Wellness
- Honor Diversity and Individuality
- Establish Digital Technology Proficiency
- Develop Global Awareness, Understanding, and Skills
- Support Environmental and Outdoor Education
- Acquire Critical Thinking and Problem Solving Skills through Inquiry, Questioning Skills, and Project Based Learning
- Form Partnerships with Peers, Parents, Community, and the Larger World to Advance the Common Good

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Welcome to Royalton Elementary School and Early Childhood Center!

Dear Parents,

Welcome to a new school year at Royalton Elementary School and Early Childhood Center. We are very excited about working with you and your children. Our goal is to provide an exceptional education in a caring and nurturing environment. We will do everything possible to ensure that each child has a positive and successful experience at our school.

Throughout the year, many valuable learning opportunities will be offered to your children. These will range from core instruction in essential academic skills to enrichment activities such as fieldtrips, assemblies, artist-in-residencies, Reading is Fundamental (RIF) book distributions, environmental learning activities, Jump-Rope-For Heart, reading buddies, after school programs, and special events. Royalton Elementary is committed to providing a comprehensive education that meets the needs of the whole child.

This handbook provides an overview of our school's goals, expectations, and policies. Please read through the information carefully so that you will have a fuller understanding of the entire scope of our program. It will also be a valuable guide if questions or concerns should arise. Your input on the content of our handbook is welcome.

As principal, my goal is to provide excellent leadership in maintaining and improving the quality of our elementary school program. I am committed to encouraging everyone in the school community to work together for the benefit of the children. Our school and parent community partnership is what makes us strong.

Thank you for the many important ways you support your children's education. I look forward to a rewarding, productive, and successful school year for everyone.

Sincerely,

Dr. Phil Gurbada

Dr. Phil Gurbada, Principal

SCHOOL PHILOSOPHY

The staff at Royalton Elementary School and Early Childhood Center believe each student is a special person entrusted to our care. Our goal is to nurture each child's unique talents through a positive climate that motivates students to enjoy learning. We view parents as the primary caregivers, and we will act in cooperation with them to provide their children with a quality education.

We are committed to the development of the whole child and will work to meet their academic, social, emotional, and physical needs. Beyond a strong basic education, we will provide enrichment activities to match students' individual interests and creative talents.

We are also dedicated to teaching our students good citizenship and civic responsibility. A concern, tolerance, and respect for others are values we will teach by example and instruction. The atmosphere at our school will reflect dignity, and we will provide reasonable limits to maintain an orderly environment.

We will strive to establish an open relationship with the entire community. Parent involvement, volunteer activity, and community service projects are encouraged. We also believe in the continuing education of our school staff through professional development and ongoing review of effective policy and practice.

SCHOOL HOURS

The school hours for teachers are: Monday - Thursday 8:00 a.m. - 4:00 p.m.
Friday 8:00 a.m. - 3:30 p.m.

You may contact teachers during these hours. They may, however, need to return your phone call during their prep time. *Some teachers choose to work from 7:30 a.m. - 3:30 p.m.

ARRIVAL TIME – ROYALTON ELEMENTARY SCHOOL

Children who do not ride a bus should not come to school until **after 8:00 a.m.** (bus arrival time). We do not have adequate supervision for the children until after that time. Children who arrive before 7:45 a.m. will be required to go to the morning MAP program. Families will be charged for 30 minutes of supervision. Children who arrive after 7:45 a.m. will be required to sit in the cafeteria until 8:00 a.m. The school day for students begins at 8:25 a.m.

Elementary, K-5, attendance calls should be directed to the attendance secretary at (320) 584-4161.

ARRIVAL TIME – EARLY CHILDHOOD CENTER

The school day for Kindergarten and Preschool students is at 8:25 a.m. until 3:05 p.m. Kindergarten and Preschool students can be dropped off at 8:00 a.m. and breakfast will be available from 8:00 a.m. to 8:25 a.m. If the children are early, we will have supervision from 7:45 a.m. – 8:00 a.m. If you need to drop your kindergarten children off earlier, they will need to be dropped off at morning MAP at the elementary school. Preschool children are not eligible for MAP.

Preschool attendance calls, kindergarten and preschool bus passes, change in daily routine notes, etc. should be communicated to the Early Childhood Secretary at (320) 584-4002.

DISMISSAL TIME

Official dismissal time for our students is 3:05 p.m. All students will be asked to leave the building at this time unless they have been given special permission from a teacher to remain after school. **Any student not picked up by 3:10 p.m. will be brought to MAP and charged accordingly.**

Students are supervised while loading the bus. Written permission is required from the parent along with approval from the transportation director before a student is allowed to ride a bus other than his/her regular bus or getting off anywhere other than their normal stop.

CHANGE IN CHILD'S ROUTINE

Your child's end-of-day routine should be as "routine" as possible. On the rare occasion when you must change your child's end of the day destination, you must send a note with your child to school. It will be necessary for you to send a separate note with each of your children to give to their classroom teacher. Please do not list more than one student on each note. The child's teacher will initial the note and have your child bring it to the office. Your note must include:

- Date
- Your child's teacher's name
- Your child's name
- Emergency telephone number where you can be reached; and
- Your child's destination (specific name or place).

The school telephones are for school business and emergencies only (this statement is not intended to discourage calls to teachers about classroom concerns). Telephone messages cause disruption for your child and other students in the classroom. The telephones are not to be used to change your child's after school arrangements, unless it is an emergency. An emergency is defined as:

- An extra ordinary event such as a family tragedy or an emergency (e.g. serious illness, automobile accident, etc.).

Please do not send an email or fax as to where your child should go after school. In the event our computers or fax machine are down, we would not receive your message.

STUDENT PICK UP/CHECK IN/CHECKOUT

When parents/guardians come to pick up students during school hours, please use the following procedure:

1. Elementary School: Park on the south side of the building and enter through Door 1. Buses pick up on the East side of the building.
Early Childhood Center: Park on the south side of the building and enter through Door 2. Buses pick up on the West side of the building.

2. For the children's safety they are not allowed to walk home during the school day. Please make arrangements to pick your child up if early dismissal is necessary.

3. Use the Elementary south office (Door 1) for:

- *Parents checking in/out students in grades 1-5 when coming in late or leaving early
- *Someone is picking up a student at the end of the day, other than a parent or usual pick-up person
- *Volunteers and classroom visitors
- *Lunchtime visitors – if eating lunch they will need to pay for lunch at the office before eating
- *People dropping off forms for distribution
- *Field trip chaperones
- *School visitors – copy repairmen, kitchen inspectors, electrical inspectors, etc.
- *Midstate staff
- *Parents dropping off students' band instruments, lunches, birthday treats, etc.
- *Payments for MAP or Community Ed.

Use the Early Childhood Center office (Door 2) for:

- *Parents checking in/out students in grades 1-5 when coming in late or leaving early
- *Someone is picking up a student at the end of the day, other than a parent or usual pick-up person
- *Volunteers and classroom visitors
- *Lunchtime visitors – if eating lunch they will need to pay for lunch at the office before eating
- *People dropping off forms for distribution
- *Field trip chaperones
- *School visitors – copy repairmen, kitchen inspectors, electrical inspectors, etc.
- *Midstate staff
- *Parents dropping off students' lunches, birthday treats, etc.

4. Parents picking up sick students will come to the Elementary south office or the Early Childhood Center office and get their students from the nurse's office and sign them out.

5. Substitute staff will check in/out in the Elementary Main office or Early Childhood Center.

MAP INFORMATION

Before and after school MAP will still be held at the Royalton Elementary School for Preschool (age 4) through Grade 5. Early Childhood students who attend morning MAP will be bused to the Early Childhood Center shortly after 8:00 a.m.

Preschool (age 4) students attending MAP after school will be bused to the Royalton Elementary School from the Early Childhood Center.

USE OF THE TELEPHONE

Children will be permitted to use the school telephone only in emergency situations.

ATTENDANCE POLICY

MINNESOTA STATE LAW REQUIRES ALL STUDENTS TO ATTEND SCHOOL FROM AGE SEVEN TO SIXTEEN.

Satisfactory progress in school requires regular attendance. Absences create problems for both students and teachers. Students who are absent frequently get behind in their lessons and tend to lose interest in school. It is almost impossible to give the student individually what he/she has missed in class discussion and group work. In the event your child is absent for more than three days because of illness, please contact the school office regarding make-up work.

When your child will be absent, please call the Royalton Elementary School attendance secretary at 320-584-4161 or Early Childhood Center 320-584-4002 by 8:00 a.m. This call should be made every day your child is absent. You can leave a message 24 hours a day if there is no answer. ~~It is important to call during this time because we have a person assigned to take your calls during that 30-minute block.~~ Please give your name, student's name and the reason why your child will not be at school.

For those parents who do not call, someone from the school will call your ~~home~~ from 8:30 - 9:30 a.m. We are willing to make these calls, but things will go much better if you call the school ~~between 7:30-~~ before 8:00 a.m. If phone contact is not made, a written note must be sent when your child returns to school or the absence will be counted as unexcused.

Under Minnesota Law (MS 260A.02), a child who misses three days of school without a valid excuse is considered continuing truant. If this should occur, the parents will be formally notified by the school in writing. A child who is absent without valid excuse for seven days is considered (by law) habitually truant (MS 120.01) and the school will file a report of educational neglect.

Students who are tardy must be signed in by their parent at the office before going to their class. If a student is not signed in at the office, he/she may be counted absent for the entire day. ~~Six unexcused tardies will be counted as one unexcused absence.~~

Students who become ill during the school day and are going home must sign out in the office. Parents should not take students out of school without notifying the school first.

When student absences are excessive, the school may require medical slips to be excused. If a student is absent five days in a row, a doctor's note may be required for those absences to be excused.

CELL PHONE AND ELECTRONIC DEVICES POLICY

Student cell phones and personal electronic devices are not to be used during the day without staff permission. Devices used without permission during the day will be brought to the office, where they can be claimed by the student's parent or guardian.

DRESS POLICY

Good grooming is essential to a proper teaching-learning environment. Students are encouraged to dress appropriately for school activities.

Appropriate clothing includes, but is not limited to the following:

- Clothing appropriate for the weather
- Clothing that is neat, clean and in good taste at all times.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (e.g. physical education or classroom).

Inappropriate clothing includes, but is not limited to the following:

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is vulgar, obscene or inappropriate for school.
- Any clothing or footwear that would damage school property.
- Hats are not to be worn in the building except with the approval of the building principal (e.g. student undergoing chemotherapy, medical situations or designated special days).
- Shoes shall be worn at all times except for activities with teacher/principal approval.

COLD WEATHER POLICY

The children go outside for recess daily. They must have clothes appropriate for the weather. Hats and gloves are required in the winter. Students will need to wear boots to play in snow areas. Temperature guidelines for going out for recess in the winter are –5 degrees Fahrenheit or –10 degrees Fahrenheit wind chill.

Winter Clothing Recommendations

Under 60 degrees:

Sweatshirt or coat, shoe covering whole foot

Under 40 degrees:

Coat, snow pants*/long pants, snow boots/shoes covering whole foot

*snow pants required for playing in snow

Under 20 degrees:

Winter coat, hat, mittens/gloves, snow pants/long pants, snow boots

*snow pants required for playing in the snow

GYM SHOES

The children are required to have gym shoes for physical education as a safety precaution.

LUNCH PAYMENT

The Royalton School District has a computerized lunch payment system. Students in K-12 will be issued an ID card and given a lunch number that will be computer monitored. The computerized lunch program works in the following manner: Money can be deposited online in each family's account between 8:00 - 8:25 a.m. each morning. The deposit is entered into the account before lunch. When going through the lunch line the student will enter the lunch number, and the amount of the lunch and/or breakfast will be subtracted from the total in each family account. If the money remaining in the account falls below \$5.00, the student is notified with a notice that is sent home to the parents (unless there is a sibling at the high school – then that student is given a verbal notice).

Elementary student lunches are \$2.55 per meal. Reduced lunches at the elementary school are free. Adult lunch price is \$4.60 per meal.

BREAKFAST

Breakfast is available to students free of charge. This meal is served in the cafeteria from 8:00 a.m. – 8:20 a.m. Adult breakfast price is \$2.65.

MILK TICKETS

Milk tickets for milk break can be purchased in the office at \$8.00 for 20 milks, grades 1-5 only. Kindergarten milk for break time is free.

RECESS EXPECTATION

If students are well enough to attend school, they are expected to go outside for recess.

CHAIN OF COMMUNICATION

Parents with concerns or questions are encouraged to directly contact teachers first. After contact with the teacher, if there is no resolution, contact the building principal. Bus concerns should be directed to the District Transportation Supervisor at (320) 584-4255.

MEDICAL INFORMATION

Royalton schools provide the service of a licensed nurse. The school nurse provides screening, referrals, teaching, and emergency care in the areas of health that enable students to be better learners. When the school nurse is unavailable, health services are shared among the school staff.

IMMUNIZATIONS - State of Minnesota law requires that every child attending school must have received a minimum number of doses of the following vaccinations: DPT, POLIO, MMR, Hepatitis B and chicken pox. The school must have a complete record of your child's immunization status when school starts in the fall.

