



ROYALTON BOARD OF EDUCATION

Regular Meeting Agenda

July 24, 2023

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

7.a. Business Manager Report

7.b. Board Committee Report

7.c. Superintendent Report

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.**

8.a. Approval of Regular Board Meeting Minutes from 06.26.23

8.b. Claims, Accounts and Financial

Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.

8.c. Approval of Resignations

8.d. Approval of New Hires

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

9. Discussion/Information/Action Items

9.a. Update on Safe Cyber Security Grants

9.b. Approval of High/Middle School, Elementary School, and Preschool Student Handbooks

9.c. Approval of Employee Handbook

9.d. Approval of Bread, Dairy, and Fuel Bids

9.e. Approval of School Meal Options

9.f. Approval of Tech Insurance Fee

9.g. MREA Membership Discussion

9.h. Policy Readings

9.h.1. First Policy Readings

Description: 102 - EQUAL EDUCATIONAL OPPORTUNITY

418 - DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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

INSTRUCTION

504 - STUDENT DRESS AND APPEARANCE

507 - CORPORAL PUNISHMENT AND PRONE RESTRAINT

514 - BULLYING PROHIBITION POLICY

516.5 - OVERDOSE MEDICATION

9.h.2.Approval of Third Policy Readings

Description: *524 - Internet Acceptable Use and Safety Policy*

904 - Distribution of Materials on School District Property by Nonschool Persons

9.h.3.Approval of Second Policy Readings (final reading due to minor changes)

Description: *413 - Harassment and Violence*

413 - Harassment and Violence Form

903 - Visitors to School District Buildings

10.Upcoming Meeting Schedule

Description:

1. *Monday, August 7, 6:00 PM Work Session Board Meeting*
2. *Wednesday, August 9, 2:00 PM Policy Meeting*
3. *Tuesday, August 15, Noon Finance Meeting*
4. *Monday, August 28, 6:00 PM Regular Board Meeting*

11.Closed session pursuant to Minnesota Statutes section 13D.05, subdivision 3(b)

Description: *Closed session pursuant to the attorney-client privilege to discuss an update on potential litigation involving former employees, the District's attorney's analysis of the same, and the District's options in response to the same.*

12.Official action following closed session, if any.

13.Adjournment



ROYALTON PUBLIC SCHOOLS

Home of the Royals

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

120 Hawthorn Street, Royalton, MN 56373
Phone (320) 584-4000
royaltonpublicschools.org

FY23 JULY – BUDGET UPDATES



ENROLLMENT

FY23 Adopted Budget: 920 ADM

Revised FY23 Budget: 938 ADM

As of May 11, 2023:

Enrollment: 945 ADM

10 YEAR ENROLLMENT HISTORY

FY23 Estimate: 947
FY22 Ending: 912
FY21 Ending: 921
FY20 Ending: 950
FY19 Ending: 948
FY18 Ending: 937
FY17 Ending: 923
FY16 Ending: 952
FY15 Ending: 931
FY14 Ending: 901
FY13 Ending: 875

REVENUES

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

ROYALTON | June 30, 2023

REVENUE CATEGORIES							June 30, 2023	June 30, 2022	June 30, 2021			
	June 30, 2021	June 30, 2022	Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	June 30, 2022	June 30, 2021
STATE	8,485,614	8,706,214	9,107,832	8,726,391	8,726,391	381,441	95.81%	100.00%	100.00%	20,176	8,706,214	8,485,614
FEDERAL	562,863	740,079	645,072	692,715	692,715	(47,642)	107.39%	100.00%	100.00%	(47,364)	740,079	562,863
PROPERTY TAXES	707,849	921,774	670,365	0	0	670,365	0.00%	100.00%	100.00%	(921,774)	921,774	707,849
LOCAL SALES, INS RECOVERY & JUDGEMENTS	16,885	41,182	90,384	114,143	114,143	(23,759)	126.29%	100.00%	100.00%	72,961	41,182	16,885
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.)	193,806	331,672	703,005	1,205,712	1,205,712	(502,707)	171.51%	100.00%	100.00%	874,041	331,672	193,806
TOTALS	9,967,018	10,740,921	11,216,658	10,738,961	10,738,961	477,697	95.74%	100.00%	100.00%	(1,960)	10,740,921	9,967,018

EXPENDITURES

							June 30, 2023	June 30, 2022	June 30, 2021			
EXPENDITURES (PROGRAM SERIES)	June 30, 2021	June 30, 2022	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	June 30, 2022	June 30, 2021
SITE ADMINISTRATION	361,675	397,922	450,318	469,610	469,610	(19,292)	104.28%	100.00%	100.00%	71,688	397,922	361,675
DISTRICT ADMINISTRATION	232,642	263,764	310,022	284,088	284,088	25,934	91.63%	100.00%	100.00%	20,324	263,764	232,642
SUPPORT SERVICES	347,394	395,362	375,073	391,557	391,557	(16,484)	104.39%	100.00%	100.00%	(3,805)	395,362	347,394
REGULAR INSTRUCTION	4,252,393	4,435,760	3,943,013	4,245,111	4,245,111	(302,099)	107.66%	100.00%	100.00%	(190,649)	4,435,760	4,252,393
EXTRA-CURRICULAR ACTIVITIES	422,966	537,657	348,683	692,591	692,591	(343,908)	198.63%	100.00%	100.00%	154,934	537,657	422,966
VOCATIONAL INSTRUCTION	86,044	204,454	201,862	219,551	219,551	(17,689)	108.76%	100.00%	100.00%	15,097	204,454	86,044
SPECIAL EDUCATION	1,284,881	1,367,343	1,324,774	1,416,175	1,416,175	(91,401)	106.90%	100.00%	100.00%	48,832	1,367,343	1,284,881
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	434,199	559,543	654,376	662,746	662,746	(8,370)	101.28%	100.00%	100.00%	103,203	559,543	434,199
PUPIL SUPPORT SERVICES	669,017	994,887	1,053,374	1,207,373	1,207,373	(153,999)	114.62%	100.00%	100.00%	212,485	994,887	669,017
FACILITIES	1,330,337	1,576,339	1,907,513	1,859,633	1,859,633	47,880	97.49%	100.00%	100.00%	283,295	1,576,339	1,330,337
OTHER FINANCING USES	81,389	90,882	164,052	153,098	153,098	10,954	93.32%	100.00%	100.00%	62,215	90,882	81,389
TOTALS	9,502,937	10,823,914	10,733,060	11,601,534	11,601,534	(868,474)	108.09%	100.00%	100.00%	777,620	10,823,914	9,502,937

REVENUES & EXPENDITURES

Revenues currently showing 2K behind where we were in FY22. This will change during the audit.

Expenditures are 77.7K ahead of FY22 Pace and subject to change during the audit.

- Increase in expenditures are primarily due to early purchases of Capital Equipment & Salary and Benefit increases.
- Purchased services are up due to staff coverage

WHAT TO EXPECT IN THE COMING MONTHS?

- The auditing period is from the first day of the new fiscal year through November 30th when Audits need to be final for the previous fiscal year
- During the auditing period we will continue to update the board on the previous fiscal year as revenues and expenditures are subject to change
- For example: Revenues will increase when I make the journal entry to record what is called “Due from State” receivable. This includes the 10% holdback and any additional ADM revenue that may be coming.
- For example: Expenditures are subject to change during this time. Every expense from June and July is looked at in depth to determine if the expense should go into the previous fiscal year or the next and moved if necessary.



Thank you!

Regular Meeting

Monday, June 26, 2023 6:00 PM

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

Tyra Baumann: Present
Lucas Boyd: Present
Randy Hackett: Absent
Rian Hofstad: Present
Angela Roering: Present
Maria Traut: Present

Randy Hackett: Present
Hackett joined the meeting at 7:15pm.

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comments

5. Approval of Agenda

Motion to Approve the Agenda. This motion, made
by Tyra Baumann and seconded by Angela Roering,
Passed.

Tyra
Baumann: Yea

Lucas Boyd: Yea

Randy
Hackett: Absent

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea

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 Tyra Baumann and seconded by Angela Roering, Passed.

Tyra
Baumann: Yea

Lucas Boyd: Yea

Randy
Hackett: Absent

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea

Yea: 5, Nay: 0, Absent: 1

9.a. Approval of Regular Board Meeting Minutes
from 05.22.23

9.b. Approval of Special Board Meeting Minutes
from 06.05.23

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

9.d. Approval of Resignations

9.e. Approval of New Hires

10. Discussion/Information/Action Items

10.a. Nutrition Services Update

10.b. Approval of New Budget 2023-2024

Motion to Approve the New Budget 2023-2024.
This motion, made by Angela Roering and
seconded by Maria Traut, Passed.

Tyra
Baumann: Yea

Lucas
Boyd: Yea

Randy
Hackett: Absent

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea
Yea: 5, Nay: 0, Absent: 1

10.c. Approval of LTFM Budget Plan

Motion to Approve the LTFM Budget Plan. This motion, made by Tyra Baumann and seconded by Maria Traut, Passed.

Tyra
Baumann: Yea

Lucas
Boyd: Yea
Randy
Hackett: Absent

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea
Yea: 5, Nay: 0, Absent: 1

10.d. Approval of Auditing Proposal from Brady Martz & Associates

Motion to Approve the Auditing Proposal from Brady Martz & Associates. This motion, made by Maria Traut and seconded by Tyra Baumann, Passed.

Tyra
Baumann: Yea

Lucas
Boyd: Yea
Randy
Hackett: Absent

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea

Yea: 5, Nay: 0, Absent: 1

10.e. Approval of IOwA Renewal

Motion to Approve the IOwA Renewal
Resolution. This motion, made by Tyra
Baumann and seconded by Maria Traut, Passed.

Tyra
Baumann: Yea

Lucas
Boyd: Yea
Randy
Hackett: Absent

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea
Yea: 5, Nay: 0, Absent: 1

10.f. Approval of MSHSL Resolution

Motion to Approve MSHSL Resolution. This
motion, made by Tyra Baumann and seconded by
Angela Roering, Passed.

Tyra
Baumann: Yea

Lucas
Boyd: Yea
Randy
Hackett: Absent

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea
Yea: 5, Nay: 0, Absent: 1

10.g. Approval of Donations by Resolution

Motion to Approve Donations by Resolution.
This motion, made by Rian Hofstad and
seconded by Maria Traut, Passed.

Tyra
Baumann: Yea

Lucas
Boyd: Yea
Randy
Hackett: Absent

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea
Yea: 5, Nay: 0, Absent: 1

10.h. Approval of Band Cruise

Motion to Approve the Band Cruise. This motion, made by Tyra Baumann and seconded by Angela Roering, Passed.

Tyra
Baumann: Yea

Lucas
Boyd: Yea
Randy
Hackett: Absent

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea
Yea: 5, Nay: 0, Absent: 1

10.i. Approval of REM Contract

Motion to Approve the REM Contract. This motion, made by Rian Hofstad and seconded by Angela Roering, Passed.

Tyra
Baumann: Abstain (With Conflict)

Lucas
Boyd: Yea
Randy
Hackett: Absent

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea
Yea: 4, Nay: 0, Absent: 1, Abstain (With
Conflict): 1

10.j. Approval of 2023-2024 Activities
Director/Dean of Students Contract

Motion to Approve 2023-2024 Activities
Director/Dean of Students Contract. This
motion, made by Rian Hofstad and seconded by
Tyra Baumann, Passed.
Tyra
Baumann: Yea

Lucas
Boyd: Yea
Randy
Hackett: Abstain (With Conflict)

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea
Yea: 5, Nay: 0, Abstain (With Conflict): 1

10.k. E Learning Survey Update

10.l. Policy Readings

10.l.1. First Reading

10.l.2. Second Policy Reading

10.l.3.
Approval of Second Policy Reading (final
reading due to minor changes)

Motion to Approve Second Policy Reading
(final reading due to minor changes) 522
- Title IX Sex Nondiscrimination Policy,
Grievance Procedure and Process. This
motion, made by Tyra Baumann and
seconded by Randy Hackett, Passed.

Tyra
Baumann: Yea

Luca
S
Boyd: Yea
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Yea: 6, Nay: 0

10.1.4. Approval of Third Policy
Readings

Motion to Approve Third Policy Readings,
505 - Distribution of
Nonschool-Sponsored Materials on School
Premises by Students and Employees and
533 - Wellness. This motion, made by
Tyra Baumann and seconded by Rian
Hofstad, Passed.

Tyra
Baum
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Yea: 6, Nay: 0

11. Upcoming Meeting Schedule

Add a Work Session on August 7th at 6pm.

12. Adjournment

The meeting was adjourned at 7:41pm. This motion, made by Tyra Baumann and seconded by Angela Roering, Passed.

Tyra
Baumann: Yea

Lucas Boyd: Yea

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea

Yea: 6, Nay: 0

Board Secretary

Royalton Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	ACT	1424			PINE COUNTRY BANK		Wire
				E 12 020 296 034 301 305	Main Street Chk Charges	\$104.87	
PO#:	Voucher #:	38951	Invoice	Invoice No:	6.8.23	6/30/2023	Paid Amt: \$104.87
							Check Amount: \$104.87
0485	ACT	19482	3471		DAWN TOWLE		Check
				E 12 020 298 032 301 401	Brkfst Sr Class	\$177.60	
PO#:	Voucher #:	38630	Invoice	Invoice No:	5.22.23	6/2/2023	Paid Amt: \$177.60
							Check Amount: \$177.60
0485	ACT	19483	1865		JENNIFER BETKER		Check
				E 12 020 298 030 301 401	Banquet	\$63.92	
PO#:	Voucher #:	38617	Invoice	Invoice No:	5.23.23	6/2/2023	Paid Amt: \$63.92
							Check Amount: \$63.92
0485	ACT	19484	1261		JORDIES TRAILSIDE CAFE		Check
				E 12 020 298 030 301 401	BANQUET FOOD	\$1,727.50	
PO#:	Voucher #:	38616	Invoice	Invoice No:	5.20.23	6/2/2023	Paid Amt: \$1,727.50
							Check Amount: \$1,727.50
0485	ACT	19485	4710		JOSEPH ACHEN		Check
				E 12 020 298 030 301 401	Reimb Banquet Decorations	\$15.03	
				E 12 020 298 030 301 401	Reimb Banquet Decorations	\$218.91	
PO#:	Voucher #:	38618	Invoice	Invoice No:	5.23.23	6/2/2023	Paid Amt: \$233.94
							Check Amount: \$233.94
0485	ACT	19486	4355		NATHAN GOLDADE		Check
				E 12 020 298 030 301 401	Elem AG Day	\$116.68	
PO#:	Voucher #:	38619	Invoice	Invoice No:	5.20.23	6/2/2023	Paid Amt: \$116.68
				E 12 020 298 030 301 401	DQ AG Reimb Food	\$48.02	
PO#:	Voucher #:	38620	Invoice	Invoice No:	5.17.23	6/2/2023	Paid Amt: \$48.02
							Check Amount: \$164.70
0485	ACT	19487	2257		ROBERT SKWIRA		Check
				E 12 020 298 035 301 401	YES Tech Club Supplies	\$444.80	
PO#:	Voucher #:	38621	Invoice	Invoice No:	5.5.23	6/2/2023	Paid Amt: \$444.80
							Check Amount: \$444.80
0485	ACT	19488	3367		SHARON MENDEN		Check
				E 12 020 298 043 301 401	Water Bottle ...Tax not reimbursed	\$191.70	
PO#:	Voucher #:	38622	Invoice	Invoice No:	5.9.23	6/2/2023	Paid Amt: \$191.70
							Check Amount: \$191.70
0485	ACT	19489	3604		T & M SHOOTING SPORTS INC.		Check
				E 12 020 292 050 301 401	SUPPLIES FOR TRAP	\$8,360.00	
PO#:	Voucher #:	38623	Invoice	Invoice No:	67984	6/2/2023	Paid Amt: \$8,360.00