Parents have the option of exempting a child from having the immunizations. Parents may choose to not have their child immunized, if it is their conscientiously held belief or if for medical reasons it would be harmful for the child to receive the vaccine. A legally notarized conscientious or medical exemption needs to be on file with the school. *If your child is not up to date with their immunizations when school begins, they will not be allowed to attend school until they are fully vaccinated.*

FLUORIDE MOUTHRINSE - The district offers an optional fluoride mouth rinse program to students in the elementary grades (with the exception of kindergarten) as a way of supplementing a child's dental care. Fluoride rinsing has been shown to be an effective cavity prevention method when used in conjunction with good dental care. There is a nominal donation requested to cover the cost of the rinse supplies. There is a fee requested to cover the cost of the rinse supplies. Consult your dentist if you have questions or concerns about your child participating in this program.

CHILD ABUSE/NEGLECT - Minnesota statute requires that any school personnel who suspects child abuse or neglect report it to law enforcement or the local social services agency. The report will be made in good faith. Follow up on such reports is the responsibility of social services and law enforcement.

VISION AND HEARING SCREENING - The Minnesota Department of Health recommends vision and hearing screenings. Screenings are conducted as follows: Vision screening done on K-5, 7, 10. Hearing screening is conducted in K-5, 8, and 11. This is not a requirement, but most schools do try to follow certain screening guidelines in their district to meet the needs of the students. As part of the school health program, the school nurse is responsible to see that the appropriate referrals or follow-up is done on those students who have identified concerns in these areas. A screening can also be done in these areas on a personal basis with a phone call requesting it.

HEADLICE – Lice are a nuisance and do not spread disease. If live lice are found, the parent/guardian will be called to pick up the student and educated on lice removal. A signed lice checklist will be sent home with the parent/guardian and returned upon return of the student. The student will be checked upon return to school and follow up checks done as needed. Parents are encouraged to check their children regularly and report to the school any incidents of head lice throughout the year as follow-up will be done as necessary in response to these reports. Head lice are very small, tan-colored insects about the size of a sesame seed, which live on human heads. They live and lay eggs (nits) close to the scalp. The teardrop shaped nits are about the size of

a needle, gray white, brown or tan in color. There are several ways to get rid of lice, but all of them follow the same basic steps:

1. Kill the lice
2. Remove the nits
3. Remove lice from the environment
4. Follow-up and repeat as needed.

Parents are encouraged to watch for and report to the school any incidents of head lice throughout the year as follow-up will be done as necessary in response to these reports.

LATEX – Latex balloons and gloves are prohibited from display and use in the Royalton Elementary School and Early Childhood Center.

DISPENSING OF MEDICATIONS – The school nurse or trained school personnel can dispense medications (prescription or over-the-counter) to students if the medication is accompanied by the correct completed forms. For prescription medication, this form requires a doctor's and parent's signature. For over-the-counter medication, only a parent's signature is required. Forms are available by calling the school or asking your healthcare provider. Acceptable over-the-counter medications are as follows: Tylenol (acetaminophen), Motrin (Ibuprofen, Advil). Cold/cough medicines and cough drops will be acceptable, however, only on a short term basis of 7 days. For short term medications such as antibiotics, the district recommends those to be given at home if possible. School personnel may not administer aspirin or other over-the-counter medications to students unless written doctor and parent permission is on file.

When a child is being administered medication by school staff, please send medication to be given in a container pharmacy-labeled for that medication. For your convenience, you may request a second container labeled for the medication, dosage, etc. from your pharmacist to be left with school staff. We cannot give medication that isn't properly labeled, does not have the appropriate signatures, or is expired. Medications should not be sent to and from school with children. The medication needs to be brought in by a parent or guardian. Those with allergies requiring an epinephrine pen must have one at school along with an allergy action plan from their physician. These rules must be followed in order to keep the children safe in our school.

HEALTH POLICIES AND PROCEDURES

The following school health policies have been compiled to provide a reference and foundation for health practices within the school setting.

Exclusions from School:

Pupils exhibiting one or more of the following symptoms should be kept home from school. If these symptoms appear while the child is in school, parents will be asked to take their child home.

1. Temperature over 100 degrees F.
Do not give fever reducing medications if a fever is present and send your child to school when it lowers. If a fever is present the child should remain home until 24 hours after the fever is gone WITHOUT the use of fever reducing medication such as acetaminophen/Tylenol or ibuprofen.
2. Vomiting
3. Diarrhea – 2 or more episodes
4. Sore, itchy or reddened eyes (pink eye)
5. New or worsening suspicious rash/contagious disease (e.g. chicken pox)
6. Sore throat accompanied by a fever.
7. New or worsening cough accompanied by a fever.
8. Active case of head lice or scabies.

Parents may also be contacted if, in the opinion of the school authority, a student is unable to return to class.

Parents are asked to provide us with the names of two other people they authorize to care for their children should we be unable to reach them.

As determined by licensed school personnel, if an emergent situation arises the doctor or 911 would be called directly.

Health Room Procedure:

When a student becomes ill or injured while in school, he/she will be taken to the nurse's room. The nurse, office staff or principal will assess the student's needs. In each case the student will receive care as needed. If the student is exhibiting any of the above symptoms, parents will be notified. If symptoms are minor, the student may stay in the nurse's room and rest up to 30 minutes. After that time a decision will be made as to whether the student is able to return to class or call the parents.

Absences:

The school's secretary or the school nurse will contact parents of students who are absent. She will inquire about your child's health status and care. All students under medical care and those with communicable diseases should be reported to the nurse for follow-up.

Physical Education Excuses:

In order to be excused from physical education for more than two days, the student must present a written order from the family physician. This should include a list of activities the child may participate in. When the student is allowed to participate again, another written statement from the doctor is required.

FORGOTTEN ITEMS

The following are the guidelines to follow when a student forgets an item in his or her classroom.

1. To get something from the classroom, the teacher must be available to assist in locating what was forgotten.
2. Teacher schedules vary. If the teacher is not available or has left for the day, you will have to wait until the next morning. Generally, teachers are not going to be available after 4:00pm. When necessary, teachers can be contacted by email or phone.
3. Please do not make requests of the custodians. The custodial staff has been instructed not to assist students and/or adults in retrieving classroom items. They have been told not to open classroom doors.

These guidelines are necessary because in some circumstances students have taken items that did not belong to them. Also, custodial staff schedules are busy, and we need to keep their interruptions to a minimum. If you feel there is a legitimate emergency in which you need help that cannot wait until the morning, you can contact Dr. Gurbada. His office phone is 584-4163. His cell phone is 320-232-8874.



BUS RULES

1. The bus driver is in full charge of the bus and the riders. Students must obey the driver promptly and without question. If a student has a question about instructions of the driver, he/she should ask that question of the school principal after he/she has complied with the driver's instructions.
2. Bus safety patrols may be assigned on each bus and riders will obey and respect the instructions of the patrols.
3. Riders will enter the bus only on designated stops and in single file order. Under no conditions will the emergency door be used for any but emergency exits. Anyone violating the above rule will be suspended from the bus until such time that the parent(s) meet with school authorities and assure compliance with the rules.
4. Riders must be on time at their designated stops. The bus cannot wait for those who are tardy.
5. Students shall not stand or play in the roadway while waiting for the bus.
6. Windows may be opened only with the permission of the driver. At no time shall windows be opened more than halfway. Arms, heads, or objects shall not be extended from the windows.
7. Students are to remain seated while the bus is in motion. Exit movement may begin only after the bus has come to a full stop.
8. When loading and leaving the bus, students are to observe the instructions of the bus driver or the bus safety patrol.
9. Students who are required to cross the street or road after leaving the bus shall pass in front of the vehicle, making certain that no traffic is approaching from either direction before crossing.
10. Students are to leave the bus only at their regular stations, unless they have a written permit slip from the parent(s) or teacher. The permission slip is to be presented to the driver by the rider.
11. Students may be assigned a seat in which he/she will be seated unless permission is given by the driver to change seating. Riders may not save a seat for another person. Each rider is entitled to one space only.
12. Books and personal belongings must be kept out of the aisle.
13. Classroom type conduct must be observed at all times. Rowdy behavior or indecent language is

not acceptable.

14. Because of safety concerns, conversation with the driver and other possible distractions shall be kept to a minimum.
15. Students must have nothing in their possession that may cause injury to another person. Items such as sticks, any type of firearms, straps, or pins extending from clothing are not allowed.
16. Riders are to assist in keeping the bus clean by not leaving waste paper or other refuse in the vehicle.
17. Anyone damaging the bus will be assessed the full repair cost.
18. Drivers will report students guilty of violations of these conduct and safety rules. Failure to obey the driver or safety patrols will result in disciplinary action by your principal and may result in your being prohibited from riding the school bus.
 1. Upon first report, student will meet with the driver and school administration. Parents will receive a written report and possibly a phone call following the report.
 2. Upon second offense, the student will meet with the driver and the principal and will be removed from the bus for two days. Parent attendance at this meeting is encouraged. A written report will be made to the parent(s) following this step.
 3. Upon third offense, the student will be removed from the bus for 10 days. Subsequent reported offenses will result in removal from the bus for the balance of the school year. Parents will receive written notification and when possible, phone follow-up on each of these steps.

FIELD TRIPS

Educational field trips are planned periodically to provide experiences correlated with classroom subjects. Students are required to have written permission from a parent or guardian prior to going on a field trip. Permission will not be granted over the telephone. All trips are chaperoned by school personnel.

SCHOOL RULES – PAWS MATRIX

	Classroom Setting	Cafeteria Setting	Restroom Setting	Playground Setting	Hallway Setting
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P Personal Best	Try your best Be helpful Accept others Use please and thank you	Be polite to others Share a smile Sit with someone who needs a friend	Be considerate of others	Include others Try something new Have fun	Smile Greet others Be helpful Be considerate
A Act Responsibly	Follow directions Accept consequences Be on time Complete assignments	Return tray and silverware Throw garbage away Eat your own food Listen to adults	Go, Flush, Wash, Leave Clean up after yourself Use planned bathroom breaks	Line up when signal is given Follow directions Throw away trash and litter Put away equipment	Keep hallways clean Walk directly to your destination
W Work and Play Safely	Keep hands and feet to yourself Stay in assigned location Use supplies as intended	Walk Make healthy choices Keep hands and feet to yourself	Wash and dry hands Use property as intended	Know and follow playground rules and expectations Use equipment as intended Get help for self and others	Walk on the right Allow others space to move
S Show Respect	Raise your hand Use listening ears Use kind words Respect personal space	Use kind words Use a quiet voice Be patient when waiting Say please and thank you Follow directions given by adults	Keep bathroom clean Respect privacy of others Treat property with respect Use a quiet voice	Listen to adults Take care of the equipment Use kind words Take turns Be a good sport Solve problems with respect and fairness	Walk Hands and feet to yourself Use lockers appropriately and quietly Use a quiet voice Follow adult directions

CONSEQUENCES

1. If a student receives three minor reports in a quarter or a major report at any time, the student will need to visit with the principal.
2. REMINDER of correct rule and/or behavior

3. TIME OUT for attitude adjustment
4. LOSS OF PRIVILEGES (recess, going to lunch late, staying after school, lose computer time, go to the back of the line, restitution)
5. CONFERENCE - student, teacher, principal
6. CONFERENCE - student, teacher, principal, and parents
7. Consequences may include after school detention, in-school suspension, out-of-school suspension, or expulsion.

STUDENT RESPECT OF FACULTY/STAFF

Students are expected to act respectfully to all staff members. If a student is verbally or physically abusive to a staff member, consequences may include after school detention, in-school suspension, out-of-school suspension, or expulsion.

SCHOOL PROPERTY

All educational needs from textbooks to playground are furnished to the children to use while attending school. Any child who damages, loses, or defaces property belonging to the school will be held accountable.

POSSESSION OF ILLEGAL SUBSTANCES

Possession or consumption of alcohol, drugs, and other illegal substances are strictly prohibited. Consequences may include after school detention, in-school suspension, out-of-school suspension, or expulsion.

LOST AND FOUND

Many articles of clothing remain unclaimed at the close of the school year. Marking clothing may be helpful in cutting down on the number of unclaimed articles at the end of the year. There is a lost and found area located in the hallway by the cafeteria. Lost and found materials are also collected in the office.

SPECIAL SERVICES

Special services are available at Royalton Elementary School and Early Childhood Center. These services include:

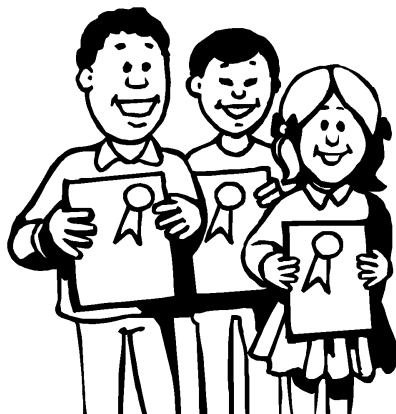
- Title I (Grade 1 – 5 only)
- Special Education/Preschool program
- Speech Therapy
- Developmental/Adapted Physical Ed.
- Special Education Services

Parents will be notified if a child is recommended to receive any of these services and the program will be explained to each parent upon request. According to State and Federal law it is necessary that parents or guardians sign permission slips for their child to participate in Special Education Services.