Royalton Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	ACT	19497	4611		MINNESOTA FFA ASSOCIATION		Check
				E 12	020 298 030 301 401 SGLC		\$1,075.00
	PO#:	Voucher #:	38716	Invoice	Invoice No: 5.31.23	6/13/2023	Paid Amt: \$1,075.00
							Check Amount: \$1,075.00
0485	ACT	19498	4722		NADINE BLAIS		Check
				R 12	020 298 038 301 060 Refund Overpay in yearbook		\$24.79
	PO#:	Voucher #:	38717	Invoice	Invoice No: 5.31.23	6/13/2023	Paid Amt: \$24.79
							Check Amount: \$24.79
0485	ACT	19499	2381		STEPHANIE BURG		Check
				E 12	020 298 021 301 401 Fall Leadership		\$28.50
	PO#:	Voucher #:	38719	Invoice	Invoice No: 05312023	6/13/2023	Paid Amt: \$28.50
							Check Amount: \$28.50
0485	ACT	19500	4724		TOM EBNET		Check
				E 12	020 292 044 301 401 Track Pizza Awards Reimb		\$214.54
	PO#:	Voucher #:	38720	Invoice	Invoice No: 5.24.23	6/13/2023	Paid Amt: \$214.54
							Check Amount: \$214.54
0485	ACT	19501	4723		TRINA HAYENGA		Check
				R 12	020 298 038 301 060 Refund Overpay Yearbook		\$19.43
	PO#:	Voucher #:	38718	Invoice	Invoice No: 5.31.23	6/13/2023	Paid Amt: \$19.43
							Check Amount: \$19.43
0485	ACT	19502	4484		JAKE WENTLAND		Check
				E 12	020 292 050 301 401 Tents for state shoot		\$328.94
	PO#:	Voucher #:	38801	Invoice	Invoice No: 6.14.23	6/27/2023	Paid Amt: \$328.94
							Check Amount: \$328.94
0485	ACT	19503	4724		TOM EBNET		Check
				E 12	020 292 044 301 401 Track Food Reimb		\$203.38
				E 12	020 292 044 301 401 Track Food Reimb		\$251.09
	PO#:	Voucher #:	38841	Invoice	Invoice No: 6.13.23	6/27/2023	Paid Amt: \$454.47
							Check Amount: \$454.47
0485	ACT	19504	4756		XANDRA STOWMAN		Check
				E 12	020 292 044 301 401 Reimb Team Snacks for Sections		\$29.54
	PO#:	Voucher #:	38870	Invoice	Invoice No: 5.31.23	6/27/2023	Paid Amt: \$29.54
							Check Amount: \$29.54
0485	LAF	1766			BMO HARRIS BANK		Wire
				E 01	005 730 011 161 362 MYP Lakes Coop		\$300.00
				E 01	005 105 000 000 305 Efax		\$124.99
				E 01	005 110 000 000 401 Jordies		\$98.76
				E 01	005 690 000 000 405 Wix		\$264.00

Royalton Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire
				B 01	215 010 FICA		\$54,937.34
				B 02	215 010 FICA		\$2,244.10
				B 04	215 010 FICA		\$2,268.52
				B 01	215 011 Federal Tax		\$24,249.03
				B 02	215 011 Federal Tax		\$629.60
				B 04	215 011 Federal Tax		\$529.26
PO#:		Voucher #:	38783	Invoice	Invoice No: S2023230	6/15/2023	Paid Amt: \$84,857.85
							Check Amount: \$84,857.85
0485	PCB	4614			WEX		Wire
				B 01	215 084 HSA		\$16,480.32
				B 02	215 084 HSA		\$60.00
				B 04	215 084 Payroll Deductions		\$224.64
PO#:		Voucher #:	38770	Invoice	Invoice No: S2023230	6/15/2023	Paid Amt: \$16,764.96
							Check Amount: \$16,764.96
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire
				B 01	215 013 State Tax		\$9,799.25
				B 04	215 013 State Tax		\$213.22
PO#:		Voucher #:	38905	Invoice	Invoice No: S2023240	6/30/2023	Paid Amt: \$10,012.47
							Check Amount: \$10,012.47
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire
				B 01	215 005 Tax Ann		\$200.00
PO#:		Voucher #:	38908	Invoice	Invoice No: S2023240	6/30/2023	Paid Amt: \$200.00
				B 01	215 005 Tax Ann		\$50.00
PO#:		Voucher #:	38909	Invoice	Invoice No: S2023240	6/30/2023	Paid Amt: \$50.00
				B 01	215 005 Tax Ann		\$1,256.32
				B 04	215 005 Payroll Deductions		\$2.50
PO#:		Voucher #:	38910	Invoice	Invoice No: S2023240	6/30/2023	Paid Amt: \$1,258.82
				B 01	215 005 Tax Ann		\$5,475.90
				B 04	215 005 Payroll Deductions		\$158.59
PO#:		Voucher #:	38911	Invoice	Invoice No: S2023240	6/30/2023	Paid Amt: \$5,634.49
				B 01	215 005 Tax Ann		\$104.17
PO#:		Voucher #:	38912	Invoice	Invoice No: S2023240	6/30/2023	Paid Amt: \$104.17
				B 01	215 005 Tax Ann		\$25.00
PO#:		Voucher #:	38913	Invoice	Invoice No: S2023240	6/30/2023	Paid Amt: \$25.00
							Check Amount: \$7,272.48
0485	PCB	1415			PERA		Wire
				B 01	215 017 PERA		\$6,204.13
				B 02	215 017 PERA		\$166.44

Royalton Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75109	2217		ACT		Check
				E 01	020 710 000 000 461 ACT TESTING		\$1,111.00
PO#:	Voucher #:	38629	Invoice	Invoice No:	24543	6/2/2023	Paid Amt: \$1,111.00
							Check Amount: \$1,111.00
0485	PCB	75110	4712		CATHEDRAL HIGH SCHOOL		Check
				E 01	020 292 057 000 425 Girls Golf Entry Fees		\$90.00
PO#:	Voucher #:	38628	Invoice	Invoice No:	5.25.23	6/2/2023	Paid Amt: \$90.00
							Check Amount: \$90.00
0485	PCB	75111	1215		HILLYARD INC		Check
				E 01	005 810 000 000 401 Vacuum		\$214.50
PO#:	Voucher #:	38539	Invoice	Invoice No:	700545620	6/2/2023	Paid Amt: \$214.50
				E 01	005 810 000 000 401 Sweeper Charger/Battery		\$74.00
PO#:	Voucher #:	38540	Invoice	Invoice No:	700545619	6/2/2023	Paid Amt: \$74.00
				E 01	005 810 000 000 401 Scrub Battery		\$133.00
PO#:	Voucher #:	38541	Invoice	Invoice No:	700545618	6/2/2023	Paid Amt: \$133.00
				E 01	005 810 000 000 401 Advenger Battery Charger		\$133.00
PO#:	Voucher #:	38542	Invoice	Invoice No:	700545617	6/2/2023	Paid Amt: \$133.00
				E 01	005 810 000 000 401 Actuator Squeegee		\$976.32
PO#:	Voucher #:	38543	Invoice	Invoice No:	700545616	6/2/2023	Paid Amt: \$976.32
							Check Amount: \$1,530.82
0485	PCB	75112	3687		HOLDINGFORD HARDWARE		Check
				E 01	020 255 000 000 430 Brass Tees		\$6.99
PO#:	Voucher #:	38568	Invoice	Invoice No:	20659	6/2/2023	Paid Amt: \$6.99
				E 01	020 255 000 000 430 Brass Tees/Nipples Rob		\$50.14
PO#:	Voucher #:	38569	Invoice	Invoice No:	5.31.23	6/2/2023	Paid Amt: \$50.14
				E 01	020 255 000 000 430 Elbows/Nipples Rob		\$9.97
PO#:	Voucher #:	38570	Invoice	Invoice No:	20545	6/2/2023	Paid Amt: \$9.97
				E 01	020 255 000 000 430 Fasteners Rob		\$4.02
PO#:	Voucher #:	38571	Invoice	Invoice No:	20286	6/2/2023	Paid Amt: \$4.02
							Check Amount: \$71.12
0485	PCB	75113	4711		KELLY DESORMEY		Check
				R 02	005 770 000 701 601 Refund Food Service Balance		\$39.80
PO#:	Voucher #:	38626	Invoice	Invoice No:	5.31.23	6/2/2023	Paid Amt: \$39.80
							Check Amount: \$39.80
0485	PCB	75114	1267		KEMPS, LLC		Check
				E 02	005 770 000 701 495 MILK		\$417.90
PO#:	Voucher #:	38572	Invoice	Invoice No:	4605710	6/2/2023	Paid Amt: \$417.90

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Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75125	1087		SCHOOL SPECIALTY		Check
				E 01	020 260 255 000 430 Tape		\$25.80
				E 01	020 260 255 000 430 Toothpicks		\$15.40
				E 01	020 260 255 000 430 Stir Rods		\$5.97
				E 01	020 260 255 000 430 Markers		\$32.45
				E 01	020 260 255 000 430 Rock Samples		\$43.65
				E 01	020 260 255 000 430 String		\$17.10
	PO#: 5297	Voucher #:	38609	Invoice	Invoice No: 308104276134	6/2/2023	Paid Amt: \$140.37
							Check Amount: \$140.37
0485	PCB	75126	1382		SOURCEWELL		Check
				E 01	020 640 000 316 305 Educ Solutions Feb-Apr 2023		\$720.00
	PO#:	Voucher #:	38589	Invoice	Invoice No: INV00001814	6/2/2023	Paid Amt: \$720.00
							Check Amount: \$720.00
0485	PCB	75127	2464		SPEER CHIROPRACTIC, PA		Check
				E 01	005 760 000 720 305 DOT PHYSICAL Skwira		\$100.00
	PO#:	Voucher #:	38610	Invoice	Invoice No: 5.12.23	6/2/2023	Paid Amt: \$100.00
							Check Amount: \$100.00
0485	PCB	75128	2381		STEPHANIE BURG		Check
				E 01	020 215 000 000 430 BPA Nationals Meal Reimb		\$283.13
	PO#:	Voucher #:	38615	Invoice	Invoice No: 5.15.23	6/2/2023	Paid Amt: \$283.13
							Check Amount: \$283.13
0485	PCB	75129	4709		STEVE REINHARDT		Check
				E 01	005 110 000 000 401 Reimb Walmart Clothes		\$198.76
	PO#:	Voucher #:	38614	Invoice	Invoice No: 5.15.23	6/2/2023	Paid Amt: \$198.76
							Check Amount: \$198.76
0485	PCB	75130	2577		SYSKO WESTERN MN, INC.		Check
				E 02	005 770 000 701 490 Credit - Items Damaged		(\$90.65)
				E 02	005 770 000 701 490 Dup		\$90.65
	PO#:	Voucher #:	38497	Invoice	Invoice No: 253390450	6/2/2023	Paid Amt: \$0.00
				E 02	005 770 000 701 491 Commodity Credit		(\$6.69)
				E 02	005 770 000 701 491 Dup		\$6.69
	PO#:	Voucher #:	38498	Invoice	Invoice No: 253390451	6/2/2023	Paid Amt: \$0.00
				E 02	005 770 000 705 490 Breakfast		\$572.33
	PO#:	Voucher #:	38600	Invoice	Invoice No: 253388995	6/2/2023	Paid Amt: \$572.33
				E 02	005 770 000 701 490 Lunch		\$66.22
	PO#:	Voucher #:	38601	Invoice	Invoice No: 253388996	6/2/2023	Paid Amt: \$66.22
				E 02	005 770 000 701 490 Lunch		\$2,697.76
	PO#:	Voucher #:	38602	Invoice	Invoice No: 253388997	6/2/2023	Paid Amt: \$2,697.76

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Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75130	2577		SYSCO WESTERN MN, INC.		Check
				E 02 005 770 000 701 491	Commodity	\$100.35	
PO#:	Voucher #:	38603	Invoice	Invoice No:	253388998	6/2/2023	Paid Amt: \$100.35
				E 02 005 770 000 701 490	Lunch	\$122.49	
PO#:	Voucher #:	38604	Invoice	Invoice No:	253388999	6/2/2023	Paid Amt: \$122.49
				E 02 005 770 000 701 490	Lunch	\$1,431.78	
PO#:	Voucher #:	38605	Invoice	Invoice No:	253393870	6/2/2023	Paid Amt: \$1,431.78
				E 02 005 770 000 701 490	Lunch	\$3,181.44	
PO#:	Voucher #:	38606	Invoice	Invoice No:	253393874	6/2/2023	Paid Amt: \$3,181.44
				E 02 005 770 000 701 490	Lunch	\$1,602.61	
				E 02 005 770 000 705 490	Breakfast	\$220.30	
PO#:	Voucher #:	38607	Invoice	Invoice No:	253398669	6/2/2023	Paid Amt: \$1,822.91
				E 04 005 570 000 000 490	MAP	\$602.44	
PO#:	Voucher #:	38608	Invoice	Invoice No:	253398670	6/2/2023	Paid Amt: \$602.44
Check Amount:							\$10,597.72
0485	PCB	75131	3672		TYLER TECHNOLOGIES, INC		Check
				E 01 005 760 000 720 305	Annual Maint	\$3,526.29	
PO#:	Voucher #:	38611	Invoice	Invoice No:	045-419992	6/2/2023	Paid Amt: \$3,526.29
				E 01 005 760 000 720 305	Annual Maint	\$1,092.00	
PO#:	Voucher #:	38612	Invoice	Invoice No:	045-419993	6/2/2023	Paid Amt: \$1,092.00
Check Amount:							\$4,618.29
0485	PCB	75132	2724		AFSCME COUNCIL 65		Check
				B 01 215 040	MFT	\$270.41	
PO#:	Voucher #:	38549	Invoice	Invoice No:	S2023220	6/5/2023	Paid Amt: \$270.41
Check Amount:							\$270.41
0485	PCB	75133	4665		HARTFORD INSURANCE		Check
				B 01 215 032	Life	\$748.06	
				B 01 215 032	ADJ	\$747.95	
				B 02 215 032	Life	\$46.53	
				B 04 215 032	Life	\$37.46	
PO#:	Voucher #:	37987	Invoice	Invoice No:	S2023180	6/5/2023	Paid Amt: \$1,580.00
				B 01 215 031	LTD	\$784.30	
				B 01 215 031	ADJ	\$269.54	
				B 02 215 031	LTD	\$47.34	
				B 04 215 031	LTD	\$40.07	
PO#:	Voucher #:	37988	Invoice	Invoice No:	S2023180	6/5/2023	Paid Amt: \$1,141.25
				B 01 215 051	United Way	\$522.04	
				B 01 215 051	ADJ	\$522.04	
				B 02 215 051	Payroll Deductions	\$26.46	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75133	4665		HARTFORD INSURANCE		Check
				B 02	215 051	ADJ	\$26.46
				B 04	215 051	Payroll Deductions	\$30.88
				B 04	215 051	ADJ	\$30.88
PO#:		Voucher #:	37993	Invoice	Invoice No: S2023180	6/5/2023	Paid Amt: \$1,158.76
							Check Amount: \$3,880.01
0485	PCB	75134	1473		ROYALTON EA/SRP		Check
				B 01	215 040	MFT	\$772.92
				B 02	215 040	MFT	\$52.72
				B 04	215 040	MFT	\$52.72
PO#:		Voucher #:	38548	Invoice	Invoice No: S2023220	6/5/2023	Paid Amt: \$878.36
							Check Amount: \$878.36
0485	PCB	75135	1474		ROYALTON FED TEACHERS		Check
				B 01	215 040	MFT	\$4,713.56
				B 04	215 040	MFT	\$12.75
PO#:		Voucher #:	38547	Invoice	Invoice No: S2023220	6/5/2023	Paid Amt: \$4,726.31
							Check Amount: \$4,726.31
0485	PCB	75136	4620		HealthPartners Inc		Check
				B 01	215 030	Hospital	\$37,102.01
				B 01	215 030	ADJ	(\$6,639.10)
				B 02	215 030	Hospital	\$1,284.44
				B 04	215 030	Hospital	\$1,136.95
PO#:		Voucher #:	38202	Invoice	Invoice No: S2023200	6/5/2023	Paid Amt: \$32,884.30
				B 01	215 035	Dental	\$1,855.37
				B 02	215 035	Payroll Deductions	\$22.70
				B 04	215 035	Payroll Deductions	\$74.11
PO#:		Voucher #:	38374	Invoice	Invoice No: S2023210	6/5/2023	Paid Amt: \$1,952.18
				B 01	215 030	Hospital	\$37,095.29
				B 02	215 030	Hospital	\$1,284.44
				B 04	215 030	Hospital	\$1,921.11
PO#:		Voucher #:	38375	Invoice	Invoice No: S2023210	6/5/2023	Paid Amt: \$40,300.84
				B 01	215 030	Hospital	\$742.17
PO#:		Voucher #:	38526	Credit	Invoice No: S202321S0	6/5/2023	Paid Amt: (\$742.17)
				B 01	215 035	Dental	\$1,855.37
				B 02	215 035	Payroll Deductions	\$22.70
				B 04	215 035	Payroll Deductions	\$74.11
PO#:		Voucher #:	38546	Invoice	Invoice No: S2023220	6/5/2023	Paid Amt: \$1,952.18
				B 01	215 030	Hospital	\$36,847.91
				B 01	215 030	ADJ	(\$1,038.49)

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75136	4620		HealthPartners Inc		Check
				B 02	215 030 Hospital	\$1,284.44	
				B 04	215 030 Hospital	\$1,921.10	
PO#:	Voucher #:	38550	Invoice	Invoice No:	S2023220	6/5/2023	Paid Amt: \$39,014.96
							Check Amount: \$115,362.29
0485	PCB	75137	4438		ALLSTATE BENEFITS		Check
				B 01	215 070 Allstate	\$606.58	
				B 01	215 070 ADJ	\$5.46	
				B 04	215 070 Payroll Deductions	\$12.32	
PO#:	Voucher #:	38372	Invoice	Invoice No:	S2023210	6/5/2023	Paid Amt: \$624.36
				B 01	215 070 Allstate	\$553.80	
				B 04	215 070 Payroll Deductions	\$12.32	
PO#:	Voucher #:	38544	Invoice	Invoice No:	S2023220	6/5/2023	Paid Amt: \$566.12
							Check Amount: \$1,190.48
0485	PCB	75138	4665		HARTFORD INSURANCE		Check
				B 01	215 032 Life	\$1,337.78	
				B 01	215 032 ADJ	(\$1,191.57)	
				B 02	215 032 Life	\$63.93	
				B 04	215 032 Life	\$196.51	
PO#:	Voucher #:	38140	Invoice	Invoice No:	S2023190	6/5/2023	Paid Amt: \$406.65
				B 01	215 031 LTD	\$768.66	
				B 02	215 031 LTD	\$47.34	
				B 04	215 031 LTD	\$40.05	
PO#:	Voucher #:	38141	Invoice	Invoice No:	S2023190	6/5/2023	Paid Amt: \$856.05
				B 01	215 051 United Way	\$359.93	
				B 02	215 051 Payroll Deductions	\$22.64	
				B 04	215 051 Payroll Deductions	\$20.01	
PO#:	Voucher #:	38145	Invoice	Invoice No:	S2023190	6/5/2023	Paid Amt: \$402.58
				B 01	215 032 Life	\$880.90	
				B 02	215 032 Life	\$45.31	
				B 04	215 032 Life	\$83.23	
PO#:	Voucher #:	38204	Invoice	Invoice No:	S2023200	6/5/2023	Paid Amt: \$1,009.44
				B 01	215 031 LTD	\$765.77	
				B 02	215 031 LTD	\$47.34	
				B 04	215 031 LTD	\$40.07	
PO#:	Voucher #:	38205	Invoice	Invoice No:	S2023200	6/5/2023	Paid Amt: \$853.18
				B 01	215 051 United Way	\$354.32	
				B 02	215 051 Payroll Deductions	\$22.64	

Royalton Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75138	4665		HARTFORD INSURANCE		Check
				B 04	215 051	Payroll Deductions	\$20.01
	PO#:	Voucher #:	38209	Invoice	Invoice No: S2023200	6/5/2023	Paid Amt: \$396.97
							Check Amount: \$3,924.87
0485	PCB	75139	4295		AMAZON CAPITAL SERVICES		Check
				E 01	010 203 000 000 430	Heavy duty electric pencil sharpener 6 holes, A	\$25.99
				E 01	010 203 000 000 430	Advantus, AVT34004, 10 drawer organizer	\$56.84
				E 01	010 203 000 000 430	TOMYOU 200 pieces building blocks kits	\$19.99
				E 01	010 203 000 000 430	Jecery 60 pk pencil cut outs name tags	\$9.99
				E 01	010 203 000 000 430	24 pk creative silicone thumb wall hooks	\$7.99
				E 01	010 203 000 000 430	Traditional manuscript nameplates self adhesiv	\$11.99
				E 01	010 203 000 000 430	Free shipping	\$0.00
	PO#: 5343	Voucher #:	38636	Invoice	Invoice No: 1WJF-M4CJ-7WLD	6/7/2023	Paid Amt: \$132.79
				E 01	010 203 000 000 430	350 PCS Party Favor for kids 4-88-12, Birthday	\$29.56
				E 01	010 203 000 000 430	100pcs Jumbo wooden Craft Sticks	\$4.99
				E 01	010 203 000 000 430	DIYMAG 90pcs Strong Magnet	\$5.99
				E 01	010 203 000 000 430	24 pack Creative Silicone Thumb wall hook	\$15.98
				E 01	010 203 000 000 430	Carson Dellosa Student Number line 0-30	\$8.95
				E 01	010 203 000 000 430	Bicycle Dice, 10 ct	\$2.99
				E 01	010 203 000 000 430	JTIEO 35pk Birthday Crowns	\$6.99
				E 01	010 203 000 000 430	40 Pcs Confetti Magnetic Dry Erase name plat	\$11.99
				E 01	010 203 000 000 430	Sproutbrite classroom decorations & decor	\$12.80
				E 01	010 203 000 000 430	Confetti positive sayings accents (8890)	\$10.29
				E 01	010 203 000 000 430	Sherr 60 pcs All About Me posters	\$20.99
				E 01	010 203 000 000 430	Fun express you'll need management magnets	\$0.00
				E 01	010 203 000 000 430	36 pcs desk nameplates, double sided PET filr	\$8.54
				E 01	010 203 000 000 430	Free shipping	\$0.00
	PO#: 5344	Voucher #:	38633	Invoice	Invoice No: 1X4T-X3V6-GLK3	6/7/2023	Paid Amt: \$140.06
				E 01	010 203 000 000 430	Herkka 200 pk laminating sheets, 9x11.5, 3 mil	\$20.75
				E 01	010 203 000 000 430	AFMAT electric pencil sharpener, heavy duty c	\$30.49
				E 01	010 203 000 000 430	A little SPOT of emotion 8 plush toys with feeli	\$31.32
				E 01	010 203 000 000 430	48 pcs happy birthday pencils rubber bracelets	\$11.99
				E 01	010 203 000 000 430	10 pack double sided whiteboards 9x12 story l	\$29.99
				E 01	010 203 000 000 430	Clipboards 10 pack Happyhapi hardboard 9x11	\$16.99
	PO#: 5363	Voucher #:	38634	Invoice	Invoice No: 1NYR-6FY7-FH7L	6/7/2023	Paid Amt: \$141.53
				E 01	010 203 000 000 430	Costzon 6-piece 15 inch kids floor cushion, 3"	\$135.24
				E 01	010 203 000 000 430	Dry erase whiteboard sticker wall decal, self-a	\$11.99
				E 01	010 203 000 000 430	Discount	(\$0.77)
	PO#: 5359	Voucher #:	38648	Invoice	Invoice No: 11T6-CCJ4-NFTC	6/7/2023	Paid Amt: \$146.46

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75139	4295		AMAZON CAPITAL SERVICES		Check
				E 01	010 203 000 000 430	36 pc dry erase board double sided	\$58.99
				E 01	010 203 000 000 430	Junkin 25 teaching clock kits	\$13.99
PO#: 5340	Voucher #:	38649	Invoice	Invoice No:	1YHP-3JJP-RNCR	6/7/2023	Paid Amt: \$72.98
			E 11	010 203 078 000 401	Joyin 120 pk sidewalk chalk for kids	\$25.59	
			E 11	010 203 078 000 401	Bloranda 24 pk 15" bubble wands assortment	\$27.99	
			E 11	010 203 078 000 401	Snazaroo face paint palette kit, .6 fl oz 8 pk	\$40.44	
			E 11	010 203 078 000 401	Joyin 2 bottles bubbles refill solutions 64oz	\$54.14	
			E 11	010 203 078 000 401	Free shipping	\$5.99	
PO#: 5351	Voucher #:	38650	Invoice	Invoice No:	1YHP-3JJP-RH76	6/7/2023	Paid Amt: \$154.15
			E 01	010 203 000 000 430	Walnut hollow rustic basswood round medium	\$145.02	
PO#: 5348	Voucher #:	38651	Invoice	Invoice No:	1VM6-JJWM-RD6M	6/7/2023	Paid Amt: \$145.02
			E 01	005 010 000 000 401	Credit	(\$15.99)	
PO#:	Voucher #:	38652	Invoice	Invoice No:	1YXK-GQLQ-FD67	6/7/2023	Paid Amt: (\$15.99)
			E 01	020 211 000 000 430	23.8" Privacy Screens	\$161.97	
			E 01	020 211 000 000 430	23" Privacy Screens	\$97.98	
PO#: 5384	Voucher #:	38646	Invoice	Invoice No:	1R3D-RJT3-6MJJ	6/7/2023	Paid Amt: \$259.95
Check Amount:							\$1,176.95
0485	PCB	75140	1903		BECKER SCREENPRINTING		Check
				E 04	005 505 000 321 401	CE Shirts	\$166.25
PO#:	Voucher #:	38644	Invoice	Invoice No:	5835	6/7/2023	Paid Amt: \$166.25
Check Amount:							\$166.25
0485	PCB	75141	1238		INNOVATIVE OFFICE SOLUTION, LLC		Check
				E 01	010 203 000 000 430	Gloss Film	\$177.51
PO#:	Voucher #:	38647	Invoice	Invoice No:	IN4212081	6/7/2023	Paid Amt: \$177.51
Check Amount:							\$177.51
0485	PCB	75142	1247		J W PEPPER & SON INC		Check
				E 01	010 258 000 000 430	10283995 Squim musical book	\$44.99
				E 01	010 258 000 000 430	shipping	\$5.99
PO#: 5378	Voucher #:	38641	Invoice	Invoice No:	365385418	6/7/2023	Paid Amt: \$50.98
Check Amount:							\$50.98
0485	PCB	75143	4714		LUTHER HONDA		Check
				E 01	005 420 000 372 548	SPED Tran	\$43,316.58
PO#:	Voucher #:	38640	Invoice	Invoice No:	6.2.23	6/7/2023	Paid Amt: \$43,316.58
Check Amount:							\$43,316.58
0485	PCB	75144	4487		MAGNATAG		Check
				E 01	020 710 000 000 430	Magnet Storage Box	\$16.15
				E 01	020 710 000 000 430	Clipboard 18x24	\$46.95

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75144	4487		MAGNATAG		Check
				E 01	020 710 000 000 430	Card Inserts CD12-W	\$11.59
				E 01	020 710 000 000 430	Card Inserts CD12-A10	\$11.59
				E 01	020 710 000 000 430	Card Inserts CD14-W	\$11.59
				E 01	020 710 000 000 430	Card Holder CH12-W	\$29.00
				E 01	020 710 000 000 430	Mag Card Holder CH12-A10	\$29.00
				E 01	020 710 000 000 430	Mag Card Holder CH14-W	\$50.00
				E 01	020 710 000 000 430	TR9 Magnetic Tray	\$33.00
				E 01	020 710 000 000 430	WMDB12-W Mag 1 x 2 White	\$22.00
				E 01	020 710 000 000 430	Freight	\$13.76
PO#: 5333	Voucher #:	38632	Invoice	Invoice No:	653999	6/7/2023	Paid Amt: \$274.63
							Check Amount: \$274.63
0485	PCB	75145	4717		MILESTONES AND MEMORIES		Check
				E 01	020 211 000 000 898	Honor Cords	\$161.52
PO#:	Voucher #:	38645	Invoice	Invoice No:	1062	6/7/2023	Paid Amt: \$161.52
							Check Amount: \$161.52
0485	PCB	75146	4716		MINNESOTA PIONEER PARK		Check
				E 01	010 203 000 000 369	Admissions Fees	\$313.00
PO#:	Voucher #:	38642	Invoice	Invoice No:	6.6.23	6/7/2023	Paid Amt: \$313.00
							Check Amount: \$313.00
0485	PCB	75147	1375		NAPA AUTO PARTS		Check
				E 01	005 760 000 720 401	V-Belts	\$7.31
PO#:	Voucher #:	38638	Invoice	Invoice No:	553737	6/7/2023	Paid Amt: \$7.31
				E 01	005 760 000 720 401	Degreaser	\$144.64
PO#:	Voucher #:	38639	Invoice	Invoice No:	553946	6/7/2023	Paid Amt: \$144.64
				E 01	005 760 000 720 401	50/50	\$179.53
PO#:	Voucher #:	38635	Invoice	Invoice No:	554128	6/7/2023	Paid Amt: \$179.53
							Check Amount: \$331.48
0485	PCB	75148	1460		RESOURCE TRAINING & SOL		Check
				B 01	131 000	Dues-Memberships-Lic-Fees	\$904.30
				B 01	131 000	Dues-Memberships-Lic-Fees	\$904.30
PO#:	Voucher #:	38643	Invoice	Invoice No:	38229	6/7/2023	Paid Amt: \$1,808.60
							Check Amount: \$1,808.60
0485	PCB	75149	4591		ROBERT PLOMBON		Check
				E 01	005 010 000 000 305	Robert Plombon AP	\$768.75
				E 04	005 570 000 000 305	Robert Plombon AP	\$128.13