TESTING

The students in Gr. 3-5 will be tested annually in reading and math with the Minnesota Comprehensive Assessments (MCA's). Grade 5 also takes the MCA science test.

Test results are shared with parents and kept in each student's cumulative folder. Please contact the Elementary Principal if you have any questions.



PROGRESS REPORTS - PARENT/TEACHER CONFERENCES

Your child's progress will be reported to you by means of quarterly report cards and two Parent/Teacher/Student conferences. Parents may request additional conferences at any time by contacting the elementary office.

CUMULATIVE RECORDS

A cumulative record is kept for each student at Roylton Elementary School and at Early Childhood Center for Kindergarten students. Upon completion of the fifth grade, student records are transferred to the High School. Any parent/guardian wishing to review their child's records may make a request through the elementary office.

CLOSINGS

In the event that weather conditions or other circumstances make it necessary to close school for all or part of the day, notice will be given over the following stations:

KCLD	104.7	FM
WJON	1240	AM
WVAL	660	AM
KLTF	960	AM
KFML	94.1	FM
WYRQ	92.1	FM
WHMS	101.7	FM
KNSI	1450	AM
KCML	99.9	FM
WILD	98.9	FM
WCCO-TV4		
KSTP -TV5		
KARE -TV11		

The School Reach system will attempt to be used to notify you of late starts and cancellations.



KINDERGARTEN

To be eligible to enter Kindergarten, a child must have reached the age of five years on or before September 1st of the year in which he/she enters Kindergarten. All children entering Kindergarten are required to produce a birth certificate and an updated immunization record. A physical examination is suggested, but it is not mandatory.

Kindergarten Information Night is held in the Spring for students who will enter Kindergarten the following school year. Parents meet with school personnel to get a preview of the various school programs.

HARASSMENT AND VIOLENCE

The Royalton School District has a written policy that protects all children and adults from Religious, Racial, or Sexual Harassment and Violence. The complete policy in detail is available through the school office. All suspected cases of Harassment or Violence should be reported to your building administrator. Consequences may include after school detention, in-school, out-of-school suspension, or expulsion.

REASONABLE FORCE

State law allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment.

NEWSLETTERS

A weekly newsletter from the elementary school will be **sent emailed** to parents at the end of each week highlighting some of the special activities in the classrooms/**school**.

A district newsletter is sent to all residents to inform you of the activities in both the elementary and the high school. If you do not receive the district newsletter, contact the district office.

TREATS

Minnesota Department of Health regulations forbid the distribution of homemade treats in school. We suggest that you send treats, such as commercial bakery items, ice cream treats, wrapped treats, raisins, popcorn or fruit. Classroom parties are held at the discretion of each teacher.

VOLUNTEER PROGRAM

The Royalton Elementary Staff is very proud of our V.I.P. program, (Very Important People). Volunteers are sought for parties, field trips, to assist in classrooms, or to be of service with other tasks, such as bulletin

boards. A special handbook has been prepared for volunteers. If you would like to enter the program, please call the elementary office. Our program has been extremely successful in the past and we urge you to join us. Please see District Volunteer policy #451 at www.royaltonpublicschools.org.



VISITING SCHOOL

Parents, guardians, and other adults are welcome to visit school. We encourage you to visit your child's classroom. We are very eager for you to get acquainted with our staff, our building, and our educational procedures. We realize what a great responsibility you, as parents, have for the education of your children. Please notify the office so we can arrange for a visit.

YOUNGER BROTHERS, SISTERS, AND VISITING RELATIVES ARE NOT TO ACCOMPANY THE STUDENTS TO SCHOOL. We discourage this type of visit and ask for your cooperation.

ISD 485 SCHOOLS
POLICY ON SMOKE/TOBACCO FREE ENVIRONMENT

SMOKING AND TOBACCO POLICY

Smoking and use of tobacco products shall be prohibited on school district property. This shall include school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students on school property shall be prohibited. Possession or use of any type of tobacco product by a student is not allowed at school, on school grounds, or at school sponsored activities.

(See District Tobacco-Free Environment, Possession and Use of Tobacco-Related Devices and Electronic Delivery Services policy 419 located on the District Website or contact the elementary office for a full description.)

STUDENTS

Any violation of this policy by students will be referred to the building principal. On the first offense, the student will receive a 1-2 day in-school suspension. Upon the second offense, the student will receive a 2-3 days in-school suspension. On the third offense, the student will receive a five-day out-of-school suspension. A further violation will result in a recommendation of expulsion.

The building principal reserves the right to modify consequences based on individual circumstances and student grade level.

STAFF

Any violation will be referred to the appropriate supervisor. On the first offense, the employee will receive a verbal and written reprimand with a copy placed in the district file. On the second offense, the employee will be suspended for one day without pay and a written reprimand placed in the district file. Further violations will be subject to procedure of MINNESOTA STATUTE 125.12 (reason for termination), which will be considered insubordination.

CITIZEN

Any violation of this policy by a citizen will be referred to an administrator or designee. On the first offense, the citizen will be asked to refrain from tobacco use. On the second offense the citizen will be asked to leave school property. A further violation will result in seeking law enforcement aid, and the offender will be banned from all school district activities for the remainder of the year.

COMMUNITY EDUCATION ELEMENTARY ACTIVITIES

Royalton Community Education in cooperation with the High School Athletic Department will be sponsoring after school and Saturday activities for elementary age students. Look for information in the Community Education section of the District Newsletter as to the what, when, where, and cost (if any) of participation.

PROMOTION/RETENTION POLICY

Children shall be developmentally placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of children from grade to grade with children spending one year in each grade. Our objective is to assist in the prevention, identification, and positive intervention on behalf of children in our district.

WEAPONS AND HARMFUL ARTICLES POLICY (Policy 501)

Possession of a weapon (e.g. gun, knife, or other lethal objects) is not allowed at school, on school grounds, or at school sponsored activities. Toy weapons are also not permitted. Articles that are illegal, nuisances, or that may cause harm to others (e.g. laser pointers, fireworks, lighters, matches, explosives, ammunition, projectiles of any kind) are similarly prohibited. Weapon possession violations are extremely serious. Consequences may include after school detention, in-school suspension, out-of-school suspension, or expulsion.

(See District School Weapons policy 501 located on the District Website or contact the elementary office for a full description.)

SECTION 504 POLICY

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance.

It is the policy of Royaltown School District not to discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities. Questions or concerns regarding this policy should be directed to the elementary school principal.

HAZING POLICY (Policy 413)

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

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Consequences may include in-school suspension, out-of-school suspension, or expulsion.

(See District Harassment and Violence policy 413 located on the District website or contact the elementary office for a full description.)

BULLYING POLICY (Policy 514)

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

“Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
2. damaging a student’s property

3. placing a student in reasonable fear of harm to his or her person or property; or
4. creating a hostile educational environment for a student.

“On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contract vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school –sponsored activities, events or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including supervision and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

(See District Bullying Prohibition policy 514 located on the District website or contact the elementary office for a full description.)

DISTRICT DISCIPLINE POLICY (Policy 506)

For a full description of student discipline items, please refer to the District Student Discipline Policy located on the District website or contact the elementary office. This policy will govern all aspects of student discipline.

If you have a concern or question about the Student Discipline Policy, or any aspect of the student discipline, please contact the building principal.

(See District Student Discipline policy 506 located on the District website or contact the elementary office for a full description.)

TITLE IX

Title IX is Federal legislation that prohibits Federal grants to schools or programs that discriminate on the basis of gender. The Royalton School District promotes gender equity and does not discriminate based on an individual’s gender. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official. If you have a concern, please contact the elementary school principal.

(See District Title IX Sex NonDiscrimination Policy, Grievance Procedure and Process policy 522 located on the District website or contact the elementary office for a full description.)

WALKER INFORMATION

Preschool and Kindergarten students will not be allowed to walk home unless escorted by an adult.

All Royalton Elementary School walkers must have a **note** that is **SIGNED** and **DATED** stating that parent or guardian gives permission for their child to walk home.

- If your child will be walking home **every day** you can just write **one note** stating that.
- If your child has an **every other week schedule** to walk home please **send us a monthly note at the beginning of each month** so the office, their teacher, and the after school staff walkers know what days they can be walking home.
- If your child is a walker on certain days but decides to **walk on a not scheduled day, then they need a note from their parent/guardian stating that “yes” they give permission for their child to walk today.** *For example if the student who is scheduled walk Wednesday and Thursday of the week decides to walk home on a Tuesday, then they need a note from the parent/guardian stating that they can walk that day.*

According to school policy **all** children who are walking home need to walk to their destination. For example: Your child can't make the decision to play at the playground before going home; they actually have to go where they are supposed to go after school first, then they are more than welcome to come back to the elementary school.

According to school policy **all** children need to dress for the weather in the winter months which consists: **Jacket/Coat/Hat/Mittens/Gloves/Boots.**

All walkers need to follow school rules while waiting to be dismissed to walk home.

- If a walker decides not to follow the school rules then the walking staff will talk to the walker.
 1. We give warnings to let the walker know what they are doing is not acceptable.
 2. If a walker receives **more than three** warnings in one week the student will be written up and the slip given to Dr. Gurbada with a copy to the student's teacher.

If a walker decides to make an **unsafe decision** that will put **he/she or others in immediate danger**, the walker will be written up and the slip given to Dr. Gurbada with a copy to the student's teacher.

While we wait for the buses to pass, we expect the students to act respectfully. For example, we do not allow the students to eat food, chew gum, bully, use their iPad, toss footballs, etc. The students can drink water; other beverages are not allowed.

ROYALTON ELEMENTARY & EARLY CHILDHOOD CENTER STAFF:

Superintendent: Dr. Kristine Wehrkamp
 Principal: Dr. Philipp Gurbada
 Administrative Assistant: Dawn Hofstad
 Assistant Secretary/Door Monitor: Kristi Hasslen

Kindergarten: Cassie Larson, Nikki Seguin, Tamara Shaughnessy

Grade 1: Alyssa Brown
Katie Hemminger
Kari Wiersgalla

Grade 4: Ted Hanson
Hannah Kahl
Merrin Polzine-Lust

Grade 2: Kathy Brenny
Michael Marschel
Abbey Tonderum

Grade 5: Melissa Hammer
Chad Shelstad
Amy Skeate-Carlson

Grade 3: Jennifer Beaman
Rebecca Scott
Mitch Theis

Special Education: Vicki Blomme, Megan Gosiak, Joan Nichols, Elizabeth Wateland

Lead Title: Kari Rohling

Gifted & Talented: Shari Bishop

Preschool: Pam Cimenski, Kara Kloss, Brittney Meehl, Michelle Possin

Speech & Language: Tammy Mattson

Physical Education: Aaron Meier

Art: Xandra Stowman

Spanish: David Kruger

Music: Samantha Thompson

Band Director: Christopher Coppicus

Social Worker: Morgan Prom

Nurses: Miranda Pogreba, Robyn Nyreen

Custodians: Mike Weinand, Tammy Graczyk, Karen Heinen

Cook: Sharon Waytashek

Kitchen Aide: Winter Kloss, Julie Sobania

Community Education: Ted Hanson

Media Center Paraprofessional: Kathy Popp

Paraprofessionals: Cassandra Broda

Becky Bzdok

Jennifer Eiynek

Patti Gaetz

Jenna Hansen

Bethany Holtz

Tammy Johannes

Lisa Klein

Lisa Lhotka-Fiedler

Susan Miles

Jessica Nielsen

Jennifer Oldakowski

Holly Psyck

Jennifer Schneider

Jennifer Solorz

Lisa Tasto

Sheila Wirth

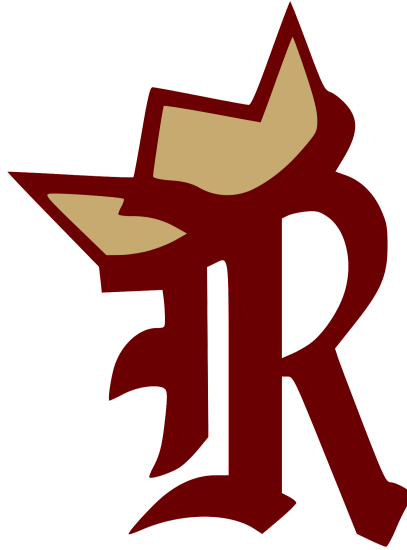
Emily Wunderlich

MAP (My After-School Place): Tammy Johannes

INDEPENDENT SCHOOL DISTRICT #485			
2022-2023 SCHOOL YEAR			
Month	Date	Event	Student Days
August	22 & 23	MS/HS Teacher In-Service	0
	23 & 24	Elementary Teacher In-Service	
	29-31	ES/MS/HS Teacher Workshop	