Royalton Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75149	4591		ROBERT PLOMBON		Check
				E 04	005 582 000 344 305 Robert Plombon AP		\$128.12
	PO#:	Voucher #:	38631	Invoice	Invoice No: 5/16-5/31/2023	6/7/2023	Paid Amt: \$1,025.00
							Check Amount: \$1,025.00
0485	PCB	75150	3710		SPEECH PARTNERS, LLC		Check
				E 01	010 401 000 740 394 SPEECH SERVICE		\$3,152.10
	PO#:	Voucher #:	38637	Invoice	Invoice No: 5.28.23	6/7/2023	Paid Amt: \$3,152.10
							Check Amount: \$3,152.10
0485	PCB	75151	2823		TEACHER SYNERGY, LLC		Check
				E 01	010 203 000 000 430 BUNDLE: First Then Board & Visual Schedule		\$11.20
				E 01	010 203 000 000 430 Differentiated Writing Curriculum- Level's 1-7 (I		\$75.60
				E 01	010 203 000 000 430 IEP Goal Tracking Bundle: Data Collection, Pr		\$12.50
				E 01	010 203 000 000 430 Freight		\$2.99
	PO#: 5398	Voucher #:	38653	Invoice	Invoice No: 233195720	6/7/2023	Paid Amt: \$102.29
							Check Amount: \$102.29
0485	PCB	75152	4295		AMAZON CAPITAL SERVICES		Check
				E 01	005 010 000 000 401 Zytty Folding Wall Desk, Wall Desk Fold Down		\$39.99
	PO#: 5390	Voucher #:	38757	Invoice	Invoice No: 1JKJ-CP1K-M9MR	6/13/2023	Paid Amt: \$39.99
				E 01	020 050 000 000 401 Infinity cube fidget		\$17.99
				E 01	020 050 000 000 401 Direct Sensory Bracelets		\$13.58
				E 01	020 050 000 000 401 Magnetic Tiles toys		\$29.99
				E 01	020 050 000 000 401 Rainbow slug sensory		\$17.99
				E 01	020 050 000 000 401 Scientific Calculator		\$58.99
				E 01	020 050 000 000 401 Stretchy String Fidget		\$7.98
				E 01	020 050 000 000 401 AAA Batteries		\$5.99
				E 01	020 050 000 000 401 Colorful Stress Squeeze Ball		\$6.99
	PO#: 5392	Voucher #:	38758	Invoice	Invoice No: 19YX-MCNR-1LKV	6/13/2023	Paid Amt: \$159.50
				E 01	010 203 000 000 430 Egepon office desk organizer w/ upright fil holc		\$34.99
				E 01	010 203 000 000 430 DIYMAG friske magnet clips, heavy duty		\$5.99
				E 01	010 203 000 000 430 Round floor stickers, 10 colors, 30pc, 6" spots		\$11.99
				E 01	010 203 000 000 430 Free shipping		\$0.00
	PO#: 5373	Voucher #:	38759	Invoice	Invoice No: 1V3W-L7GL-41LF	6/13/2023	Paid Amt: \$52.97
				E 01	010 203 000 000 430 X-Acto TeacherPro Classroom electric pencil s		\$38.99
				E 01	010 203 000 000 430 Texas Instruments TI-108 Solar power calculat		\$57.33
				E 01	010 203 000 000 430 EXPO low odor dry erase markers, chisel tip, e		\$12.58
	PO#: 5397	Voucher #:	38760	Invoice	Invoice No: 1YT6-V7Y4-49DH	6/13/2023	Paid Amt: \$108.90
				E 01	010 203 000 000 430 SoulLife 12 pack fidget toys, push pop fidget		\$13.49
				E 01	010 203 000 000 430 Scotch thermal laminating pouches, 200 pack l		\$27.99
				E 01	010 203 000 000 430 Instant personal poster sets: Read All About M		\$18.99

Royalton Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75152	4295		AMAZON CAPITAL SERVICES		Check
				E 01	010 203 000 000 430	Command medium utility hooks, 9 hooks, 12 s	\$41.97
				E 01	010 203 000 000 430	Paper Mate InkJoy 300RT retractable ballpoint	\$19.94
				E 01	010 203 000 000 430	Play-Doh modeling compound 24pk case of cc	\$20.99
PO#: 5395	Voucher #:	38761	Invoice	Invoice No:	1JGJ-KRGD-33RV	6/13/2023	Paid Amt: \$143.37
			E 01	010 203 101 000 430	8 Colorful Calming Classroom Posters	\$24.49	
			E 01	010 203 101 000 430	Pajeau Calm Down Corner Bulletin Board Set	\$10.99	
			E 01	010 203 101 000 430	A Little SPOT Takes Action! 8 Book Box Set	\$42.88	
			E 01	010 203 101 000 430	A Little SPOT of Emotion 8 Book Box Set	\$45.65	
			E 01	010 203 101 000 430	Born Toys Kids' Dress Up & Pretend Play Set -	\$49.95	
			E 01	010 203 101 000 430	20 PCS Kids Community Helper Dress Up Ves	\$38.99	
			E 01	010 203 101 000 430	umu Role Play Dress Up Accessories Kit Cosp	\$19.98	
			E 01	010 203 101 000 430	umu Kids Hair Salon Playset, Wooden Makeur	\$23.99	
			E 01	010 203 101 000 430	hand2mind See My Feelings Mirror	\$49.99	
			E 01	010 203 101 000 430	BUNMO Sensory Toys Super Stretchy Strings	\$9.99	
			E 01	010 203 101 000 430	Free shipping	\$0.00	
PO#: 5405	Voucher #:	38762	Invoice	Invoice No:	13YP-HFL9-GK3K	6/13/2023	Paid Amt: \$316.90
			E 01	020 710 000 000 430	Kyodoled Fireproof Docu box	\$31.99	
			E 01	020 710 000 000 430	Polypropylene Deluxe catalog rack	\$42.45	
			E 01	020 710 000 000 430	Sight Pro 23.8" screen filter	\$215.96	
			E 01	020 710 000 000 430	LoveVC American desk Flag	\$27.98	
			E 01	020 710 000 000 430	IBO Bundle of 2	\$48.99	
			E 01	020 710 000 000 430	Office Tool Kit	\$21.98	
			E 01	020 710 000 000 430	Universal Mat Kit	\$99.00	
			E 01	020 710 000 000 430	AdirOffice Wooden Organizer	\$197.95	
			E 01	020 710 000 000 430	DYMO Label Maker	\$30.32	
			E 01	020 710 000 000 430	Signature Stamp	\$26.35	
PO#: 5334	Voucher #:	38763	Invoice	Invoice No:	16Y3-WG37-43M3	6/13/2023	Paid Amt: \$742.97
			E 01	010 203 000 000 430	A little spot of feelings, 8 book box set (empath	\$44.12	
			E 01	010 203 000 000 430	Pencils on Strike book	\$11.99	
			E 01	010 203 000 000 430	Free shipping	\$0.00	
PO#: 5350	Voucher #:	38764	Invoice	Invoice No:	11WW-X49G-67TL	6/13/2023	Paid Amt: \$56.11
			E 01	020 260 255 000 430	Full Body Muscle Model	\$598.00	
			E 01	020 260 255 000 430	Leg Muscle Model	\$499.00	
			E 01	020 260 255 000 430	Shipping	\$19.98	
PO#: 5385	Voucher #:	38765	Invoice	Invoice No:	1KGV-13RF-NFQX	6/13/2023	Paid Amt: \$1,116.98
			B 01	131 000	Kshioe Photo Lighting Kit, 2M x 3M/6.6ft x 9.8f	\$98.99	
			B 01	131 000	Satechi USB C Hub Slim Multiport Adapter	\$108.72	
			B 01	131 000	TELEPROMPTER PAD Bluetooth Remote Cor	\$28.99	

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75155	4359		BUYASSE ROOFING OF ST. CLOUD INC		Check
				E 01	005 810 000 000 350 Roof Repairs	\$1,120.00	
	PO#:	Voucher #:	38678	Invoice	Invoice No: 5398	6/13/2023	Paid Amt: \$1,120.00 Check Amount: \$1,120.00
0485	PCB	75156	4731		CANDACE DINGMANN		Check
				R 02	005 770 000 701 601 Refund Food Service Balance	\$11.65	
	PO#:	Voucher #:	38727	Invoice	Invoice No: 6.12.23	6/13/2023	Paid Amt: \$11.65 Check Amount: \$11.65
0485	PCB	75157	4370		CAPITAL ONE		Check
				E 01	020 260 000 000 430 Classroom Supplies	\$563.12	
				E 01	020 301 000 830 433 SUPPLIES AND MATERIA	\$38.60	
	PO#:	Voucher #:	38673	Invoice	Invoice No: 5.19.23	6/13/2023	Paid Amt: \$601.72 Check Amount: \$601.72
0485	PCB	75158	3344		CDW-GOVERNMENT		Check
				E 01	020 720 000 000 430 PRIVACY-SCREEN-238M StarTech.com Monit	\$148.40	
	PO#: 5325	Voucher #:	38679	Invoice	Invoice No: JR36211	6/13/2023	Paid Amt: \$148.40 Check Amount: \$148.40
0485	PCB	75159	1074		CENTRA SOTA COOPERATIVE		Check
				E 01	005 760 000 720 442 UNLEADED	\$1,242.00	
	PO#:	Voucher #:	38680	Invoice	Invoice No: 140205	6/13/2023	Paid Amt: \$1,242.00 Check Amount: \$1,242.00
0485	PCB	75160	4745		CHRIS PROKOTT		Check
				R 02	005 770 000 701 601 Refund Food Service Balance	\$29.90	
	PO#:	Voucher #:	38741	Invoice	Invoice No: 6.12.23	6/13/2023	Paid Amt: \$29.90 Check Amount: \$29.90
0485	PCB	75161	1086		CITY OF ROYALTON		Check
				E 01	005 810 000 000 332 Acct 01-00003550-00-8 Water/Sewer	\$1,542.06	
	PO#:	Voucher #:	38681	Invoice	Invoice No: 5.30.23	6/13/2023	Paid Amt: \$1,542.06
				E 01	005 810 000 000 332 Acct 01-00002863-00-6 Water/Sewer	\$648.48	
	PO#:	Voucher #:	38682	Invoice	Invoice No: 5.30.23	6/13/2023	Paid Amt: \$648.48 Check Amount: \$2,190.54
0485	PCB	75162	4725		CRAIG ACHEN		Check
				R 02	005 770 000 701 601 Refund Food Service Balance	\$372.10	
	PO#:	Voucher #:	38721	Invoice	Invoice No: 6.12.23	6/13/2023	Paid Amt: \$372.10 Check Amount: \$372.10

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75163	3738		CULINEX		Check
				E 02 005 770 000 701 401	Scale	\$238.39	
	PO#:	Voucher #:	38683	Invoice	Invoice No: INV882060	6/13/2023	Paid Amt: \$238.39 Check Amount: \$238.39
0485	PCB	75164	4744		DARIN PETRON		Check
				R 02 005 770 000 701 601	Refund Food Service Balance	\$35.90	
	PO#:	Voucher #:	38740	Invoice	Invoice No: 6.12.23	6/13/2023	Paid Amt: \$35.90 Check Amount: \$35.90
0485	PCB	75165	4740		DENNIS LENZ		Check
				R 02 005 770 000 701 601	Refund Food Service Balance	\$76.25	
	PO#:	Voucher #:	38736	Invoice	Invoice No: 6.12.23	6/13/2023	Paid Amt: \$76.25 Check Amount: \$76.25
0485	PCB	75166	1132		ECKROTH MUSIC CO		Check
				E 01 020 258 000 000 350	Euphonium Valve Spring	\$6.80	
	PO#: 5411	Voucher #:	38684	Invoice	Invoice No: 4867202	6/13/2023	Paid Amt: \$6.80 Check Amount: \$6.80
0485	PCB	75167	1133		ECM PUBLISHERS INC		Check
				E 01 005 110 000 000 380	May 11 Work Session Minutes	\$37.44	
	PO#:	Voucher #:	38655	Invoice	Invoice No: 949173	6/13/2023	Paid Amt: \$37.44
				E 01 005 110 000 000 380	Apr 24 Regular Minutes	\$93.12	
	PO#:	Voucher #:	38656	Invoice	Invoice No: 949172	6/13/2023	Paid Amt: \$93.12 Check Amount: \$130.56
0485	PCB	75168	3898		EVERYTHING SIGNS, LLC		Check
				E 01 005 760 000 720 305	Banners	\$384.00	
	PO#:	Voucher #:	38657	Invoice	Invoice No: 14577	6/13/2023	Paid Amt: \$384.00
				E 01 005 760 000 720 305	Banners	\$384.00	
	PO#:	Voucher #:	38658	Invoice	Invoice No: 14634	6/13/2023	Paid Amt: \$384.00 Check Amount: \$768.00
0485	PCB	75169	4662		FRANCOTYP-POSTALIA, INC		Check
				E 01 005 105 000 000 329	Mailing Machine/Supplies	\$342.00	
	PO#:	Voucher #:	38685	Invoice	Invoice No: RMI00063238	6/13/2023	Paid Amt: \$342.00 Check Amount: \$342.00
0485	PCB	75170	4336		GB TECHNOLOGIES		Check
				E 01 005 715 000 342 319	Elem Security System	\$187.50	
	PO#:	Voucher #:	38659	Invoice	Invoice No: 10073	6/13/2023	Paid Amt: \$187.50 Check Amount: \$187.50

Check											Pmt/Void Date	Pmt Type
Co	Bank	No	Code	Rcd	Vendor							
0485	PCB	75171	4719		HEARTLAND TIRE INC							Check
				E 01	005	810	000	000	350	Valve Stem, Tire, Labor	\$149.99	
	PO#:	Voucher #:	38675	Invoice	Invoice No: 6030435						6/13/2023	Paid Amt: \$149.99
												Check Amount: \$149.99
0485	PCB	75172	1215		HILLYARD INC							Check
				E 01	005	810	000	000	401	Towels, Liners	\$1,896.55	
	PO#:	Voucher #:	38686	Invoice	Invoice No: 605131948						6/13/2023	Paid Amt: \$1,896.55
				E 01	005	810	000	000	401	Brushes/Debris Tray	\$385.00	
	PO#:	Voucher #:	38567	Invoice	Invoice No: 700543626						6/13/2023	Paid Amt: \$385.00
												Check Amount: \$2,281.55
0485	PCB	75173	3687		HOLDINGFORD HARDWARE							Check
				E 01	020	255	000	000	430	Credit	(\$113.95)	
	PO#:	Voucher #:	38687	Invoice	Invoice No: 21714						6/13/2023	Paid Amt: (\$113.95)
				E 01	020	255	000	000	430	Brush, Cups	\$29.28	
	PO#:	Voucher #:	38688	Invoice	Invoice No: 21810						6/13/2023	Paid Amt: \$29.28
				E 01	020	255	000	000	430	Tape, Paint	\$199.27	
	PO#:	Voucher #:	38689	Invoice	Invoice No: 5.17.23						6/13/2023	Paid Amt: \$199.27
												Check Amount: \$114.60
0485	PCB	75174	4741		JENNIFER FLECK							Check
				R 02	005	770	000	701	601	Refund Food Service Balance	\$2.15	
	PO#:	Voucher #:	38737	Invoice	Invoice No: 6.12.23						6/13/2023	Paid Amt: \$2.15
												Check Amount: \$2.15
0485	PCB	75175	4743		JOE PAPPENFUS							Check
				R 02	005	770	000	701	601	Refund Food Service Balance	\$36.10	
	PO#:	Voucher #:	38739	Invoice	Invoice No: 6.12.23						6/13/2023	Paid Amt: \$36.10
												Check Amount: \$36.10
0485	PCB	75176	4730		KALA JOHNSON							Check
				R 02	005	770	000	701	601	Refund Food Service Balance	\$15.50	
	PO#:	Voucher #:	38726	Invoice	Invoice No: 6.12.23						6/13/2023	Paid Amt: \$15.50
												Check Amount: \$15.50
0485	PCB	75177	4738		KARA SOWADA							Check
				R 02	005	770	000	701	601	Refund Food Service Balance	\$16.40	
	PO#:	Voucher #:	38734	Invoice	Invoice No: 6.12.23						6/13/2023	Paid Amt: \$16.40
												Check Amount: \$16.40
0485	PCB	75178	4747		KARIE GIESE							Check
				R 02	005	770	000	701	601	Refund Food Service Balance	\$12.35	
	PO#:	Voucher #:	38743	Invoice	Invoice No: 6.12.23						6/13/2023	Paid Amt: \$12.35
												Check Amount: \$12.35