	31	Elementary Parent/Teacher Conferences	
September	1	Teacher Workshops	19
	5	No School – Labor Day	
	6	Classes Begin Gr. 6-8 only/Elem. Parent/Teacher Conferences	
	7	Classes Begin Gr. K-5 and 9-12	
October	20-21	No School – MEA	19
November	3 & 7	Elem. Parent/Teacher Conferences 4:15-8:00pm	18
	14	No School – District In-Service	
	17 & 21	MS/HS Conferences 5:00-8:30pm	
	23	No School – Conference Adjustment (ES/MS/HS)	
	24-25	No School – Thanksgiving Break	
December	23-30	No School – Holiday Break	16
January	2	No School – Holiday Break	20
	3	School Resumes	
	16	No School – District In-Service	
February	17	No School	17
	20	No School – President’s Day	
	23	MS/HS Conferences 5:00-8:30pm	
	27	No School – District In-Service/MS/HS Conferences 1:00-8:30pm	
March	2 & 6	Elem. Parent/Teacher Conferences 4:15-8:00pm	20
	10	No School	
	13	No School – Conference Adjustment (ES/MS/HS)	
	27	No School – District In-Service	
April	7	No School – Easter Break	18
	10	No School – Easter Monday	
May	26	HS Graduation 7:00pm	22
	29	No School – Memorial Day	
June	1	Last Student Day	1
	2	Teacher Workshop	

ROYALTON HIGH SCHOOL
STUDENT HANDBOOK 2022-23



Royalton High School

Principal: Joel Swenson

jswenson@isd485.org

320-584-4200

Front Office:

Dawn Towle, Admin. Asst. to Principal

dtowle@isd485.org

320-584-4240

Amy Kasella, Attendance Secretary

akasella@isd485.org

320-584-4241

Anthony Neumann, Asst. Principal/AD

anthony.neumann@isd485.org

320-584-4200

CRC Office:

Monica Flakus, Counselor

counselor@isd485.org

320-584-4200

Robyn Popp-Bartkowicz, CRC Sec.

robin.bartkowicz@isd485.org

320-584-4200

Joann Weir, Social Worker

joann.weir@isd485.org

320-584-4200

Part I, Information and Arrival

Welcome to Royalton MS/HS

The information contained in this handbook is designed to help the school run smoothly so that you will have a successful year at Royalton MS/HS. Not all rules/procedures/protocols will be found in this handbook. The principal of the building has the authority to make or amend rules/procedures as needed to insure efficient and safe management of the school.

Your teachers are eager to help you prepare for a successful adult life. Along with your studies, get involved in extra-curricular activities. These activities are designed to help you enjoy school life. Remember that your success is directly related to your efforts! Thank you for your support and trust.

Royalton Schools Student Mission/Vision Statement:

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

Vision: Develop lifelong learners who adapt to the needs of an ever-changing world.

Equal Educational Opportunities

Every pupil in this district will have equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, marital status, or status with regard to public assistance or disability. No student shall be excluded on such basis from participation in, or having access to, any course offerings, athletics, counseling, employment assistance, and/or extra-curricular activities.

Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, national origin, marital status, age, sex, religion or disability. The district also makes reasonable accommodation to the known disabilities of qualified disabled individuals. This policy applies to all areas of education including admission, treatment or access to the district programs or activities and to employment in its services and activities.

Pregnant and/or married students shall not be excluded from any educational program or activity except when that student requests voluntarily to participate in a separate portion of the program or activity.

VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION

The Royalton School District offers a variety of vocational opportunities through the Business Education, Industrial Technology and Vocational Agriculture Departments. The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses.

The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972.

Section 504 Coordinator:

Lesa Boser
Royalton High School
120 S Hawthorn St
Royalton, MN 56373
320.584.4246

Title IX Coordinator:

Amy Krueger
Royalton Public Schools
120 S Hawthorn St
Royalton, MN 56373
320.584.4248

Data Privacy

All school information regarding a student is considered private and confidential except "Directory Information." The Royalton School Board of Education has classified the following as Directory Information:

- Student name
- Name, address & telephone number of student's parent/legal guardian
- Address
- Telephone number
- Electronic mail address
- Date and place of birth
- Dates of attendance
- Grade level
- Enrollment status (e. g. full-time, part-time)
- Major field of study
- Participation in officially recognized activities & sports
- Weight & height of athletic team members
- Photograph(s)
- Degrees
- Honors & awards received
- Most recent previous educational institution attendee

Parents or students 18 years or older may opt out of the directory information classification by providing written notice to the middle school/ high school principal.

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy.

Tennessee Warning for Students & Families

An individual asked to supply private or confidential data concerning the individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 7, to a law enforcement officer."

Minnesota law requires that the school district provide the following warning or notice to parents and students. Parents and students should be advised that:

1. Students or parents are not required by any law or regulation to supply the information requested. However, the school district expects that students will participate fully in their educational program by completing homework assignments and tests, and participating in classroom discussions and activities, and that students and parents will participate fully by providing information relating to either athletic or extracurricular activities or academic performance or behavior. The consequences for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or, in the case of a school district employee's investigation into the student's behavior, may result in action being taken without complete information.
2. School administration is responsible for maintaining a safe and secure school environment and it is many times necessary to question students in regards to assaults, thefts, etc. Although students may choose not to answer questions, students are expected to cooperate in all school investigations. Students may choose not to share information with staff.
3. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

Policy Information

A copy of this student handbook and all school district policies can be viewed at: <http://royaltonpublicschools.org> . Hard copies of this student handbook and school district policies can be obtained at Royalton Middle/High School, 120 South Hawthorn Street, Royalton, MN 56373.

Royalton Middle/High School building hours are 7:15 am to 3:30 pm when school is in session. Exceptions to these times may occur due to late starts, early dismissals or cancellations due to weather or other extreme circumstances.

Arrival and Dismissal Hours

Daily Class Schedule:

Royalton Middle/High School class schedule hours are from 8:15 am to 3:10 pm on regularly scheduled school days. Students in grades 6 through 12 are scheduled in classes in an A/B Block Schedule with certain Wednesdays being a 7-period day. Credit for classes is awarded for the successful completion of a class.

Students may be in the building on days that classes are scheduled beginning at 7:15am. Students must be in the commons area (MS) or Lion's Den (HS) between 7:15 am and 8:15 am. During this time if a student is in the building in any other area other than the commons they must be under the supervision of a Royalton Middle/High School staff member.

At the conclusion of the school day students must be out of the building 15 minutes after the last school bus has departed from the high school/middle school unless the student is part of a supervised, school sponsored activity.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be obtained at the main office at Royalton Middle/High School and on the school district's website at <http://royaltonpublicschools.org>

Class Assignments

Students are registered for classes in the spring of the preceding school year. Student class schedules are not directory information and therefore cannot be shared with anyone other than the specific student and/or their parent/guardian.

Class Dues Policy Dues for the 2022-23 school year are:

6 th , 7 th , 8 th , 9 th	\$20.00	11 th grade	\$25.00
10 th grade	\$25.00	12 th grade	\$30.00

Class dues are established and published in the student handbook. A class may not lower or eliminate class dues. If, at the end of their senior year, there are funds remaining in their account the class will determine by majority vote what will be done with those funds. Foreign exchange students are exempt from paying class dues if they are enrolled at Royalton Middle/High School for one school year or less.

Dues are to be paid to the HS office by October 1st. If dues are not paid, students will not be able to attend or participate in the following:

- Homecoming activities, Snowball, Prom, or any special events paid for by class dues.
- Students may not be selected as class attendants or royalty candidates for any event such as Homecoming, Snowball or other similar activities.
- Students may not participate in any class trips paid for by class dues.

If payment of the class dues poses an economic hardship on the family, please call the high school/middle school office.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond to the complaining party regarding the school district’s response to the complaint.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Family/Student Account Numbers

Each family has been assigned a family lunch account number, along with a personal lunch I. D. number for each student. Family and student ID numbers will follow the family/student through their years of school. Student ID numbers need to be kept confidential. Remind your child(ren) not to share their ID numbers with friends.

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school-district-sponsored driver or motorcycle education training course.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal at the middle school/high school.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved by the administration and school board in advance of the fundraising effort. Fundraising proposals are presented for Board approval twice during the year. (Once in the summer, and once mid-school year) Participation in non-approved fundraising activities is a violation of school policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

Due to lunch program mandates and the school district's Wellness Policy #533 schools cannot promote, distribute or sell items, which interfere with the lunch program during the school lunch period. Items included are: 1) Pop or other carbonated beverages, 2) Water Ices – frozen, sweetened water and/or flavored ice, 3) Gum, 4) Candy of all kinds.

The proceeds from any fundraiser will be considered the property of the entire organization unless prior approval is received from the administration. Students not turning in money earned from the fundraiser will be subject to disciplinary and/or legal actions.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value (less than \$5.00). Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal. Parents will be contacted if there is a chance their student will not be graduating with his/her class.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy. This does not include college or military recruiters, college athletic coaches. Students may be interviewed by the news media under circumstances deemed appropriate by administration.

Library and Media Center

The library/media center is open at 8:00 am on regularly scheduled school days. Students may use the library/media center during the school day and before and after school only when a supervisor is present. All materials removed from

the media center must be checked out by a staff member. Fines for lost, stolen, or damaged materials will be assessed accordingly.

Lockers and Personal Possessions within a Locker

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

Lunch/Breakfast

Lunch/Breakfast is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students will be notified of any changes prior to the beginning of a new semester. Students may purchase lunch/breakfast at school or bring a prepared lunch/breakfast from home. Milk will be available for purchase to supplement lunches/breakfasts brought from home.

Royalton High School operates as a closed campus and students are not allowed to leave school for lunch. Leaving during lunch will require parent and principal permission and will be granted only on a very limited basis. PSEO Students and college students with an open block are allowed to leave campus for lunch as long as it does not interfere with other classes they are scheduled in. Students should not have visitors bringing in food from the outside without expressed consent of high school principal. This should be limited to special occasions.

Lunch Program Guidelines

The following applies to the cafeteria (Commons/Cafetorium), school lunch program and the school lunch periods:

- Money for meals must be deposited at the office before the first morning bell.
- Students are not allowed to order food for delivery to school during the school day. Students are not allowed to leave school in order to purchase food and return to school to consume the food. Students who have an ITV or PSEO open block should not bring food from outside sources back into the building.
- Students who desire to carry lunch may do so, but are required to eat at a table in the cafeteria.
- Students are to walk to the cafeteria. No shoving, "horseplay", or line breaking will be allowed in the serving line.
- Please help keep the lunchroom clean. Students are to clean and remove all waste food or materials from their table before leaving.
- According to federal government rules students may not share or give food to students who are not participating in the school lunch program.
- Students may go to the library or into the gym if there is adult supervision. All other areas of the building are restricted to prevent distractions to classes in session. Students wishing to go outside must exit from the west

main entrance. They are to stay on the sidewalks or grass inside of the sidewalk. Game activities must be of a non-contact nature.

Drinks brought to school are not allowed, except when brought and drank with your lunch from home. Drinks over 20 ounces are not allowed unless you have received prior permission from the principal. Students who violate the policy will have their drinks confiscated and may receive additional consequences. No energy drinks of any kind are allowed in school and will be immediately confiscated.

Prices for 2022-23		Breakfast		Lunch	
	K-6	\$.00		K-5 \$2.55
	7-8 th grade \$.00		6-12 \$2.70
	9-12 th grade \$1.80		Adult \$4.60
	Adult \$2.65			

An extra lunch entrée for high school students will be \$1.85, an additional half pint carton of milk is \$.50.

Payments

The School District’s computer system operates as a prepaid program. Regular weekly or monthly payments to the family food service account will assure your child(ren) the ability to use this system. Checks should be made payable to ISD #485 Food Service. Payment may be sent to school with your child or mailed to our office at:

ISD #485 Food Service
 120 S. Hawthorn St.
 Royalton, MN 56373

Lunch payments maybe made online by visiting our website at <http://royaltonpublicschools.org>

Lunch Account Guidelines

The procedures are followed for all students in grades 6 through 12 who use the breakfast and hot lunch programs at Royalton Middle School/ High School:

1. Payments should be brought to the office for processing. Receipts for lunch payments are available.
2. Payments are collected throughout the day and entered in the computer every day.
3. Payments are entered into the school’s computer student management program under the child’s name.
4. Nightly, computer generated phone calls will be made to all students in grades 6-12 reminding families of low or negative lunch balances.
5. Families will receive a certified letter in the mail from the building principal regarding lunch balances that exceed \$50.00. This letter will also include an application for free and reduced lunch.
6. Student lunch account balances are subject to collections actions if families fail to pay off their lunch balances.
7. Students will not be denied lunch for a negative lunch balance.
8. Families are responsible for keeping necessary funds in their family lunch account.
9. Students are able to see a current balance every day when they input their lunch code. If a parent has any concerns regarding their balance, a statement can be printed for review.

The computerized ticket system offers complete confidentiality to students that participate in the free and reduced meals program. The students lunch ID number is entered into the computer system the same as students purchasing full-priced meals.

If you have any questions, comments, or concerns regarding the food service program at the Royalton Public Schools, please contact **Superintendent Kristine Wehrkamp**. Account balances can be monitored in real time by utilizing Skyward Family Access.