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Royalton Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75185	4705		LOVING GUIDANCE, LLC		Check
				E 01	010 203 101 000 430	Conflict Resolution time machine	\$68.00
				E 01	010 203 101 000 430	I choose self control boards	\$72.00
				E 01	010 203 101 000 430	School family job set	\$33.00
				E 01	010 203 101 000 430	Mini Feeling	\$149.79
				E 01	010 203 101 000 430	Helping Buddies	\$57.21
				E 01	010 203 101 000 430	Frt	\$57.00
	PO#: 5367	Voucher #:	38752	Invoice	Invoice No: 1686119	6/13/2023	Paid Amt: \$437.00
							Check Amount: \$437.00
0485	PCB	75186	4728		LUANN NORDVIK		Check
				R 02	005 770 000 701 601	Refund Food Service Balance	\$49.35
	PO#:	Voucher #:	38724	Invoice	Invoice No: 6.12.23	6/13/2023	Paid Amt: \$49.35
							Check Amount: \$49.35
0485	PCB	75187	4742		LUKE PANEK		Check
				R 02	005 770 000 701 601	Refund Food Service Balance	\$2.05
	PO#:	Voucher #:	38738	Invoice	Invoice No: 6.12.23	6/13/2023	Paid Amt: \$2.05
							Check Amount: \$2.05
0485	PCB	75188	2545		MAKEMUSIC, INC		Check
				E 01	020 258 000 000 430	Make Music Teacher Subscription	\$59.99
				E 01	020 258 000 000 430	Make Music Student Subscription	\$29.99
	PO#: 5404	Voucher #:	38749	Invoice	Invoice No: INV-MM6869179	6/13/2023	Paid Amt: \$89.98
							Check Amount: \$89.98
0485	PCB	75189	4729		MARK CEKALLA		Check
				R 02	005 770 000 701 601	Refund Food Service Balance	\$54.60
	PO#:	Voucher #:	38725	Invoice	Invoice No: 6.12.23	6/13/2023	Paid Amt: \$54.60
							Check Amount: \$54.60
0485	PCB	75190	1752		MASA		Check
				B 01	131 000	Wehrkamp Memb FY24 005-020---820	\$1,465.00
	PO#:	Voucher #:	38676	Invoice	Invoice No: 21-32155	6/13/2023	Paid Amt: \$1,465.00
							Check Amount: \$1,465.00
0485	PCB	75191	4734		MELISSA BATES		Check
				R 02	005 770 000 701 601	Refund Food Service Balance	\$11.95
	PO#:	Voucher #:	38730	Invoice	Invoice No: 6.12.23	6/13/2023	Paid Amt: \$11.95
							Check Amount: \$11.95
0485	PCB	75192	1326		MENARDS		Check
				E 01	020 301 096 830 430	Shop Supplies	\$276.30
	PO#:	Voucher #:	38667	Invoice	Invoice No: 9830	6/13/2023	Paid Amt: \$276.30

Royalton Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75192	1326		MENARDS		Check
				E 01	020 301 096 830 430 Shop Supplies		\$322.31
PO#:	Voucher #:	38694	Invoice	Invoice No:	10825	6/13/2023	Paid Amt: \$322.31
							Check Amount: \$598.61
0485	PCB	75193	2524		MIDCONTINENT COMMUNICATIONS		Check
				E 01	005 810 000 000 320 PHONE SERVICE		\$1,016.74
PO#:	Voucher #:	38695	Invoice	Invoice No:	14529320113375	6/13/2023	Paid Amt: \$1,016.74
							Check Amount: \$1,016.74
0485	PCB	75194	1754		MSBA		Check
				E 01	005 010 000 000 820 POLICY/ISD/BOARDBOOK SUBSCRIPTION		\$3,648.00
				E 01	005 020 000 000 820 POLICY/ISD/BOARDBOOK SUBSCRIPTION		\$3,648.00
PO#:	Voucher #:	38666	Invoice	Invoice No:	INV-14768-B3M6J9	6/13/2023	Paid Amt: \$7,296.00
							Check Amount: \$7,296.00
0485	PCB	75195	1375		NAPA AUTO PARTS		Check
				E 01	005 760 000 720 401 Capsules		\$19.90
PO#:	Voucher #:	38696	Invoice	Invoice No:	553806	6/13/2023	Paid Amt: \$19.90
				E 01	005 810 000 000 401 Plugs		\$35.46
PO#:	Voucher #:	38697	Invoice	Invoice No:	554199	6/13/2023	Paid Amt: \$35.46
							Check Amount: \$55.36
0485	PCB	75196	4608		NORTH CENTRAL INT'L, LLC		Check
				E 01	005 760 000 720 401 Supplies		\$36.90
PO#:	Voucher #:	38698	Invoice	Invoice No:	X226005656:01	6/13/2023	Paid Amt: \$36.90
							Check Amount: \$36.90
0485	PCB	75197	4515		Northern Pines Mental Health Center		Check
				E 01	005 730 012 161 362 Interventionist Contract Apr 2023		\$1,968.75
PO#:	Voucher #:	38747	Invoice	Invoice No:	May 23 Royalton	6/13/2023	Paid Amt: \$1,968.75
							Check Amount: \$1,968.75
0485	PCB	75198	4713		ONE LESS THING		Check
				E 01	020 211 000 302 406 Wildlife Skull ID		\$100.00
				E 01	020 211 000 302 406 Beef Yield Grade Cards		\$125.00
				E 01	020 211 000 302 406 Shipping		\$0.00
PO#: 5414	Voucher #:	38748	Invoice	Invoice No:	231435	6/13/2023	Paid Amt: \$225.00
							Check Amount: \$225.00
0485	PCB	75199	1406		PAN-O-GOLD BAKING CO		Check
				E 02	005 770 000 701 490 BREAD		\$22.20
PO#:	Voucher #:	38668	Invoice	Invoice No:	10000623142004	6/13/2023	Paid Amt: \$22.20
				E 02	005 770 000 701 490 BREAD		\$97.40
PO#:	Voucher #:	38699	Invoice	Invoice No:	10000623050001	6/13/2023	Paid Amt: \$97.40

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75199	1406		PAN-O-GOLD BAKING CO		Check
				E 02	005 770 000 701 490 BREAD	\$99.30	
	PO#:	Voucher #:	38700	Invoice	Invoice No: 10000623150002	6/13/2023	Paid Amt: \$99.30 Check Amount: \$218.90
0485	PCB	75200	4739		PAUL KNETTEL		Check
				R 02	005 770 000 701 601 Refund Food Service Balance	\$49.30	
	PO#:	Voucher #:	38735	Invoice	Invoice No: 6.12.23	6/13/2023	Paid Amt: \$49.30 Check Amount: \$49.30
0485	PCB	75201	1453		REGION 5A - PETE CHEELEY		Check
				R 01	000 294 053 000 062 BASEBALL	\$630.00	
	PO#:	Voucher #:	38701	Invoice	Invoice No: 5.31.23	6/13/2023	Paid Amt: \$630.00 Check Amount: \$630.00
0485	PCB	75202	3113		REPUBLIC SERVICES #891		Check
				E 01	005 810 000 000 330 WASTE MANAGEMENT SERVICE	\$1,015.88	
	PO#:	Voucher #:	38702	Invoice	Invoice No: 0891-001267768	6/13/2023	Paid Amt: \$1,015.88
				E 01	005 810 000 000 330 WASTE MANAGEMENT SERVICE	\$833.19	
	PO#:	Voucher #:	38703	Invoice	Invoice No: 0891-001267769	6/13/2023	Paid Amt: \$833.19 Check Amount: \$1,849.07
0485	PCB	75203	1477		ROYALTON LUMBER COMPANY		Check
				E 01	005 810 000 000 401 Misc Supplies	\$106.71	
	PO#:	Voucher #:	38704	Invoice	Invoice No: 859012	6/13/2023	Paid Amt: \$106.71 Check Amount: \$106.71
0485	PCB	75204	2513		RYAN MARWITZ		Check
				E 01	020 292 000 000 430 Reimb Girls Golf Awards	\$39.95	
	PO#:	Voucher #:	38705	Invoice	Invoice No: 5.31.23	6/13/2023	Paid Amt: \$39.95 Check Amount: \$39.95
0485	PCB	75205	4749		SAAFE		Check
				E 01	005 810 000 000 350 Bleacher Maintenance	\$2,050.00	
	PO#: 5367	Voucher #:	38751	Invoice	Invoice No: 938	6/13/2023	Paid Amt: \$2,050.00 Check Amount: \$2,050.00
0485	PCB	75206	4735		SCOTT HARREN		Check
				R 02	005 770 000 701 601 Refund Food Service Balance	\$76.90	
	PO#:	Voucher #:	38731	Invoice	Invoice No: 6.12.23	6/13/2023	Paid Amt: \$76.90 Check Amount: \$76.90
0485	PCB	75207	4748		SHARON ZABINSKI		Check
				R 02	005 770 000 701 601 Refund Food Service Balance	\$12.10	
	PO#:	Voucher #:	38744	Invoice	Invoice No: 6.12.23	6/13/2023	Paid Amt: \$12.10 Check Amount: \$12.10

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75213	4733		TERENCE GORECKI		Check
				R 02	005 770 000 701 601 Refund Food Service Balance	\$12.75	
	PO#:	Voucher #:	38729	Invoice	Invoice No: 6.12.23	6/13/2023	Paid Amt: \$12.75
							Check Amount: \$12.75
0485	PCB	75214	4726		THOMAS BAILEY		Check
				R 02	005 770 000 701 601 Refund Food Service Balance	\$10.70	
	PO#:	Voucher #:	38722	Invoice	Invoice No: 6.12.23	6/13/2023	Paid Amt: \$10.70
							Check Amount: \$10.70
0485	PCB	75215	4206		T-MOBILE		Check
				E 01	005 810 000 000 320 Mobile Internet Acct 971799683	\$100.00	
	PO#:	Voucher #:	38672	Invoice	Invoice No: 5.21.23	6/13/2023	Paid Amt: \$100.00
							Check Amount: \$100.00
0485	PCB	75216	4127		USI INSURANCE SERVICES, LLC.		Check
				B 01	131 000 Renew Cyber Liab 01-005-940 xxx 340	\$5,200.00	
	PO#:	Voucher #:	38745	Invoice	Invoice No: 4643021	6/13/2023	Paid Amt: \$5,200.00
				B 01	131 000 Renew Commerc Liab 01-005-940 xxx 340	\$3,016.00	
	PO#:	Voucher #:	38746	Invoice	Invoice No: 4643040	6/13/2023	Paid Amt: \$3,016.00
							Check Amount: \$8,216.00
0485	PCB	75217	4665		HARTFORD INSURANCE		Check
				B 01	215 032 Life	\$857.45	
				B 02	215 032 Life	\$45.31	
				B 04	215 032 Life	\$84.89	
	PO#:	Voucher #:	38377	Invoice	Invoice No: S2023210	6/26/2023	Paid Amt: \$987.65
				B 01	215 031 LTD	\$758.46	
				B 02	215 031 LTD	\$47.34	
				B 04	215 031 LTD	\$40.07	
	PO#:	Voucher #:	38378	Invoice	Invoice No: S2023210	6/26/2023	Paid Amt: \$845.87
				B 01	215 051 United Way	\$340.34	
				B 02	215 051 Payroll Deductions	\$22.64	
				B 04	215 051 Payroll Deductions	\$20.01	
	PO#:	Voucher #:	38382	Invoice	Invoice No: S2023210	6/26/2023	Paid Amt: \$382.99
				B 01	215 032 Life	\$860.90	
				B 01	215 032 ADJ	(\$495.23)	
				B 02	215 032 Life	\$45.31	
				B 04	215 032 Life	\$84.89	
	PO#:	Voucher #:	38553	Invoice	Invoice No: S2023220	6/26/2023	Paid Amt: \$495.87
				B 01	215 031 LTD	\$761.26	
				B 02	215 031 LTD	\$47.34	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75217	4665		HARTFORD INSURANCE		Check
				B 04	215 031 LTD		\$40.07
PO#:		Voucher #:	38554	Invoice	Invoice No: S2023220	6/26/2023	Paid Amt: \$848.67
				B 01	215 051 United Way		\$345.17
				B 02	215 051 Payroll Deductions		\$22.64
				B 04	215 051 Payroll Deductions		\$20.01
PO#:		Voucher #:	38557	Invoice	Invoice No: S2023220	6/26/2023	Paid Amt: \$387.82
Check Amount:							\$3,948.87
0485	PCB	75218	4295		AMAZON CAPITAL SERVICES		Check
				B 01	131 000 Credit PO 5429		(\$408.29)
PO#:		Voucher #:	38872	Invoice	Invoice No: 1X47-DNRF-T4MR	6/27/2023	Paid Amt: (\$408.29)
				E 01	005 010 000 000 401 LUXPaper 8.5" x 11" Cardstock Letter Size		\$16.61
				E 01	005 010 000 000 401 Mr. Pen- Color Coding Labels		\$9.49
PO#: 5390		Voucher #:	38873	Invoice	Invoice No: 1RDX-CH3N-GY74	6/27/2023	Paid Amt: \$26.10
				E 01	020 211 690 000 401 S32AM500NN SAMSUNG M5 Series 32-Inch I		\$279.93
				E 01	020 211 690 000 401 F24T452FQN SAMSUNG FT45 Series 24-Inch		\$277.16
PO#: 5445		Voucher #:	38849	Invoice	Invoice No: 114J-R36H-FPRC	6/27/2023	Paid Amt: \$557.09
				E 01	010 203 000 000 430 Amazon aware colored pencils, pre-sharpened		\$30.58
				E 01	010 203 000 000 430 Prismacolor 1786520 premier pencil sharpener		\$15.80
PO#: 5380		Voucher #:	38850	Invoice	Invoice No: 1CCK-1MTR-G1WC	6/27/2023	Paid Amt: \$46.38
				E 01	010 203 000 000 430 Crayola broad line markers, bulk school supplies		\$64.99
PO#: 5380		Voucher #:	38806	Invoice	Invoice No: 1KH4-FJV9-3RMK	6/27/2023	Paid Amt: \$64.99
				E 01	010 203 101 000 430 Body Sport Donut Ball 26 in x 13.8 in yellow		\$99.95
				E 01	010 203 101 000 430 12 wooden Birbhouses		\$79.98
				E 01	010 203 101 000 430 It's Hard to be a verb		\$10.95
				E 01	010 203 101 000 430 Disc		(\$10.86)
				E 01	010 203 101 000 430 When I grow up		\$12.25
				E 01	010 203 101 000 430 Ish		\$10.99
				E 01	010 203 101 000 430 I am Enough		\$9.92
				E 01	010 203 101 000 430 There Mght be Lobsters		\$15.69
				E 01	010 203 101 000 430 4M Toysmith STEAM POWERD kids Magnetic		\$60.00
				E 01	010 203 101 000 430 Melissa and Doug Suspend Family Game		\$18.99
				E 01	010 203 101 000 430 Ohuhn Glitter markers 12 Glitter		\$47.97
				E 01	010 203 101 000 430 Piishell 3 Tier Mesh Utility Cart Rolling metal		\$35.99
				E 01	010 203 101 000 430 Hapinest Find and seek		\$12.98
				E 01	010 203 101 000 430 SHARPIE BLACK-36count		\$57.75
				E 01	010 203 101 000 430 Paper Mate Flair felt tip pens		\$29.37
				E 01	010 203 101 000 430 Ucreate Watercolor Paper White Bulk 12x18		\$99.52
				E 01	010 203 101 000 430 Giantex wobble Chair 23 in height - white		\$256.00