Students may be eligible for free and reduced price lunches and/or breakfasts. **Taking seconds or extras is not covered by free and reduced lunch program and will be charged to the student's lunch account for the amount of each extra/second item purchased.** It is the responsibility of the parents to make sure their children abide by family rules regarding taking seconds/extras. Free and reduced price eligibility forms are available at the school district office located at 120 South Hawthorn Street. These forms are also available online. For more information regarding eligibility for free and reduced price meals, contact **Julie Kloss in the district office at 584-4000.**

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency.

A telephone is available in the main office for limited, necessary student use. Students will not be called out of class to answer the telephone, except under extreme circumstances. The secretaries will take a message and the student will be given the message in between classes. Students will not be allowed to use classroom phones at any time.

Nondiscrimination

Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, national origin, marital status, age, sex, religion or disability. The district also makes reasonable accommodation to the known disabilities of qualified disabled individuals. This policy applies to all areas of education including admission, treatment or access to the district programs or activities and to employment in its services and activities.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent and teacher conferences will be scheduled periodically throughout the year. For more information, contact the school office or visit the district website/calendar for exact dates and times.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms and in our extra and co-curricular programs. To volunteer in the school district, parents/guardians should fill out the online volunteer form on the website **under the "District" tab**. The form will be reviewed and routed to the appropriate supervisor or building principal. The school district also will seek criminal history background checks for all individuals,

except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Parking Lot and Driving

Student parking will be limited to the student parking lot on the northeast side of the building within the designated parking areas. Seniors are able to park in the smaller northwest portion of the parking lot as space allows. Students are to park in an orderly fashion. Drivers should never park their car in a manner that blocks: another car, the entrance to the bus garages, or the entrance to the parking lots. The district has the authority to restrict the privilege of driving on school property to anyone who abuses the privilege.

Responsibilities of Classes/Organizations

Junior-Senior Prom

Juniors are responsible for the Junior and Senior Prom. Advisors are to submit a schedule for decorating one week in advance.

Homecoming

The Student Council sponsors homecoming. Homecoming activities consist of coronation, a pep fest, football game and the homecoming dance. The class advisors will be in charge of the homecoming parade and the senior class will be responsible for decorating the gym for coronation and the homecoming dance.

Minnesota Honor Society

The Royalton Chapter of the Minnesota Honor Society is an honorary organization of students in grades 10, 11 and 12 who have been selected because of their scholarship, character, leadership and service. At Royalton Middle/High School, a committee made up of teaching staff selects those students for membership who meet the guidelines. Once this criterion has been made, each student is further evaluated on the basis of service, leadership, and character before the final selection process is made.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

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

Personal Possessions and Student's Person

School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student

and/or a student's person will be reasonable in its scope and intrusiveness. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America. The Pledge of Allegiance will be recited on the first day of the school week at the beginning of first period. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Posting of Signs

The posting of signs, advertising, decorative posters or signage must be pre-approved by the building principal and affixed with principal signature and date of posting on the back of the sign. Any signage must be school related. Signs must be secured to wall surfaces in such a manner as to not damage the surface to which it is secured. Signage may not be posted for more than two weeks unless special permission is received from the building principal. Removal of signage is the responsibility of the student organization, class, or agency to which permission was granted. Any damage done to school property as a consequence of the posting or removal of the signage will be the responsibility of the student organization, class or agency posting the signage.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Royalton School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Mr. Anthony Neumann, Activities Director.

School Closing Procedures

School may be cancelled when the superintendent or his/her designee believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent or his/her designee will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be broadcast over radio KLTF, WYRQ, KFML Little Falls; WVAL, WHMS Sauk Rapids; KCLD, KNSI, KCML, WILD-KZPK, and WJON, St. Cloud; WCCO TV-4, Minneapolis; KSTP TV-5, and KARE TV-11, and will be sent out via the School Messenger program.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, please see the appendix. A complete copy of the school district's Protection and Privacy of Pupil Records Policy #515 policy may be obtained at 120 South Hawthorn Street in the main office.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. When required by law, permission will be obtained from parents/guardians or students who are 18 years of age or older for participation in or opting out of a survey administered at school. This does not apply to a survey conducted by a teacher that is a part of the regular curriculum of that instructor's class or a survey conducted by the school district.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school or those students who could encounter traffic, drug or crime hazards, etc. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or

guardian. The school district's Transportation Pick Up/Drop Off Policy #719 is in the appendix of this handbook. A copy of the policy can be obtained upon request at 120 South Hawthorn Street, Royalton in the main office.

Rules at the Bus Stop

1. Be at the bus stop 5 minutes before the scheduled pick up time. The school bus will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use or possession of alcohol, tobacco (in any form), or drugs.

Bus Rules of Conduct

1. The bus driver is in full charge of the bus and the pupils. Pupils must obey the driver immediately and without question.
2. Pupils will enter and exit the bus only at designated stops in single file order, through the front door. Under absolutely no condition will the emergency door be used for anything but emergency exits.
3. Pupils are to remain seated facing forward while the bus is in motion.
4. Talk quietly and use appropriate language. Classroom conduct is required.
5. Unnecessary conversation with the bus driver is prohibited.
6. Pupils are to assist in keeping the bus clean.
7. Do not open a window without permission from the driver. At no time will windows be opened more than half way.
8. Keep all parts of your body inside the bus.
9. Pupils are to leave the bus only at their regular stops, unless they have a written permit slip from parents or teachers, which is to be presented to the bus driver as they board the bus. Pupils need a note from parents in order to ride on a different bus.
10. Pupils may be assigned seats by the driver.
11. Pupils may not save a seat for another person.
12. Aisles must be kept free and clear at all times.
13. Keep your arms, legs and belongings to yourself.
14. No fighting, harassment, intimidation or horseplay.
15. Do not throw any object within or out of the bus.
16. No eating, drinking, or use or possession of tobacco or drugs.
17. Do not bring any weapon, flammable liquid, animals, or dangerous or objectionable objects on the school bus.
18. Do not damage the bus.

Bus Discipline

The following procedure will be used when students fail to obey the district's transportation rules of conduct: 1) upon the first report, the student will meet with the driver and school administration. Parents will be notified of the content of this discussion; 2) upon second offense the student will meet with the driver and the principal and will be removed from the bus for two (2) days. Parent attendance at this meeting is encouraged; 3) upon third offense the student will be removed from the bus for eight (8) school days. Students may be suspended for longer periods of time, including the remainder of the school year for severe or continued problems.

Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video- and Audio-Taping

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

Part II, Academics and Educational Opportunities

Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the guidance counselor at the middle school/high school, Ms. Monica Flakus.

Alternative Learning Center/Program (ALC/P), Graduation & Participation Policy

ALC/P students are not considered to be Royaltown High School students since they do not pay dues, attend school in our building or participate in our school activities. Students who attend the Alternative Learning Center are dropped from our attendance records and the financial aid goes with the student.

Alternative Learning Center/Program students will not be included in the RHS annual if they have not been a member of the student body at the time of the picture deadline, approximately **December 1st**.

Alternative Learning Center/Program students will not be able to attend class functions such as the senior class trip. They may attend prom if they are a date of a current RHS junior or senior. ALC/P student may not participate in extra-curricular activities at Royalton High School. Alternative Learning Center/Program students may not attend any student activity not open to the general public.

Alternative Learning Center/Program students will not be included in GPA ranking for the class or on any scholarship lists distributed or considered by a committee at school.

Area Learning Centers/Programs (ALC/P) by statute must offer the option to the student of receiving their high school diploma from their district of residence or the district in which the ALC is located. If a student wishes to receive a Royalton High School diploma, they must meet the Royalton High School graduation requirements. If an ALC student meets the RHS graduation requirements and receives a RHS diploma, the student may participate in the RHS graduation ceremony.

Students re-enrolling at Royalton Middle/High School during the school year will follow all RHS student policies. Students will be allowed to re-enroll only at semester breaks and only at full-time status.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will not be included in honor rolls for the semester during which the cheating/plagiarism occurred.

Course Drop/Add

Steps required to drop or add classes are: 1) Principal reviews request for change and approves or denies the request. 2) The student gets permission from teachers to drop and add the classes. 3) The student gets parent/guardian signature. 4) The student returns the form to the guidance counselor. 5) Appropriate changes will then be made on the student's schedule as soon as possible. Course drop/adds will only be granted for reasonable requests. They will not be granted to make a schedule easier, avoid a certain teacher, or to match a schedule of another student. For detailed information regarding courses, read the Registration Handbook and visit with the counselor. Due to course offerings being based on course registration numbers, drop/adds will only be considered on a very limited basis.

Early Graduation

A four-year program (grades 9-12) is the norm for most high school students. It will be a distinct advantage for most students to accumulate as many high school credits as possible prior to graduation.

However, Royalton High School recognizes the individual differences that exist among students and the need of a few to complete their high school program in a period of less than four years.

Therefore, Royalton High School has established the following Early Graduation Policy. In order to be eligible for early graduation students must meet the following criteria:

- Successful completion of seven semesters of high school. A student will not be considered for early graduation prior to the end of the first semester of the individual's senior year.
- Must have successfully completed all necessary Royalton Middle/High School and state graduation requirements.
- Must have a valid reason for wanting to graduate early.
- If the above criteria are met an application for early graduation must be requested in the CRC by November 1st of his/her senior year.

- The completed early graduation application must be presented to the guidance office no later than November 10th of student's senior year.
- If approved the student would be able to graduate at the end of the 1st semester of his/her senior year.
- Since the student would then be considered a graduate of Royalton High School, he/she would no longer be allowed to participate in high school curricular or extra-curricular activities (athletics, etc.). However, they would be allowed to participate in graduation ceremonies and attend the class trip and Grad Bash.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information, contact the guidance counselor Ms. Monica Flakus at 584-4245.

Family Access

The school district provides an Internet student information program for families. The program allows parents/guardians to view report cards, grades, discipline, lunch accounts and lunch activity for their child via the Internet. Parents must have their own computer and Internet service and a login name and password to access the program. Login names and passwords can be obtained by contacting the high school/middle school office. If you do not have access to a computer, you may stop in the high school office at any time to get family access information on your student.

Field Trips

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades

Student progress reports will be sent home at the midterm of each semester which typically falls in early November and in late March. Official credit bearing report cards with awarded credit and official GPA (used for honor roll) will be issued after each academic semester in January and June. **Grades can be checked via Family Access at any time. Please note that the grades in Family Access are maintained at the discretion of the teacher and should only be used as a periodic check of student grades by those using Family Access.**

Grading System

Royalton HS/MS officially posts grades at the end of each semester. The credit bearing grade for a semester class is posted at semester break.

Royalton HS/MS has an 80%/20% grading system that bases grades off of what students know, understand, and can demonstrate. This system awards a maximum of 20% of the grade for completing homework. Grades will be based on homework, assessments of learning including, but not limited to, tests, quizzes, daily checks of understanding, projects, and various other activities that demonstrate student knowledge of the content being taught.

Royalton High/Middle School uses a common grading scale for all classes. Different classes will have different academic requirements for earning a certain grade in a class.

100%-93.0%--	A	87.9%-83.0%--	B
92.9%-90.0%--	A-	82.9%-80.0%--	B-
89.9%-88.0%--	B+	79.9%-78.0%--	C+

77.9%-73.0%--	C	67.9%-63.0%--	D
72.9%-70.0%--	C-	62.9%-60.0%--	D-
69.9%-68.0%--	D+	59.9% and below--	F

Grade of Incomplete

Students who, for extenuating reasons, are not able to complete the required work for a class will receive a grade of "I" (Incomplete). Grades of "I" shall be allowed for incomplete work only and not for the purpose of allowing a student to improve class work that has already been completed. The principal or his/her designee may give permission that a student be eligible to receive a grade of "I" if:

- The student has missed a substantial amount of class time or class material.
- Examples of legitimate reasons for being eligible for a grade of "I" include but are not limited to severe illness or death within the family.
- The student provides written documentation (which may include doctor's letters of verification, etc.) of the cause of the extenuating circumstance.
- The principal or his/her designee will make a determination within two (2) school days of the end of a grading period (quarter or semester).
- Students will have ten (10) school days after the determination of eligibility to complete all work. In the case of extreme circumstances the principal or his/her designee may extend the ten (10) days as deemed necessary.
- Students who are found to be eligible to receive a grade of "I" will have the prescribed time to complete ALL necessary work. At the end of the incomplete eligibility time the student will be assigned a grade. If a student does not complete the necessary work within the prescribed incomplete eligibility time the student will receive the grade they would have received at the end of the grading period for the class.
- Students who receive a grade of "I" will not be included in the published "A" or "B" honor rolls because a grade point average cannot be calculated with a grade of "I" on a report card.
- Seniors who receive an "I" in a required course at the end of 2nd semester will not be eligible to participate in the graduation ceremony. In the event of a severe illness or other factors beyond the control of the student prevent completion of a required course for graduation, the principal or his/her designee may allow seniors to participate in the graduation ceremony but not receive the diploma until grad requirements are satisfied.

Deficiency Notices

At any time during the semester a deficiency notice may be sent to parents or guardians to report those students who are in danger of failing. Teachers are encouraged to contact parents at any time during the school year if the student is having academic or behavior difficulties in the classroom.

Honor Roll and Class Rank

All grades will be considered when determining the honor roll. The Honor Roll will be published at the end of each semester grading period. To be on the "A" Honor Roll a student must have a GPA between 3.700 and 4.0. To be on the "B" Honor Roll a GPA between 3.0 and 3.699 is required. Students with Incompletes are not eligible for the honor roll. Students who have been caught cheating will be excluded from the Honor Roll.

All students who are registered as full time students for grades 6 through 12 are eligible to be recognized for the semester A and B honor rolls.

Valedictorian, Salutatorian, and Honors Status

Valedictorian and Salutatorian students for a graduating class will be determined based on the cumulative grade point average of students at the conclusion of first semester of their graduation year. **Honors for graduation will also be determined with 1st semester final grades during senior year.**

Cumulative Grade Point Average and Class Rank

Students qualify for class rank graduation recognition based on their cumulative grade point average (GPA) for grades 9 through 12. Final GPA for recognition is calculated at the completion of the first semester of a student’s senior year. Students who are eligible for academic recognition based on class rank is limited to students who are registered full time students and who have not received any final grades for any class that were calculated based on modified curriculum and/or modified testing procedures and/or modified grading procedures.

Senior Graduation Academic Recognition

Graduating seniors are recognized for academic achievement with high honors, honors and honor/honor status. Recognition is based on a student’s cumulative grade point average (GPA), for four years of high school as a full time student. To qualify for academic recognition the following criteria must be met:

- No failing grades in any classes taken in grades 9 through 12.
- Honors/Honors: top ten and 3.510-4.0 according the class rank.
- High Honors: a cumulative GPA of 3.510-4.0 (not in top ten)
- Honors: a cumulative GPA of 3.260 - 3.509

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Royalton High School.

SENIOR HIGH CURRICULUM (not all courses listed below are offered each school year)**

*****Please review Course Registration Book for pre-requisite requirements and other info.**

SENIOR HIGH AGRICULTURE CURRICULUM

Electives:

<u>NAME OF CLASS</u>	<u>CREDITS</u>
AG100 Introduction to Agriculture	.5
AG101 Small Engines I	.5
AG102 Welding I	.5
AG103 Get Wired	.5
AG104* Food Science & Production	.5
AG105* Greenhouse Management	.5
AG106 Woods I	.5
AG107 Residential Building Construction	.5
AG108 Ready Set Grow: Growing Green	.5
AG109 Artistic Creations: Floral Design	.5
AG110 Landscaping	.5
AG111* Small Companion Animal Care	.5
AG112 American Restoration	.5
AG113 Power Mechanics/General Auto Care	.5
AG114 Applied Business Management	.5

AG115 Manufacturing	.5
AG116 Introduction to Engineering Design A/B	1.0
AG200 Ag Leadership	.5
AG201 Small Engines II	.5
AG202 Welding II	.5
AG203 Accelerated Metals	.5
AG204 Woods II	.5
AG205* Large Animal Vet Science	.5
AG206 Advanced Woods	.5
AG207 Advanced Agriculture Studies	.5
AG300* Computer Integrated Manufacturing A/B	1.0
AG500 Independent Agriculture Class	.5

SENIOR HIGH ART CURRICULUM

Students are required to have a minimum of one credit in fine or performing arts. The credit can be earned through Art or Music. The classes listed below may not be offered every year.

Art Electives:

<u>NAME OF CLASS</u>	<u>CREDITS</u>
AR101 Introduction to Drawing	.5
AR102 Introduction to Painting	.5
AR103 Introduction to Ceramics + Sculpture	.5
AR105 Introduction to Digital Art + Photography	.5
AR106 Graphic Illustration	.5
AR200 Royal Yearbook I	.5
AR201 Drawing I	.5
AR203 Ceramics I	.5
AR205 Advanced Digital Art + Photography	.5
AR206 Drawing II	.5
AR207 Watercolor Painting	.5
AR208 Acrylic Painting	.5
AR209 Ceramics II	.5
AR300 Royal Yearbook II	.5
AR302 *Community Art	.5
AR400 Royal Yearbook III	.5
AR500 Independent Art	.5
AR501 Independent Yearbook	.5

SENIOR HIGH BUSINESS CURRICULUM

Electives:

<u>NAME OF CLASS</u>	<u>CREDITS</u>
BU100 Google Apps/MS Office	.5
BU101 Web Page Design	.5
BU200 Personal Finance	.5

BU201 Sports and Entertainment Marketing	.5
BU203 Accounting I A/B	1.0
BU303 Accounting II A/B	1.0
BU300 Work Experience A/B	1.0
BU500 Independent Business	.5
CBU203 CIS Accounting for Non-Accountants	.75

SENIOR HIGH ENGLISH CURRICULUM

In order to meet English graduation requirements four credits are required. English electives may be taken in addition to minimums required, but may not be taken instead of required courses. The exception is a college English class. College classes may count for required classes.

<u>NAME OF CLASS</u>	<u>CREDITS</u>
EN100 English 9 A/B	1.0
EN101 Reading Rocks A/B	1.0
EN102 Creative Writing	.5
EN103 Drama Performance	.5
EN104 Drama Production	.5
EN105 Interpersonal Communications	.5
EN106 Gothic Literature I	.5
EN107 Genres in Literature	.5
EN200 English 10 A/B	1.0
EN300 English 11 A/B	1.0
EN400 English 12 A/B	1.0
EN500 Independent English	.5
CEN300 CIS Composition I	1.0
CEN400 CIS Composition II	1.0

SENIOR HIGH MATHEMATICS CURRICULUM

Four credits of Math are required. Electives may be taken in addition to the required classes, but may not be taken instead of required courses. A fourth-year of college-prep math will be required effective with students seeking admission for fall 2015 and later to the Twin Cities, Duluth, Morris, and Rochester campuses of the University of Minnesota.

<u>NAME OF CLASS</u>	<u>CREDITS</u>
MA100 Algebra I A/B	1.0
MA101 Math Rocks A/B	1.0
MA102 Accelerated Geometry A/B	1.0
MA200 Geometry A/B	1.0
MA201 Accelerated Algebra II A/B	1.0
MA202 Intro to College Algebra (HS)	.5
MA203 College Algebra (HS)	.5
MA300 Algebra II A/B	1.0
MA400 Algebra III A/B	1.0
MA401 Statistics & Probability A/B	1.0
MA 500 Independent Math	.5
CMA202 CIS Intro to College Algebra	.75
CMA203 CIS College Algebra	.75
CMA 400 CIS Pre-Calculus	1.25
CMA401 CIS Calculus	1.25

SENIOR HIGH MUSIC CURRICULUM

Students are required to have a minimum of 1 credit of fine or performing arts. The credit can be earned through Art and/or Music courses.

Music Electives:

<u>NAME OF CLASS</u>	<u>CREDITS</u>
MU100 Senior High Concert Choir A/B	1.0
MU101 Senior High Band A/B	1.0
MU102 Pop Culture Through the Ages I	.5
MU103 Musical Theatre	.5
MU104 Pop Culture Through the Ages II	.5
MU201 History of Rock and Roll	.5
MU500 Independent Music	.5
CMU101 CIS Central Lakes Wind Symphony (Band)	.5

SENIOR HIGH PHYSICAL EDUCATION/HEALTH CURRICULUM

Students are required to earn one credit in Physical Education and one credit in Health.

<u>NAME OF CLASS</u>	<u>CREDITS</u>
PH100 Physical Education	.5
PH101 Lifetime Recreation	.5
PH102 Weight Training	.5
PH103 Fitness For Life	.5
PH104 Team Sports	.5
PH105 Weight Training & Fitness for Girls	.5
PH200 Health	.5
PH201 First Aid, CPR, AED Training	.5
PH210 Adv. Weight Training & Conditioning	.5
PH500 Independent Physical Education	.5
PH 501 Independent Health	.5

SENIOR HIGH SCIENCE CURRICULUM

Three Science credits are required. The state requirements change beginning with the Class of 2015. Electives may be taken in addition to the required classes, but may not be taken instead of required courses. Courses marked with (*) count as elective science courses even though they are offered through other departments.

<u>NAME OF CLASS</u>	<u>CREDITS</u>
SC100 Physical Science A/B	1.0
SC101 Meteorology	.5
SC102 Ecology	.5
SC103 Natural Disasters	.5
SC104 Science in Action	.5
SC105 Forensic Science/Microbiology	.5
SC106 Earth Science	.5
SC107 Zoology	.5
SC200 Biology A/B	1.0
SC300 Chemistry A/B	1.0
SC301 Human Body Systems A/B (HBS)	1.0
SC400 Physics A/B	1.0

SC401 Digital Electronics A/B	1.0
SC500 Independent Science	.5

SENIOR HIGH SOCIAL STUDIES CURRICULUM

Four credits of Social Studies are required and one-half credit of Economics is required. Electives may be taken in addition to the required classes, but may not be taken instead of required courses.

<u>NAME OF CLASS</u>	<u>CREDITS</u>
SO100 American History II A/B	1.0
SO101 Current Events	.5
SO102 Sociology	.5
SO103 Law and Justice	.5
SO200 Human Geography A/B	1.0
SO201 Economics	.5
SO300 World History	1.0
SO301 Psychology	.5
SO400 Civics A/B	1.0
SO500 Independent Social Studies	.5

SENIOR HIGH WORLD LANGUAGE CURRICULUM

Students are encouraged to take at least two years of a single World Language if they are planning to go to a 4-year college or university.

Electives:

<u>NAME OF CLASS</u>	<u>CREDITS</u>
WL100 Spanish I	1.0
WL200 Spanish II	1.0
WL300 Spanish III	1.0
WL400 Spanish IV	1.0
WL500 Independent Spanish	.5
CWL300 CIS Intermediate Spanish I	1.0

Course Credits Required

In order to receive a diploma, students must successfully complete the required amount of credits, pass all state-mandated tests, and comply with the following high school level course requirements:

Graduation & Commencement

- To receive a Royalton High School diploma students must successfully complete:
 - All required classes.
 - The total number of credits required by the District for graduation.
 - Any state-mandated testing required to graduate.
- To participate in the Royalton High School graduation ceremony students must successfully complete:
 - All required classes.
 - b. The total number of credits required for graduation by the District.
- For any class needed to qualify for a Royalton High School diploma, all course work and grades must be completed and turned into teachers by the end of the last school day senior students are in session in order to participate in the commencement ceremony.

Homework/Practice

Homework/Practice assignments are made by the teachers. The amount of homework/practice varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. Homework/practice is expected to be completed for students to gain an understanding of the material being presented in class. Students will receive a maximum of 20% of their final grade as homework.

Independent Study Courses

Independent study programs may be established for students who wish to pursue a program in depth beyond the available curriculum offered. Students electing independent study courses shall have demonstrated both interest and success. Requests for independent courses must detail course expectations and grading, and must be approved in advance by the principal.

Seniors who have not completed independent study courses from another institution by the end of their final semester and who are making satisfactory progress towards graduation will be allowed to participate in commencement exercises but will not receive a diploma until the school receives verification that all course work has been completed.

The attendance policy guidelines apply to independent study courses offered by Royalton High School.

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Post-Secondary Enrollment Options

Any student classified as an 11th or 12th grader and accepted by a post-secondary institution may enroll either full or part time in courses or programs at the post-secondary institution. (See your counselor for specific admission procedures & requirements).

A 10th grade student may enroll in career or technical education courses offered by a Minnesota state college or university. A 10th grade student applying for enrollment in a career or technical education course must have received a passing score on the 8th grade Reading MCA as a condition of enrollment.

Ninth and 10th grade students can also access PSEO courses on a more limited basis. Access to PSEO for 9th and 10th grade students is limited to college in the schools, and only when more students are needed to offer a course after 11th and 12th grade students have applied.

Interested students must fill out an application form and submit it to the guidance counselor, Ms. Monica Flakus by March 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the guidance counselor, Ms. Monica Flakus

Part III, Rules and Discipline

Rules for Student Behavior

The discipline procedures contained in this student handbook are based upon School District Policy 506, Student Discipline. The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. The policy can be found on the school website.

It is the right of every teacher to teach and the right of every student to learn in an orderly environment. Rules are necessary for the day to run smoothly and ensure everyone's safety. Please use common sense in your actions and to treat others with kindness and respect.

The student code of conduct, behavior expectations, disciplinary procedures and actions, and student removal from class procedures and actions are located in School District Policy 506, Student Discipline.

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete Student Discipline Policy #506 in the appendix.

Dance Rules

- Royalton Middle/High School dances are for Royalton students only, unless special permission is received. If out-of-school guests are allowed, they must be signed up in the principal's office prior to the dance. This list must be approved by the principal.
- Once a student leaves the dance he or she may not return to the dance.
- Students will not be admitted to dances one hour after the dance begins. Most dances will end between 11:00pm-midnight. For the prom, juniors and seniors may ask dates from other schools in grades 11th or 12th, or from RHS in grades 10th – 12th.

The following is a list of rules for class meetings, parties and dances.

1. Class meetings, when necessary, will be held by arrangement with the principal and scheduled with the front office staff.
2. Only advisors are to schedule class meetings with the front office and meetings are to be scheduled at least one week prior to time desired for the meeting unless there is a need for an emergency meeting. All meetings are to be on the weekly calendar.
3. All class meetings must be approved and attended by an advisor.
4. Any party or event planned by a class and approved by advisors must have at least one advisor in attendance on scheduled date.