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75218	4295		AMAZON CAPITAL SERVICES		Check
				E 01	010 203 101 000 430	How to apologize	\$12.49
				E 01	010 203 101 000 430	The digger and the Flower	\$10.69
				E 01	010 203 101 000 430	Baditude What do when life stinks	\$11.95
				E 01	010 203 101 000 430	That rule dosent apply to me	\$10.17
				E 01	010 203 101 000 430	The worst Day of my Life ever	\$10.01
				E 01	010 203 101 000 430	I just Don't Like the sound of NO	\$9.95
				E 01	010 203 101 000 430	Cock-A-Doodle Don't you Dare	\$14.95
				E 01	010 203 101 000 430	Yackety Mack	\$11.94
				E 01	010 203 101 000 430	A Little Spot of Emotions Book Box Set 1-8	\$42.66
				E 01	010 203 101 000 430	Scibble Stickers 6 pack-600 stickers	\$16.90
				E 01	010 203 101 000 430	A little Spot TAKES ACTION book set	\$42.14
				E 01	010 203 101 000 430	A little Spot of LIFE SKILLS	\$47.00
				E 01	010 203 101 000 430	ECR4kids The surf Portable Lap des	\$103.70
				E 01	010 203 101 000 430	Giantex Floor Chair Back Support Folding sofa	\$118.00
				E 01	010 203 101 000 430	Clipbords 32 pack	\$35.99
PO#: 5427	Voucher #:	38802	Invoice	Invoice No:	1FJT-FNXJ-KN7F	6/27/2023	Paid Amt: \$1,345.98
			E 04	005 505 000 000 401	51 items from Amazon	\$939.12	
			E 04	005 505 000 000 401	Free shipping	\$0.00	
PO#: 5425	Voucher #:	38803	Invoice	Invoice No:	19MJ-4NC3-FNWQ	6/27/2023	Paid Amt: \$939.12
							Check Amount: \$2,571.37
0485	PCB	75219	1025		APPLE INC.		Check
				E 01	020 211 000 302 406	Z16U 13-inch MacBook Pro: Silver	\$1,759.00
PO#: 5413	Voucher #:	38874	Invoice	Invoice No:	MA00499695	6/27/2023	Paid Amt: \$1,759.00
			E 01	020 211 000 302 406	Z16U 13-inch MacBook Pro: Silver	\$1,759.00	
PO#: 5413	Voucher #:	38875	Invoice	Invoice No:	MA000499696	6/27/2023	Paid Amt: \$1,759.00
			B 01	131 000	Z16U13-inch MacBook Pro: Silver w/ Pro Apps	\$1,958.99	
PO#: 5413	Voucher #:	38876	Invoice	Invoice No:	MA00482964	6/27/2023	Paid Amt: \$1,958.99
			B 01	131 000	Z16U13-inch MacBook Pro: Silver w/ Pro Apps	\$1,958.99	
PO#: 5413	Voucher #:	38877	Invoice	Invoice No:	MA00044407	6/27/2023	Paid Amt: \$1,958.99
			B 01	131 000	MN893LL/AApple TV 4K Wi-Fi + Ethernet with	\$2,980.00	
PO#: 5413	Voucher #:	38878	Invoice	Invoice No:	MA00021979	6/27/2023	Paid Amt: \$2,980.00
			E 01	005 420 000 740 406	HQF32ZM/ASTM Dux Plus for iPad 10th Gen.	\$119.90	
PO#: 5413	Voucher #:	38879	Invoice	Invoice No:	AL29987166	6/27/2023	Paid Amt: \$119.90
			B 01	131 000	MPQ03LL/A10.9-inch iPad Wi-Fi 64GB - Silver	\$419.00	
			E 01	005 420 000 740 406	MPQ03LL/A10.9-inch iPad Wi-Fi 64GB - Silver	\$838.00	
PO#: 5413	Voucher #:	38880	Invoice	Invoice No:	AL29954976	6/27/2023	Paid Amt: \$1,257.00
							Check Amount: \$11,792.88

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75220	4180		AUTO VALUE LITTLE FALLS		Check
				E 01	020 255 000 000 430 VW Beetle Batteries		\$335.98
				E 01	020 255 000 000 430 Frt		\$36.00
	PO#: 5335	Voucher #: 38848	Invoice	Invoice No: 12025439	6/27/2023	Paid Amt:	\$371.98
						Check Amount:	\$371.98
0485	PCB	75221	1903		BECKER SCREENPRINTING		Check
				E 04	005 505 000 321 401 CE Soccer T-shirts		\$504.00
	PO#:	Voucher #: 38808	Invoice	Invoice No: 5863	6/27/2023	Paid Amt:	\$504.00
				E 04	005 505 000 321 401 CE Basketball T-Shirts		\$568.25
	PO#:	Voucher #: 38809	Invoice	Invoice No: 5864	6/27/2023	Paid Amt:	\$568.25
				E 04	005 505 000 321 401 CE Baseball, VB T-Shirts		\$658.00
	PO#:	Voucher #: 38881	Invoice	Invoice No: 5845	6/27/2023	Paid Amt:	\$658.00
						Check Amount:	\$1,730.25
0485	PCB	75222	1050		BENTON TROPHY & AWARDS		Check
				E 01	020 294 056 000 430 WRESTLING TROPHY		\$179.40
	PO#:	Voucher #: 38851	Invoice	Invoice No: 166661	6/27/2023	Paid Amt:	\$179.40
						Check Amount:	\$179.40
0485	PCB	75223	1074		CENTRA SOTA COOPERATIVE		Check
				E 01	005 760 000 720 442 DIESEL		\$4,321.20
				E 01	005 760 000 720 442 UNLEADED		\$1,032.98
				E 01	005 760 000 720 442 Discount		\$0.00
	PO#:	Voucher #: 38811	Invoice	Invoice No: 140304	6/27/2023	Paid Amt:	\$5,354.18
						Check Amount:	\$5,354.18
0485	PCB	75224	1077		CENTRAL LOCKSMITHS		Check
				E 01	005 810 000 000 401 KEYS		\$19.42
	PO#:	Voucher #: 38810	Invoice	Invoice No: 375407	6/27/2023	Paid Amt:	\$19.42
						Check Amount:	\$19.42
0485	PCB	75225	2805		CEV		Check
				E 01	020 211 000 302 406 5 Year Subscription for Ag/Life Skills		\$6,750.00
	PO#: 5439	Voucher #: 38887	Invoice	Invoice No: INV-00129	6/27/2023	Paid Amt:	\$6,750.00
						Check Amount:	\$6,750.00
0485	PCB	75226	2602		CLIMATE AIR INC		Check
				E 01	020 865 000 380 350 HS Service/Install		\$171.00
	PO#:	Voucher #: 38793	Invoice	Invoice No: 55355	6/27/2023	Paid Amt:	\$171.00
				E 01	005 810 000 000 350 Elem Repair/Install		\$3,214.56
	PO#:	Voucher #: 38794	Invoice	Invoice No: 55347	6/27/2023	Paid Amt:	\$3,214.56
						Check Amount:	\$3,385.56

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75227	1090		CMERDC		Check
				B 01	131 000	ACCOUNTING FEE	\$525.00
				B 01	131 000	SMART SYSYEM	\$3,240.00
				B 01	131 000	HOSTED	\$825.00
PO#:	Voucher #:	38791	Invoice	Invoice No:	192052	6/27/2023	Paid Amt: \$4,590.00
			E 01	005 110	000 000 820	Memb Fee FY24 005-110----820	\$725.00
PO#:	Voucher #:	38805	Invoice	Invoice No:	192239	6/27/2023	Paid Amt: \$725.00
						Check Amount:	\$5,315.00
0485	PCB	75228	4119		DAKOTA TRUCK UNDERWRITERS		Check
				B 01	131 000	Worker's Comp Install #1 FY24 005-930---271	\$8,959.00
PO#:	Voucher #:	38830	Invoice	Invoice No:	3700236	6/27/2023	Paid Amt: \$8,959.00
						Check Amount:	\$8,959.00
0485	PCB	75229	4130		DH CONCRETE, INC.		Check
				E 01	005 810 000 000 401	Sidewalk Removal & Replace	\$4,603.20
PO#:	Voucher #:	38812	Invoice	Invoice No:	1438	6/27/2023	Paid Amt: \$4,603.20
						Check Amount:	\$4,603.20
0485	PCB	75230	4703		DIRECT BORE, INC.		Check
				E 01	005 810 000 000 401	Greenhouse gas & water project	\$3,450.00
PO#: 5353	Voucher #:	38795	Invoice	Invoice No:	6377	6/27/2023	Paid Amt: \$3,450.00
						Check Amount:	\$3,450.00
0485	PCB	75231	1121		DISCOUNT SCHOOL SUPPLY		Check
				E 01	010 203 101 000 430	TRANKIT Translucent Shape Kit	\$145.19
				E 01	010 203 101 000 430	BEARBIN Translucent Bear Activity	\$44.99
				E 01	010 203 101 000 430	BITBASE STEM Math Activity Set	\$83.99
				E 01	010 203 101 000 430	LTKIT Light Table Math Accessory Kit	\$153.99
				E 01	010 203 101 000 430	Free shipping	\$0.00
PO#: 5342	Voucher #:	38852	Invoice	Invoice No:	P42224560001	6/27/2023	Paid Amt: \$428.16
						Check Amount:	\$428.16
0485	PCB	75232	1152		EVERGREEN LAWN IRRIGATION		Check
				E 01	005 811 000 000 305	Cap Pipes, Fittings, Clamps	\$95.00
PO#:	Voucher #:	38853	Invoice	Invoice No:	6555	6/27/2023	Paid Amt: \$95.00
						Check Amount:	\$95.00
0485	PCB	75233	4664		FORK FARMS		Check
				E 01	020 211 000 302 406	FFA Flex Farms	\$4,695.00
				E 01	020 211 000 302 406	Shipping	\$150.00
PO#: 5408	Voucher #:	38798	Invoice	Invoice No:	SHOP3885	6/27/2023	Paid Amt: \$4,845.00
						Check Amount:	\$4,845.00

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Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75241	4540		MARCO		Check
				E 01	005 690 690 302 555 COPIERS CONTRACT		\$1,784.39
PO#:	Voucher #:	38856	Invoice	Invoice No:	34203510	6/27/2023	Paid Amt: \$1,784.39
							Check Amount: \$1,784.39
0485	PCB	75242	2896		MARIA MANKA		Check
				R 02	005 770 000 701 601 Refund Food Service		\$15.90
PO#:	Voucher #:	38844	Invoice	Invoice No:	6.13.23	6/27/2023	Paid Amt: \$15.90
							Check Amount: \$15.90
0485	PCB	75243	1323		MELGRAM JEWELERS		Check
				E 01	020 211 000 000 898 Senior SOTM Plaques		\$241.11
PO#:	Voucher #:	38857	Invoice	Invoice No:	140634121	6/27/2023	Paid Amt: \$241.11
							Check Amount: \$241.11
0485	PCB	75244	1326		MENARDS		Check
				E 01	005 810 000 000 410 Dolly, Air Mover, Cart		\$485.70
PO#:	Voucher #:	38818	Invoice	Invoice No:	11716	6/27/2023	Paid Amt: \$485.70
				E 01	020 211 000 302 465 Gas Range		\$4,890.00
PO#:	Voucher #:	38819	Invoice	Invoice No:	11111	6/27/2023	Paid Amt: \$4,890.00
				E 01	005 810 000 000 410 Ladder, Brackets, Brushes		\$731.86
PO#:	Voucher #:	38820	Invoice	Invoice No:	11030	6/27/2023	Paid Amt: \$731.86
							Check Amount: \$6,107.56
0485	PCB	75245	1346		MINNESOTA POWER		Check
				E 01	020 810 000 000 331 Acct 0191115490		\$190.90
PO#:	Voucher #:	38821	Invoice	Invoice No:	6.14.23	6/27/2023	Paid Amt: \$190.90
							Check Amount: \$190.90
0485	PCB	75246	3892		MOHAWK USA, LLC		Check
				B 01	131 000 TPHP11-BK Tech-Pro X 11" - Black		\$5,035.80
				B 01	131 000 Freight		\$421.63
PO#:	Voucher #:	38807	Invoice	Invoice No:	12209	6/27/2023	Paid Amt: \$5,457.43
							Check Amount: \$5,457.43
0485	PCB	75247	1375		NAPA AUTO PARTS		Check
				E 01	005 760 000 720 401 Credit Brake Kits		\$5.63
PO#:	Voucher #:	38822	Credit	Invoice No:	555860	6/27/2023	Paid Amt: (\$5.63)
				E 01	005 810 000 000 401 Penetrant		\$16.09
PO#:	Voucher #:	38799	Invoice	Invoice No:	557255	6/27/2023	Paid Amt: \$16.09
				E 01	005 810 000 000 401 Undercoating		\$53.25
PO#:	Voucher #:	38800	Invoice	Invoice No:	557241	6/27/2023	Paid Amt: \$53.25

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75247	1375		NAPA AUTO PARTS		Check
				E 01	005 810 000 000 401 Undercoating, Tape		\$35.47
	PO#:	Voucher #:	38796	Invoice	Invoice No: 556674	6/27/2023	Paid Amt: \$35.47
							Check Amount: \$99.18
0485	PCB	75248	1376		NASCO EDUCATION		Check
				E 01	020 211 000 302 406 Tank Root		\$45.44
				E 01	020 211 000 302 406 Floral Design Basic Kit		\$63.99
	PO#: 5416	Voucher #:	38886	Invoice	Invoice No: 455783	6/27/2023	Paid Amt: \$109.43
				E 01	020 211 000 302 406 Kit Soil Field Test		\$540.00
	PO#: 5416	Voucher #:	38882	Invoice	Invoice No: 449882	6/27/2023	Paid Amt: \$540.00
							Check Amount: \$649.43
0485	PCB	75249	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check
				E 01	005 760 000 720 401 First Aid, Antennas		\$397.92
	PO#:	Voucher #:	38823	Invoice	Invoice No: 302574	6/27/2023	Paid Amt: \$397.92
				E 01	005 760 000 720 401 Assemblies, Brackets Bus 11-08		\$543.50
	PO#:	Voucher #:	38824	Invoice	Invoice No: 302797	6/27/2023	Paid Amt: \$543.50
				E 01	005 760 000 720 401 Cup Holders		\$41.18
	PO#:	Voucher #:	38825	Invoice	Invoice No: 301843X1	6/27/2023	Paid Amt: \$41.18
				E 01	005 760 000 720 401 Brackets		\$34.51
	PO#:	Voucher #:	38826	Invoice	Invoice No: 302250	6/27/2023	Paid Amt: \$34.51
				E 01	005 760 000 720 401 Tailpipe, Dampers		\$273.03
	PO#:	Voucher #:	38827	Invoice	Invoice No: 302246	6/27/2023	Paid Amt: \$273.03
				E 01	005 760 000 720 401 Antennas, Clamps Bus 16-15		\$15.48
	PO#:	Voucher #:	38828	Invoice	Invoice No: 302521	6/27/2023	Paid Amt: \$15.48
				E 01	005 760 000 720 401 Kits Bus 11-08		\$117.02
	PO#:	Voucher #:	38829	Invoice	Invoice No: 302327	6/27/2023	Paid Amt: \$117.02
							Check Amount: \$1,422.64
0485	PCB	75250	2700		RANDY THIELGES		Check
				E 01	020 260 000 000 430 Reimb Science Supplies		\$71.66
	PO#:	Voucher #:	38858	Invoice	Invoice No: 6.2.23	6/27/2023	Paid Amt: \$71.66
							Check Amount: \$71.66
0485	PCB	75251	4436		REALITYWORKS, INC.		Check
				E 01	020 211 000 302 406 Beef and Pork Meat Cuts Poster		\$399.00
				E 01	020 211 000 302 406 Knife Skills Kit		\$699.00
				E 01	020 211 000 302 406 Soil Monolith Kit		\$1,499.00
				E 01	020 211 000 302 406 Shipping and Handling		\$191.72
	PO#: 5412	Voucher #:	38797	Invoice	Invoice No: 48384	6/27/2023	Paid Amt: \$2,788.72
				E 01	020 211 000 302 406 Weld Defects		\$1,299.00