5. Class record books must be kept up-to-date. Treasurers should give receipts for dues paid to students and turn in money collected for dues on a daily basis to the class advisor. Advisors should turn in class dues with the appropriate deposit form completed to the office on a maximum of a weekly basis. Treasurer's books are to be checked periodically with the office with final check at the end of the year.
6. All supplies are to be requisitioned through the general office. In case of emergency, supplies may be purchased locally by purchase order and signed by the class advisor.
7. Class parties, picnics and other social affairs may be held at the discretion of the advisors with the approval of the administration.
8. All school dances must have approval by the school administration.
9. Advisors are to see that all properties for any activity sponsored by a group are cleaned up and returned on the day following the activity.

Acts of Affection

Students are encouraged to maintain a publicly acceptable standard of behavior with regard to school relationships. Public displays of affection beyond holding hands are inappropriate before, during, and after school or at school functions.

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

Attendance Policy

Attendance is an important factor in a student's success at school. RHS/MS would like to encourage students to be in attendance each day so that they may receive the maximum benefit from their education. Some absences from school are unavoidable and we place the responsibility on students and their parents to make sure those absences are infrequent, when necessary, and that proper procedure has been followed.

A student must be in attendance all day in order to participate in a scheduled extra-curricular practice, event or competition. Students must have an exempted absence to be eligible to practice or participate in an event. The principal may grant permission due to extenuating circumstances.

Definitions

Excused absence. A student is absent from school all or part of a school day. A parent/guardian presents reasonable justification to the principal's office for their child's absence. Excused absences count toward attendance totals.

Unexcused absence. A student is absent from school all or part of a school day. A parent/guardian has not given a reasonable excuse for their child's absence or administration has made the determination that the absence is unexcused. Skipping classes and "sleeping in" are typical examples of an unexcused absence. Unexcused absences count towards attendance totals.

Exempt absences. An exempt absence is an absence excused due to a note from a doctor, dentist, lawyer, or any reason deemed appropriate by the principal. AN EXEMPT ABSENCE DOES NOT COUNT IN A STUDENT'S ATTENDANCE TOTALS. Other examples of exempt absences may include absences due to:

- Medical appointments, verified in writing by the medical office.
- Dental appointments, verified in writing by the dental office.

- Required court appearance or legal appointments verified in writing by the court or law office.
- Funerals
- College visits as well as visits to armed forces facilities or recruiting offices. Students are generally allowed 2 visits in 11th grade and 2 in 12th grade. Arrangements can be made with the principal to approve additional college visit days. All college and armed forces visits should be arranged through the Career Resource Center. Parent permission should be received prior to the college visit. Students must provide evidence from the college of the visit to the attendance secretary upon their return to school. Absences due to school approved college visits are exempt absences.
- Authorized religious holidays
- A one-time family trip, per school year, requiring more than two school days with prior approval from the principal's office. In order to receive an exemption for a family trip, the principal must be notified at least one week in advance and students must complete a family vacation request form. The request form must be returned to the principal and approved prior to the student leaving for the family trip. **Family trip requests will NOT be granted during in the MCA Testing window which usually occurs in mid-April.**
- The school district encourages families to plan trips around school breaks. There are several times throughout the school year when school is not in session before and after weekends. Family trips that are planned around days that school is not in session may be less than two school days in length. Students and parents must still complete the requirements listed in the previous paragraph.

Attendance Procedures

When a student is absent:

1. Parents should call the school attendance line at 584-4241 any time before 9:00 a.m. and leave a message on the attendance voice mail with the reason for their child's absence. If the school has not been contacted regarding an absence, a phone call will be made home or to the place of employment of parent.
2. Parents should write a note explaining why their child was absent. The student should report to the student attendance window upon their return to school and present the note to the attendance secretary prior to going to class.
3. If you forget a note or your parents cannot be contacted, you will receive an unexcused absence.
4. Students who are absent for more than 15 minutes will be counted absent for that period.

When a student must leave the school during the school day:

- 1.** If you become ill during the day, you need to get a pass from the classroom teacher and report to the office. The office will contact the parent to determine if the student will be excused to leave school. **Students who call parents from cell phones without first being seen in the nurse's office will not be exempted.**
2. If you need to leave during the day for any other reason, you must have a parent call or send a note with the reason for the absence and time you must leave and pick up a pass in the office to show your teacher. In addition, when deemed necessary by the administration, (crisis situation) students may be required to be picked up by their parents(s) or guardian(s) or a signed note from a parent must be faxed to the high school principal before a student will be allowed to leave the school.
3. Sign out in the office before leaving and check back in when you return. If a student fails to sign out prior to leaving school the student will be assigned detention.
4. Leaving school without permission will be unexcused and will result in detention or in-school suspension!
5. A parent may pick up his/her child at school in person at any time. A phone call in advance will speed up this checkout procedure.
6. Royalton High School/Middle School operates as a closed campus and students are not allowed to leave school for lunch. Leaving during lunch will require parent and principal permission and will be granted only on a very limited basis.

Absence Limit

To ensure that each student gains the maximum benefit from classroom instruction and to help ensure that teachers do not spend an inordinate amount of time assisting absent students to “catch up” on missed work, a limit on the number of times a student can be absent has been set. At five excused absences in any class during a semester a letter will be sent home to parents indicating the importance of school attendance and its relationship to academics. After eight absences in any class during a semester, another letter will be sent indicating that **after eight absences all absences must meet the requirements of exempted absences or absences will be marked unexcused.** Students will be subject to other disciplinary actions, including but not limited to truancy, detention and suspension.

If You Are Going To Be Gone From School for a School Activity

Field trip permission slips should be returned to the coach or advisor before the activity.

Students who will be gone for school activities should complete homework before they are gone. It is the responsibility of the advisor/coach and teacher to make sure students complete the assignments since students will not be given absence slips.

Names of students that will be absent should be given to teachers by advisors/coaches in advance through a list in their mailboxes and by email. Students will not be allowed to drive themselves to or from a school trip.

In order to participate in a school-sponsored field trip a student cannot have accumulated 11 or more discipline points during the previous quarter and/or the quarter in which the field trip occurs. Those points are defined as:

- Out-of-school suspension, 10 points per day of OSS,
- Full Day In-School Suspension, 7.5 points per full day of ISS
- Half Day In-School Suspension, 5.0 points per half day of ISS
- Detention, 2.5 points per detention.
- Morning Detention, 1.25 points per morning detention.

The principal has the right to make the final decision on whether any student may or may not participate in any school-sponsored field trip.

Tardiness

If you are late for class for an excused reason such as meeting with a teacher, that teacher should give you a pass to class. When you are tardy, you should report to the office for a pass. You will receive detention after **five** tardies in a quarter. When a student first arrives to school and they are more than fifteen (15) minutes late or tardy it will be counted as an absence. Students will receive detention for every **five** tardies they receive during one of the four tardy windows listed below. All tardy counts are reset at the beginning of each of these tardy windows.

Tardy Timeframes for each school year. Tardy counts will reset at the start of each of the 4 sessions during the year:

Start of School through November 1st

November 2nd through end of 1st semester

Start of 2nd semester through March 31st.

April 1st through the end of the school year.

Make up Work:

- Students will be given one day for every day absent to make up work.

- If a student is gone for more than one day, they will be given the equal number of days to complete the make-up work.
- If the student was told about a test or project that was due before they were gone, the teacher may require they take the test or turn in the assignment on the day they return.

Truancy

Truancy is being absent from class or school without the approval of the school. Skipping class will result in detention or in-school suspension for an unexcused absence.

Fifteen consecutive days of unexcused absence for a student who is 16 will result in being dropped from school enrollment. Students under the age of 16 who are truant will be reported to the county attorney. This will result in court proceedings for the student and their parent and may end up with the suspension or delay of the student's driver's license. Truancy enforcement is based upon the county of residency. According to state law, students who accrue three unexcused absences are considered a "continuing truant". Students who reach seven unexcused absences in a year are considered a "habitual truant" and will have truancy papers filed on them with the county attorney in the student's county of residence.

Administration and School Board

The administration has the right to make the final decision on whether an absence will be excused, exempted or unexcused.

The School Board reserves the right to act on any and all violations. The only exceptions granted to this policy are those days excused and exempted with verification stating the date of the absence, the reason for not attending school and when the student should return to school.

Perfect Attendance

To qualify for perfect attendance recognition a student must be in attendance every day, every hour school is in session. The only absences that are allowed are days a student would be absent from the building due to participating in a school sponsored activity. Examples of these activities include but are not limited to school sporting events, extra-curricular activities, state testing, etc. Any tardiness to class will disqualify a student for being recognized for perfect attendance.

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. For detailed information regarding the school's policies, procedures and actions regarding bullying see the district's Bullying Prohibition Policy, #514 located in the appendix of this handbook. A copy of the policy is available upon request at the school district office located at 120 South Hawthorn Street, Royalton.

Cameras

Cameras should only be used in school for academic purposes as a general rule during the school day. The personal use of cameras on cell phones and iPads must not be used in a manner that exploits other students or contributes to bullying or harassment. Students will have their phone/iPad/camera device confiscated if found to be using it in a negative manner and it will be turned into the HS/MS office.

Care of School Property - Fees and Fines

The school district is accountable for property purchased by our taxpayers and that property should be viewed as "loaned" to students. Therefore students are expected to keep school property in good condition. Students are responsible for damage to any texts, materials, uniforms, equipment, or property.

Cellular Telephones and iPad/iPods

Students will be allowed to use cell phones/iPad/iPod players before and after school, during passing time and lunch periods. There will be zero tolerance for unapproved cell phone/iPad/iPod player use in the classroom. Cell phone/iPad/iPod players need to be turned off and out of sight during class or while in the locker room or bathrooms. A student who uses a cellular phone for any reason, has the cellular phone out-of-pocket, purse, backpack, etc. or his or her cell phone rings while in the classroom, the cellular phone will be confiscated.

1st Offense- Teacher keeps phone until the end of the period, contacts parents about use of the phone.

2nd Offense- Teacher turns phone into the office, phone returned at the end of the school day.

3rd Offense- Teacher turns phone into the office, phone returned at the end of the day, student receives written warning.

4th Offense- Teacher turns phone into the office, parent must pick up phone, student receives lunch detention.

5th & Subsequent offenses- Teacher turns phone into the office, parent must pick up phone, student receives detention.

The building principal, with reasonable suspicion, may review the contents of a cell phone if s/he has reason to believe there is the possibility that the cell phone may have been used to violate the privacy or civil rights of another student or school district personnel or; the phone was used to cheat, take pictures of students, teachers, school district personnel or; used for the purpose of perpetrating any act of violence, terroristic threat or physical threat or assault or; used to violate any school district policy or regulation.

Cell phones/iPads/iPods can be used in the classroom under the discretion of the teacher. Teachers may allow the use of cell phones in their classroom for academic purposes. Playing unapproved or unassigned games on an cell phone/iPad/iPod during class time is prohibited and violations of this will be treated as a violation of this policy.

Detention/Lunch Detention

Students will be assigned detention by a teacher or the principal. Detention will be on Tuesday or Thursday from 3:15 - 4:45 p.m. The office will assign the night and notify the student. If a student misses/skips a detention, the student will have 1/2 day in-school suspension assigned for the next available ISS day. Students who receive two or more detentions before completion of their assigned detention will receive in-school suspension or out-of-school suspension. Students can also be assigned a lunch detention for less severe rules violations. Lunch detentions will take place during the student's lunch period.

**** A student who wishes to switch an assigned detention may do so once. A telephone call or a note from a parent, requesting the change is required. The principal may also approve a switch in detention assignments.**

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that is neat, clean and in good taste at all times.

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

Inappropriate clothing includes, but is not limited to, the following:

- “Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing deemed not appropriate.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that is illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Hats/caps are allowed to be worn in the building during the school day. The hats/caps must be school appropriate and not interfere with safety and/or the educational process of the classroom and school. Teachers may disallow hats in their classroom at their discretion. Students are expected to follow know and follow these rules at all times.
- Shoes shall be worn at all times except for activities with teacher/principal approval.
- All skirts and pants must be at least mid-thigh or longer in length.
- All shirts and/or tops must have at least two straps; one per shoulder and all undergarments must be covered.
Exception: teacher approved clothing for physical education classes that are worn for that class only.

If the administration believes a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited (this includes e-cigarettes with or without the nicotine chemicals). The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician’s prescription for the substance. Students who have prescriptions must comply with the school district’s “Student Medication” policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. For detailed information on the school district’s Harassment and Violence Prohibition policy.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district’s “Student Discipline” policy. For detailed information on the school district’s Hazing Prohibition Policy # 526 in the appendix.

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

Royalton Schools Communications Technology Acceptable Use Policy

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents, and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. The Royalton School District supports and respects each family's right to decide whether or not to allow their child to apply for access to the telephone, video, and computer networks we provide.

Rules and Responsibilities

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Electronic communications are often public in nature. General school rules for behavior and communications apply.