Royalton Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75258	1482		SAINTS TO LAKES GARAGE DOOR		Check
				E 01	005 760 000 720 350 Garage Door Button	\$135.00	
	PO#:	Voucher #:	38862	Invoice	Invoice No: 2789	6/27/2023	Paid Amt: \$135.00
							Check Amount: \$135.00
0485	PCB	75259	4408		School Management Services		Check
				E 01	005 810 000 000 305 Fed Grants Support Apr 16-Jun 15 2023	\$675.00	
	PO#:	Voucher #:	38792	Invoice	Invoice No: 101702	6/27/2023	Paid Amt: \$675.00
							Check Amount: \$675.00
0485	PCB	75260	4499		SCHOOL MATE		Check
				E 01	010 203 000 000 460 Primary planners	\$255.00	
				E 01	010 203 000 000 460 Shipping	\$37.50	
	PO#: 5365	Voucher #:	38863	Invoice	Invoice No: IN000593322	6/27/2023	Paid Amt: \$292.50
							Check Amount: \$292.50
0485	PCB	75261	1087		SCHOOL SPECIALTY		Check
				E 01	010 203 000 000 430 9-1461984-030 ry erase boards	\$55.97	
				E 01	010 203 000 000 430 9-1012575-030 Stop watches	\$71.23	
				E 01	010 203 000 000 430 Free shipping	\$0.00	
	PO#: 5346	Voucher #:	38864	Invoice	Invoice No: 208132402338	6/27/2023	Paid Amt: \$127.20
							Check Amount: \$127.20
0485	PCB	75262	2008		SCHOOLS FOR EQUITY IN EDUCATION		Check
				B 01	131 000 Membership FY24 005-110----820	\$2,238.00	
	PO#:	Voucher #:	38847	Invoice	Invoice No: FY24	6/27/2023	Paid Amt: \$2,238.00
							Check Amount: \$2,238.00
0485	PCB	75263	3367		SHARON MENDEN		Check
				E 01	020 220 000 000 430 English Supp	\$32.37	
	PO#:	Voucher #:	38865	Invoice	Invoice No: 5.24.23	6/27/2023	Paid Amt: \$32.37
							Check Amount: \$32.37
0485	PCB	75264	2397		SHAWN POPPEN		Check
				E 01	005 020 000 000 401 Reimb Awards	\$207.78	
	PO#:	Voucher #:	38866	Invoice	Invoice No: 6.5.23	6/27/2023	Paid Amt: \$207.78
							Check Amount: \$207.78
0485	PCB	75265	4752		SKYBOX SPORTS NETWORK, INC		Check
				E 01	020 215 000 000 430 Financial Ticker Basic Package	\$796.00	
	PO#:	Voucher #:	38846	Invoice	Invoice No: 12863 Revised	6/27/2023	Paid Amt: \$796.00
							Check Amount: \$796.00

Royalton Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75266	4755		SQUIRES, WALDSPURGER & MACE		Check
				E 01	005 020 000 000 313 Legal		\$527.60
	PO#:	Voucher #:	38867	Invoice	Invoice No: 17568	6/27/2023	Paid Amt: \$527.60
							Check Amount: \$527.60
0485	PCB	75267	4757		STEVE RUMMLER HOPE NETWORK		Check
				E 01	005 720 000 170 401 Prevention Services		\$120.00
	PO#:	Voucher #:	38883	Invoice	Invoice No: 1039	6/27/2023	Paid Amt: \$120.00
							Check Amount: \$120.00
0485	PCB	75268	1549		SUPREME SCHOOL SUPPLY		Check
				E 01	010 203 000 000 430 40 - Teachers Daily Plan Book		\$57.00
				E 01	010 203 000 000 430 910-8L - Class Record Book, 8 subject		\$26.40
				E 01	010 203 000 000 430 36 - Teachers Daily Reference Planner		\$59.25
				E 01	010 203 000 000 430 Shipping FedEx Ground		\$15.75
	PO#: 5440	Voucher #:	38838	Invoice	Invoice No: 160473	6/27/2023	Paid Amt: \$158.40
							Check Amount: \$158.40
0485	PCB	75269	1559		TECH CHECK, LLC		Check
				B 01	131 000 Cisco Smartnet for Core Switch		\$961.62
				B 01	131 000 VMware Renewal		\$2,328.00
				B 01	131 000 Veeam Renewal		\$1,176.00
	PO#: 5428	Voucher #:	38839	Invoice	Invoice No: 51942	6/27/2023	Paid Amt: \$4,465.62
				E 01	005 865 000 352 401 Fortigate Firewall		\$168.00
	PO#:	Voucher #:	38868	Invoice	Invoice No: 51761	6/27/2023	Paid Amt: \$168.00
							Check Amount: \$4,633.62
0485	PCB	75270	2166		TENVOORDE FORD, INC		Check
				E 01	005 810 000 000 350 Mirror Glass - No tax		\$88.31
	PO#:	Voucher #:	38869	Invoice	Invoice No: 5169528	6/27/2023	Paid Amt: \$88.31
							Check Amount: \$88.31
0485	PCB	75271	4348		UNITED ART AND EDUCATION, INC		Check
				E 01	010 212 000 000 430 CLR-SC011 Mayco Stroke & Coat Wonderglaz		\$29.16
				E 01	010 212 000 000 430 CLR-SC006 Mayco Stroke & Coat Wonderglaz		\$29.16
				E 01	010 212 000 000 430 CLR-SC075 Mayco Stroke & Coat Wonderglaz		\$29.16
				E 01	010 212 000 000 430 CLR-SC016 Mayco Stroke & Coat Wonderglaz		\$29.16
				E 01	010 212 000 000 430 CLR-SC014 Mayco Stroke & Coat Wonderglaz		\$29.16
				E 01	010 212 000 000 430 CLR-SC015 Mayco Stroke & Coat Wonderglaz		\$29.16
				E 01	010 212 000 000 430 P-4931 Ucreate Watercolor Paper Pack 12x18		\$71.06
				E 01	010 212 000 000 430 P-103058 TRU-RAY CONSTRUCTION PAPEF		\$63.60
				E 01	010 212 000 000 430 P-103061 TRU-RAY CONSTRUCTION PAPEF		\$12.22
				E 01	010 212 000 000 430 P-103036 Tru-Ray Construction Paper 12x18"		\$24.44

Royalton Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75274	4295		AMAZON CAPITAL SERVICES		Check
				B 01	131 000	Canon EOS R10 RF-S18-45mm F4.5-6.3 is S1	\$1,958.00
				B 01	131 000	Canon EOS R10 RF-S18-150mm F3.5-6.3 is S	\$2,519.90
				B 01	131 000	Canon EOS R10 Content Creator Kit - Mirrorle	\$1,199.00
				B 01	131 000	Canon EOS R10 Mirrorless Digital Camera wit	\$2,778.00
				B 01	131 000	SLIK Pro 700 DX Tripod with 700DX 3-Way, Pz	\$164.95
PO#: 5452	Voucher #:	38916	Invoice	Invoice No:	1Q9M-V7WC-6KYP	6/30/2023	Paid Amt: \$8,619.85
			E 04	005 505	000 000 401	Craftinova 400 sheet protectors, 3 hole	\$78.36
			E 04	005 505	000 000 401	Free shipping	\$0.00
PO#: 5424	Voucher #:	38927	Invoice	Invoice No:	1Y6C-TRXF-7PTF	6/30/2023	Paid Amt: \$78.36
			E 01	010 203	101 000 430	Snap Circuits "Arcade", Electronics Explorator	\$45.97
			E 01	010 203	101 000 430	Free shipping	\$0.00
PO#: 5426	Voucher #:	38928	Invoice	Invoice No:	1Y7K-KHLD-CFYL	6/30/2023	Paid Amt: \$45.97
						Check Amount:	\$8,744.18
0485	PCB	75275	1241		ISCORP		Check
				B 01	131 000	Fee Aug 2023 005-110-xxxxxxx-305	\$157.50
PO#:	Voucher #:	38889	Invoice	Invoice No:	0733184	6/30/2023	Paid Amt: \$157.50
						Check Amount:	\$157.50
0485	PCB	75276	4711		KELLY DESORMEY		Check
				R 02	005 770 000 701 601	Refund Food Service Balance	\$50.00
PO#:	Voucher #:	38892	Invoice	Invoice No:	6.28.232	6/30/2023	Paid Amt: \$50.00
						Check Amount:	\$50.00
0485	PCB	75277	4758		LIBERTY MUTUAL INSURANCE		Check
				E 01	005 760 000 720 340	AUTO	\$1,718.23
				E 01	005 940 000 000 340	UMBRELL/PACKAGE	\$11,627.05
PO#:	Voucher #:	38888	Invoice	Invoice No:	14602454	6/30/2023	Paid Amt: \$13,345.28
						Check Amount:	\$13,345.28
0485	PCB	75278	1375		NAPA AUTO PARTS		Check
				E 01	005 810 000 000 401	Adhesive, & Applicator	\$221.80
PO#:	Voucher #:	38891	Invoice	Invoice No:	557816	6/30/2023	Paid Amt: \$221.80
				E 01	005 810 000 000 401	Wheel bearing, hub	\$263.47
PO#:	Voucher #:	38924	Invoice	Invoice No:	558225	6/30/2023	Paid Amt: \$263.47
						Check Amount:	\$485.27
0485	PCB	75279	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check
				E 01	005 760 000 302 548	Bus Purchase	\$129,179.52
PO#:	Voucher #:	38895	Invoice	Invoice No:	8809	6/30/2023	Paid Amt: \$129,179.52
						Check Amount:	\$129,179.52

Royalton Public Schools

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75280	1460		RESOURCE TRAINING & SOL		Check
				E 01	020 690 690 000 366 TRAINING TECHNOLOGY	\$265.00	
	PO#:	Voucher #:	38893	Invoice	Invoice No: 38418	6/30/2023	Paid Amt: \$265.00
							Check Amount: \$265.00
0485	PCB	75281	4569		SmartPass LLC		Check
				B 01	131 000 Hall Pass Standard PlanSmartpass Hall Pass I	\$1,973.06	
	PO#: 5435	Voucher #:	38894	Invoice	Invoice No: 2309	6/30/2023	Paid Amt: \$1,973.06
							Check Amount: \$1,973.06
0485	PCB	75282	2577		SYSCO WESTERN MN, INC.		Check
				E 02	005 770 000 701 490 Lunch	\$1,080.44	
	PO#:	Voucher #:	38917	Invoice	Invoice No: 253365351	6/30/2023	Paid Amt: \$1,080.44
				E 02	005 770 000 701 490 Lunch	\$120.12	
	PO#:	Voucher #:	38918	Invoice	Invoice No: 253402671	6/30/2023	Paid Amt: \$120.12
				E 02	005 770 000 701 490 Lunch	(\$13.38)	
	PO#:	Voucher #:	38919	Invoice	Invoice No: CHBG253390451	6/30/2023	Paid Amt: (\$13.38)
				E 02	005 770 000 701 490 Lunch	(\$181.30)	
	PO#:	Voucher #:	38920	Invoice	Invoice No: CHBK253390450	6/30/2023	Paid Amt: (\$181.30)
				E 02	005 770 000 701 490 Lunch	(\$81.58)	
	PO#:	Voucher #:	38921	Invoice	Invoice No: 15321230P	6/30/2023	Paid Amt: (\$81.58)
				E 02	005 770 000 701 490 Lunch	(\$187.02)	
	PO#:	Voucher #:	38922	Invoice	Invoice No: 15321229P	6/30/2023	Paid Amt: (\$187.02)
				E 02	005 770 000 701 490 Lunch	(\$122.52)	
	PO#:	Voucher #:	38923	Invoice	Invoice No: 253365810	6/30/2023	Paid Amt: (\$122.52)
							Check Amount: \$614.76
							Report Total: \$877,785.51

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

ROYALTON | June 30, 2023

							June 30, 2023	June 30, 2022	June 30, 2021			
REVENUE CATEGORIES	June 30, 2021	June 30, 2022	Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	June 30, 2022	June 30, 2021
STATE	8,485,614	8,706,214	9,107,832	8,726,391	8,726,391	381,441	95.81%	100.00%	100.00%	20,176	8,706,214	8,485,614
FEDERAL	562,863	740,079	645,072	692,715	692,715	(47,642)	107.39%	100.00%	100.00%	(47,364)	740,079	562,863
PROPERTY TAXES	707,849	921,774	670,365	0	0	670,365	0.00%	100.00%	100.00%	(921,774)	921,774	707,849
LOCAL SALES, INS RECOVERY & JUDGEMENTS	16,885	41,182	90,384	114,143	114,143	(23,759)	126.29%	100.00%	100.00%	72,961	41,182	16,885
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.)	193,806	331,672	703,005	1,205,712	1,205,712	(502,707)	171.51%	100.00%	100.00%	874,041	331,672	193,806
TOTALS	9,967,018	10,740,921	11,216,658	10,738,961	10,738,961	477,697	95.74%	100.00%	100.00%	(1,960)	10,740,921	9,967,018

							June 30, 2023	June 30, 2022	June 30, 2021			
EXPENDITURES (OBJECT SERIES)	June 30, 2021	June 30, 2022	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	June 30, 2022	June 30, 2021
SALARIES & WAGES	5,756,121	6,082,205	5,832,316	6,108,610	6,108,610	(276,294)	104.74%	100.00%	100.00%	26,405	6,082,205	5,756,121
EMPLOYEE BENEFITS	1,609,710	1,683,469	1,608,662	1,693,040	1,693,040	(84,379)	105.25%	100.00%	100.00%	9,571	1,683,469	1,609,710
PURCHASED SERVICES	1,135,091	1,620,551	1,634,416	1,806,283	1,806,283	(171,867)	110.52%	100.00%	100.00%	185,732	1,620,551	1,135,091
SUPPLIES	476,459	867,155	847,316	938,297	938,297	(90,982)	110.74%	100.00%	100.00%	71,143	867,155	476,459
EQUIPMENT	449,049	527,519	798,667	1,014,689	1,014,689	(216,023)	127.05%	100.00%	100.00%	487,170	527,519	449,049
DEBT SERVICE	0	0	734	0	0	734	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	76,507	43,014	10,950	40,614	40,614	(29,664)	370.90%	100.00%	100.00%	(2,401)	43,014	76,507
OTHER FINANCING USES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	9,502,937	10,823,914	10,733,060	11,601,534	11,601,534	(868,474)	108.09%	100.00%	100.00%	777,620	10,823,914	9,502,937