The Royalton School District is providing for students and staff various technology materials to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in the document, the school administrators or their designated representatives may close an account at any time. The administration, faculty, and staff of the Royalton School District may deny, revoke, or suspend specific user accounts.

Individual users of the telephones, video networks, and computer networks are responsible for their own actions. Their behavior must be in support of education and must be consistent with the academic expectations of the school district. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or State regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

The user is expected to abide by the following rules of etiquette:

- Be polite. Do not communicate abusive messages.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal the personal address or phone number of yourself or other students.
- Do not communicate any personal credit card number, bank account number, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system DO have access to all mail. Inappropriate messages can result in the suspension of privileges.
- Do not use the telephone, video network, or computer network in such a way that would disrupt the use of these resources by other users.
- Vandalism—any malicious attempt to harm or destroy the data of another user—will not be tolerated.
- Any questionable action will result in the cancellation of user privileges.

Violation of any of the above rules and responsibilities will result in a loss of access. Also, violations will be reported to the appropriate administrator for possible further disciplinary and/or legal action.

Technology Usage Policy

Inappropriate Logins

Students who use another student's login name and/or give their name or password to other students.

Inappropriate Computer Activities

Students who play games; do personal web surfing; tamper with equipment; send unauthorized email; visit chat rooms; print unauthorized documents; restricted sites or joke sites; download unauthorized audio, video or image files.

Installing Software, visiting inappropriate site, chat, email, etc.

Students who visit porn, hate or violence advocating sites; install unauthorized software; deface or use technology equipment in a destructive manner.

Students will receive the following consequences for inappropriate technology use.

- A. 1st Offense – Student will be put on a restricted filter policy for 2 weeks
- A. 2nd Offense – Student will be put on a restricted filter policy for 4 weeks
- B. 3rd Offense – Student will be put on a restricted filter policy for the remainder of the semester.

**If equipment is rendered inoperable, a replacement fine will result.

**The administration reserves the right to sanction students more severely based on the nature of the offense.

**A restricted filter policy will allow the student to only access the websites and apps required to complete their school work. All other content will be blocked. This includes games, social media, and streaming services.

Reporting procedure: All incidences will be reported to the principal and a discipline notice will be sent home to parents. A copy will also be placed in the student's records.

Laser Pointers

Laser pointers brought on campus, during or after the school day, will be confiscated. Students may also be subject to additional consequences. Medical research suggests that exposure to laser pointers, for as little as two seconds may cause impaired vision and physical damage to the retina. Therefore, laser pointers used in a manner for which they are not intended may be treated as "weapons" within the meaning of the district's weapons policy.

Locker Rooms

Students enrolled in physical education classes or participating in athletics will be assigned a locker and a lock at the beginning of the school year or the sports season. The student is responsible for turning in the lock or will be responsible for paying \$5.00. Students may use a personal lock if they wish but a copy of the combination or a duplicate key must be left in the office. Do not leave valuables unattended. All personal or valuable items should be locked in lockers to prevent theft. Lock your locker and turn the valuables into the P.E. office or coach for safekeeping.

Protective Devices

In accordance with State Law, students participating in certain art classes (ceramics and sculpture), industrial arts laboratories, agriculture, and science classes using chemicals are to wear school-provided safety devices. Any student failing to comply with such requirements will be temporarily suspended from participating in the class and the registration of a student for the course may be canceled by the principal for willful, flagrant or repeated failure to observe the above requirements.

Tobacco-Free Schools

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy prohibits the use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's Tobacco-Free Environment policy #419. Contact the building principal if you have questions or wish to report violations.

Royalton schools are designated as tobacco-free. The possession or use of tobacco, or attempting to purchase tobacco products at any time on or within 500 feet of school property, in a school vehicle or at a school-related activity will result in in-school suspension or out-of-school suspension. In addition, students found violating this policy will also be reported to the County Attorney, and will be required to complete a class.

Use of Office and Copy Machines

For reasons of safety, security and congestion, students are not allowed beyond the counter in the office without permission. A charge will be assessed for personal copies. Students wishing to make copies in the library must first get the approval of the librarian.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the School Weapons Policy #501, contact the building principal or the superintendent of schools.

Part IV, Health and Safety

Accidents

Except in an emergency and to the extent that a student needs medical attention, all student injuries that occur at school or school-sponsored activities should be reported to the building principal or his/her designee by the student and instructor as soon as possible. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Update

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office located at 120 South Hawthorn Street, Royalton and is available upon request.

Crisis Management

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

At the beginning of each school year and when a student first registers for school, the school district collects from students and parents/guardians emergency contact information. The high school/middle school keeps this information in its student data management program. It is important that parents/guardians provide the school with this information in case of an emergency. It is important that parents/guardians report any changes in emergency contact information to the school so that school records are current and up to date. Information can be obtained by contacting the high school/Middle School main office at 320-584-4200.

First Aid

The nurse’s office in each building is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the building’s administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) on west wall of the commons area by the main entrance doors and near the concession stand in Activities Entrance/Cafetorium. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student’s attendance creates a significant risk of transmitting the illness to others.

Health Service

The student health office is staffed by a trained Registered School Nurse and a trained Licensed Practical Nurse.

A student who is ill must obtain a pass from his/her classroom teacher (except in an emergency) and then report to the school office. Students who fail to sign in and out of the sick room, and whose whereabouts during the time cannot be determined, will be treated as skipping. Students will only be allowed to remain in the sick room for one class period and then must report back to class or request permission to go home. Time spent in the sick room will be counted as absent. No student will receive permission to leave the building to go home without parental/emergency contact.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. A parent/guardian should contact the attendance secretary at 584-4241 any time before 9:00 a.m. and leave a message on the attendance voice mail with the reason for their child’s absence. If the school has not been contacted regarding an absence, a phone call will be made home or to the place of employment of parent.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse at 584-4243.

Insurance

The school does not provide accident insurance for students. A voluntary school accident benefit insurance plan will be made available to all students **during the first week of school**.

Medications at School during the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

Pesticide Application Notice

Minnesota state law requires that schools inform parents and guardians if the school applies certain pesticides on school property. The school district is required to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. ROYALTON PUBLIC SCHOOL DISTRICT AND ROYALTON HIGH SCHOOL DOES NOT HAVE A SCHEDULE OF APPLICATIONS; THEY ARE DONE ON AN AS NEEDED BASIS.

State law also requires that you be told that the long-term effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete and return the form in Appendix II and mail it to: Tony Duevel, PO Box 5, Royalton, MN 56373. If you have any questions regarding this notice, please contact Royalton Public Schools at 320-584-4000.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk of the main office and to wear a "visitor badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to

visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

If you would like to meet with a particular teacher about an individual or personal concern, contact the teacher and arrange a time to meet when the teacher does not have a scheduled class. Visitors to the middle school/high school, other than parents, are not permitted except in special circumstances, for example; a new student moving into the district. That visit must be pre-arranged in advance with the principal.

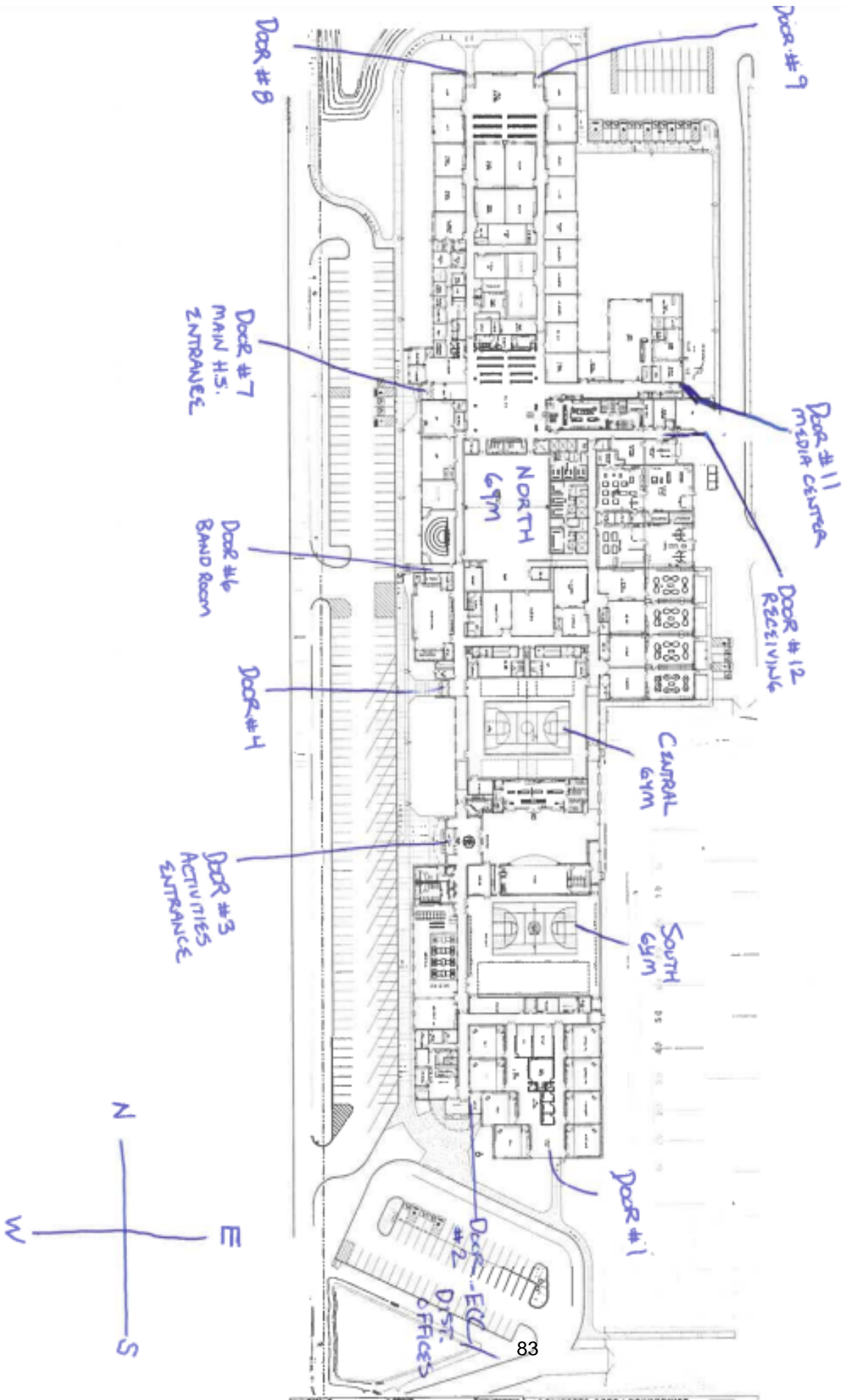
Students and teachers should immediately direct visitors, strangers, and vendors who enter the building to the school office.

APPENDIX

FOR A COPY OF DISTRICT POLICIES, PLEASE VISIT SCHOOL OFFICES OR ACCESS THE POLICIES UNDER THE DISTRICT TAB OF OUR WEBSITE:

www.royaltonpublicschools.org

Royalton HS/MS MAP



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;

Langola Township has generously donated \$2000 to the Royalton Community Education program to help cover costs for any of the activities that they see a need.

WHEREAS the conditions on this gift is included in the packet.

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

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 ___ day of _____, 2022.

_____ Board Chair, Russ Gerads

_____ Board Clerk, Rian Hofstad

722 PUBLIC DATA REQUESTS

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, [Minnesota Statutes chapter Minn. Stat. Ch. 13](#) (MGDPA), and [Minnesota Rules Parts 1205.0100-1205.2000](#) in responding to requests for public data.

III. DEFINITIONS

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

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

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
 - 1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 - 2. A requestor is not required to explain the reason for the data request.
 - 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 - 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
 - 1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
 - 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. COSTS

- A. Public Data
 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

- (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
- (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

VII: Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

[Name]
[Location]
[Phone number; email address]

Data Practices Compliance Official:

[Name]
[Location]
[Phone number; email address]

Data Practices Designee(s):

[Name]
[Location]
[Phone number; email address]

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
[Minn. Stat. 13.025 \(Government Entity Obligation\)](#)

Cross References:

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

INDEPENDENT SCHOOL DISTRICT NO. ____
PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

722 PUBLIC DATA REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes. Different types of data are retained for different periods of time. (See Royalton Schools Retention of Document Schedule)

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

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

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. A requestor is not required to explain the reason for the data request.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

- a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
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 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. COSTS

- A. Public Data
1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

- b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

Data Practices Contacts

Responsible Authority:

John A. Phelps
120 S. Hawthorn St
320.584.4250
superintendent@isd485.org

Data Practices Compliance Official:

Dawn Duevel
120 S. Hawthorn St
320.584.4247
dawn.duevel@isd485.org

Data Practices Designee(s):

Susan Leenerts
120 S. Hawthorn St
320.584.4248
Susan.leenerts@isd485.org

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

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

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.~~ [Minnesota Statutes chapter 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)

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

I. PURPOSE

The purpose of this policy is to provide guidance ~~about~~ 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, subdivision~~ **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 section § 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, sections 123B.02, ~~subdivision~~ 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)
Dypress 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)

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 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:

~~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)