							June 30, 2023	June 30, 2022	June 30, 2021			
EXPENDITURES (PROGRAM SERIES)	June 30, 2021	June 30, 2022	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	June 30, 2022	June 30, 2021
SITE ADMINISTRATION	361,675	397,922	450,318	469,610	469,610	(19,292)	104.28%	100.00%	100.00%	71,688	397,922	361,675
DISTRICT ADMINISTRATION	232,642	263,764	310,022	284,088	284,088	25,934	91.63%	100.00%	100.00%	20,324	263,764	232,642
SUPPORT SERVICES	347,394	395,362	375,073	391,557	391,557	(16,484)	104.39%	100.00%	100.00%	(3,805)	395,362	347,394
REGULAR INSTRUCTION	4,252,393	4,435,760	3,943,013	4,245,111	4,245,111	(302,099)	107.66%	100.00%	100.00%	(190,649)	4,435,760	4,252,393
EXTRA-CURRICULAR ACTIVITES	422,966	537,657	348,683	692,591	692,591	(343,908)	198.63%	100.00%	100.00%	154,934	537,657	422,966
VOCATIONAL INSTRUCTION	86,044	204,454	201,862	219,551	219,551	(17,689)	108.76%	100.00%	100.00%	15,097	204,454	86,044
SPECIAL EDUCATION	1,284,881	1,367,343	1,324,774	1,416,175	1,416,175	(91,401)	106.90%	100.00%	100.00%	48,832	1,367,343	1,284,881
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	434,199	559,543	654,376	662,746	662,746	(8,370)	101.28%	100.00%	100.00%	103,203	559,543	434,199
PUPIL SUPPORT SERVICES	669,017	994,887	1,053,374	1,207,373	1,207,373	(153,999)	114.62%	100.00%	100.00%	212,485	994,887	669,017
FACILITIES	1,330,337	1,576,339	1,907,513	1,859,633	1,859,633	47,880	97.49%	100.00%	100.00%	283,295	1,576,339	1,330,337
OTHER FINANCING USES	81,389	90,882	164,052	153,098	153,098	10,954	93.32%	100.00%	100.00%	62,215	90,882	81,389
TOTALS	9,502,937	10,823,914	10,733,060	11,601,534	11,601,534	(868,474)	108.09%	100.00%	100.00%	777,620	10,823,914	9,502,937

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

ROYALTON | June 30, 2023

ACTIVITY - OTHER FUNDS												
			Revised Budget			Budget Remaining	2023	2022	2021	Current YTD vs. PYTD	June 30, 2022	June 30, 2021
	June 30, 2021	June 30, 2022		Projected End Of Year	Received YTD		% of Budget Received	% of Actuals Received	% of Actuals Received			
REVENUE												
FOOD SERVICE	428,281	740,391	528,185	623,780	623,780	(95,595)	118.10%	100.00%	100.00%	(116,610)	740,391	428,281
COMMUNITY EDUCATION	273,184	455,861	404,179	434,610	434,610	(30,431)	107.53%	100.00%	100.00%	(21,250)	455,861	273,184
CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
DEBT SERVICE	2,023,346	1,971,085	2,010,909	1,823,033	1,823,033	187,876	90.66%	100.00%	100.00%	(148,052)	1,971,085	2,023,346
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INTERNAL SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	2,724,812	3,167,337	2,943,274	2,881,424	2,881,424	61,849	97.90%	100.00%	100.00%	(285,913)	3,167,337	2,724,812
			Revised Budget			Budget Remaining	2023	2022	2021	Current YTD vs. PYTD	June 30, 2022	June 30, 2021
	June 30, 2021	June 30, 2022		Projected End Of Year	Expended YTD		% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
EXPENDITURES												
FOOD SERVICE	416,624	576,854	558,930	612,584	612,584	(53,654)	109.60%	100.00%	100.00%	35,731	576,854	416,624
COMMUNITY EDUCATION	229,675	370,907	380,606	419,123	419,123	(38,517)	110.12%	100.00%	100.00%	48,216	370,907	229,675
CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
DEBT SERVICE	2,023,983	2,015,883	2,020,608	2,020,583	2,020,583	25	100.00%	100.00%	100.00%	4,700	2,015,883	2,023,983
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INTERNAL SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	2,670,281	2,963,643	2,960,144	3,052,290	3,052,290	(92,146)	103.11%	100.00%	100.00%	88,647	2,963,643	2,670,281
SUMMARY - ALL FUNDS												
			Revised Budget			Budget Remaining	2023	2022	2021	Current YTD vs. PYTD	June 30, 2022	June 30, 2021
	June 30, 2021	June 30, 2022		Projected End Of Year	YTD		% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SUMMARY												
REVENUE	12,691,829	13,908,258	14,159,931	13,620,385	13,620,385	539,546	96.19%	100.00%	100.00%	(287,873)	13,908,258	12,691,829
EXPENDITURES	12,173,218	13,787,557	13,693,204	14,653,824	14,653,824	(960,620)	107.02%	100.00%	100.00%	866,266	13,787,557	12,173,218
SPENDING VARIANCE	518,611	120,700	466,727	(1,033,439)	(1,033,439)	N/A	N/A	N/A	N/A	(1,154,139)	120,700	518,611

GENERAL FUND - REVENUE SUMMARY

ROYALTON | June 30, 2023



Budget Management Analytics | formerly SCast Plus

Budget Management Analytics							June 30, 2023	June 30, 2022	June 30, 2021									
							% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. Prior YTD	June 30, 2022	June 30, 2021						
DESCRIPTION							June 30, 2021	June 30, 2022	Revised Budget	Projected End Of Year	Revenue YTD	Budget Remaining						
LOCAL REVENUES																		
001	PROPERTY TAX LEVY,GENERAL						683,144	909,943	644,245	0	0	644,245	0.00%	100.00%	100.00%	(909,943)	909,943	683,144
004	MUNICIPAL/TAX INCR FINANCE						1,121	0	0	0	0	0	0.00%	0.00%	100.00%	0	0	1,121
010	COUNTY APPORTIONMENT						14,687	13,607	26,120	0	0	26,120	0.00%	100.00%	100.00%	(13,607)	13,607	14,687
019	MISC TAX REV PAID BY COUNTY						8,897	(1,777)	0	0	0	0	0.00%	100.00%	100.00%	1,777	(1,777)	8,897
040	TUITION FROM PATRONS						0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
050	FEES FROM PATRONS						954	3,183	910	2,819	2,819	(1,909)	309.79%	100.00%	100.00%	(363)	3,183	954
060	ADMISSIONS & STUDENT ACTIVITY REV						57,453	102,135	148,867	241,583	241,583	(92,716)	162.28%	100.00%	100.00%	139,448	102,135	57,453
071	MA REV/DEPT OF HUMAN SVCS						25,151	11,103	15,000	17,031	17,031	(2,031)	113.54%	100.00%	100.00%	5,928	11,103	25,151
092	INTEREST EARNINGS						2,663	4,828	90,080	140,489	140,489	(50,409)	155.96%	100.00%	100.00%	135,661	4,828	2,663
096	GIFTS AND BEQUESTS						12,829	51,565	17,963	24,650	24,650	(6,687)	137.23%	100.00%	100.00%	(26,914)	51,565	12,829
099	MISC REV FROM LOCAL SOURCES						94,756	158,859	430,185	779,140	779,140	(348,955)	181.12%	100.00%	100.00%	620,281	158,859	94,756
Total LOCAL REVENUES							901,656	1,253,446	1,373,370	1,205,712	1,205,712	167,658	87.79%	100.00%	100.00%	(47,733)	1,253,446	901,656
TUITION AND REIMBURSEMENTS FROM MINNESOTA SCHOOL DIST																		
021	TUITION AND REIMBURSEMENTS FROM MINNESOTA SCHOOL DIST						0	0	0	154,826	154,826	(154,826)	0.00%	0.00%	0.00%	154,826	0	0
Total TUITION AND REIMBURSEMENTS FROM MINNESOTA SCHOOL							0	0	0	154,826	154,826	(154,826)	0.00%	0.00%	0.00%	154,826	0	0
STATE REVENUES																		
201	ENDOWMENT FUND APPORTIONMENT						40,032	38,256	41,614	43,794	43,794	(2,180)	105.24%	100.00%	100.00%	5,538	38,256	40,032
211	GENERAL EDUCATION AID						7,628,396	7,614,525	8,033,291	7,567,846	7,567,846	465,446	94.21%	100.00%	100.00%	(46,679)	7,614,525	7,628,396
212	LITERACY INCENTIVE AID						49,322	43,678	49,267	43,034	43,034	6,232	87.35%	100.00%	100.00%	(644)	43,678	49,322
213	SHARED TIME AID						0	0	4,239	4,239	4,239	0	100.00%	0.00%	0.00%	4,239	0	0
227	ABATEMENT AID						164	599	259	219	219	40	84.49%	100.00%	100.00%	(380)	599	164
229	DISPARITY REDUCTION AID						20	21	28	137	137	(109)	490.20%	100.00%	100.00%	116	21	20
234	AGRICULTURE MARKET VALUE CR						3,425	3,197	4,343	21,278	21,278	(16,936)	489.98%	100.00%	100.00%	18,081	3,197	3,425
258	OTHER STATE CR/EXEMPT PROP REIMB						0	0	0	74,296	74,296	(74,296)	0.00%	0.00%	0.00%	74,296	0	0
300	STATE AID (REQUIRES FIN CODE)						12,641	13,984	23,690	28,387	28,387	(4,697)	119.83%	100.00%	100.00%	14,403	13,984	12,641
301	NONPUBLIC AID						0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
309	DEBT SERVICE EQUALIZATION AID						0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
317	LONG TERM FACILITY MAINT AID						101,015	132,747	123,619	209,822	209,822	(86,203)	169.73%	100.00%	100.00%	77,075	132,747	101,015
360	STATE AID FOR SPECIAL EDUCATION						613,046	854,209	820,333	726,189	726,189	94,144	88.52%	100.00%	100.00%	(128,021)	854,209	613,046
370	OTHER,MN DEPT OF EDUCATION						7,759	4,998	7,150	7,150	7,150	0	100.00%	100.00%	100.00%	2,152	4,998	7,759
397	TRA & PERA SPEC SITUATIONS PENSION						29,793	0	0	0	0	0	0.00%	0.00%	100.00%	0	0	29,793
Total STATE REVENUES							8,485,614	8,706,214	9,107,832	8,726,391	8,726,391	381,441	95.81%	100.00%	100.00%	20,176	8,706,214	8,485,614
FEDERAL REVENUES RECEIVED FROM STATE																		
400	FEDERAL AID/MDE (REQUIRES FIN)						522,818	629,401	644,444	588,087	588,087	56,358	91.25%	100.00%	100.00%	(41,314)	629,401	522,818
405	FEDERAL AID THRU OTHER AGENCY						40,045	0	628	628	628	0	100.00%	0.00%	100.00%	628	0	40,045
471	SCHOOL LUNCH PROGRAM						0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
472	SPECIAL ASSIST,NEEDY CHILD						0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
473	COMMODITY CASH REBATE PROGRAM						0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
474	COMMODITY DISTRIBUTION PROGRAM						0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
476	SCHOOL BREAKFAST PROGRAM						0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
479	SUMMER FOOD SERVICE PROGRAM						0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total EVENUES RECEIVED FROM STATE							562,863	629,401	645,072	588,715	588,715	56,358	91.26%	100.00%	100.00%	(40,686)	629,401	562,863
FEDERAL REVENUES RECEIVED FROM FED SOURCES																		
500	DIRECT FEDERAL AID (REQUIRES FIN)						0	110,678	0	104,000	104,000	(104,000)	0.00%	100.00%	0.00%	(6,678)	110,678	0
Total FEDERAL REVENUES RECEIVED FROM FED SOURCES							0	110,678	0	104,000	104,000	(104,000)	0.00%	100.00%	0.00%	(6,678)	110,678	0
LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS																		
601	FOOD SERVICE SALES TO PUPILS						0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
606	FOOD SERVICE SALES TO ADULTS						0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
619	COST MATERIALS/REV PROD (CONTRA)						900	(3,579)	1,120	1,536	1,536	(416)	137.14%	100.00%	100.00%	5,115	(3,579)	900
620	SALES/REV PRODUCING ACTIVITIES						15,985	44,761	86,264	90,399	90,399	(4,135)	104.79%	100.00%	100.00%	45,638	44,761	15,985
622	SALES OF MATERIALS (NET OF TX)						0	0	3,000	1,000	1,000	2,000	33.33%	0.00%	0.00%	1,000	0	0
624	SALE OF EQUIPMENT						0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
625	INSURANCE RECOVERY						0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
628	JUDGMENTS FOR THE SCHOOL DISTRICT						0	0	0	21,208	21,208	(21,208)	0.00%	0.00%	0.00%	21,208	0	0
Total LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS							16,885	41,182	90,384	114,143	114,143	(23,759)	126.29%	100.00%	100.00%	72,961	41,182	16,885
GENERAL FUND TOTAL							9,967,018	10,740,921	11,216,658	10,893,787	10,893,787	322,871	97.12%	100.00%	100.00%	152,866	10,740,921	9,967,018

DESCRIPTION

GENERAL FUND - EXPENDITURES BY ORG CODE

ROYALTON | June 30, 2023



Budget Management Analytics								June 30, 2023	June 30, 2022	June 30, 2021			
DESCRIPTION		June 30, 2021	June 30, 2022	Revised Budget	Projected End Of Year	Expenses YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. Prior YTD	June 30, 2022	June 30, 2021
005	DISTRICT WIDE	2,322,751	2,883,142	3,670,741	3,735,660	3,735,660	(64,919)	101.77%	100.00%	100.00%	852517.55	2,883,142	2,322,751
010	BUDGETED LEARNING SITE	3,332,799	3,529,049	3,249,609	3,350,186	3,350,186	(100,577)	103.10%	100.00%	100.00%	(178,863)	3,529,049	3,332,799
020	BUDGETED LEARNING SITE	2,830,935	3,381,377	2,849,028	3,461,448	3,461,448	(612,420)	121.50%	100.00%	100.00%	80,071	3,381,377	2,830,935
050	BUDGETED LEARNING SITE	1,016,300	1,028,461	961,107	1,051,744	1,051,744	(90,637)	109.43%	100.00%	100.00%	23,282	1,028,461	1,016,300
080	BUDGETED LEARNING SITE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
799	HOME SCHOOL SITE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
998	TUITION BILLING SITE	152	1,885	2,575	2,496	2,496	79	96.94%	100.00%	100.00%	612	1,885	152
GENERAL FUND TOTAL - ALL SITES		9,502,937	10,823,914	10,733,060	11,601,534	11,601,534	(868,474)	108.09%	100.00%	100.00%	777,620	10,823,914	9,502,937

GENERAL FUND - EXPENDITURES BY OBJECT CODE

ROYALTON | June 30, 2023



DESCRIPTION			Revised Budget	Projected End Of Year	Expenses YTD	Budget Remaining	June 30, 2023	June 30, 2022	June 30, 2021	Current YTD vs. Prior YTD	June 30, 2022	June 30, 2021
	June 30, 2021	June 30, 2022					% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
110 ADMINISTRATION/SUPERVISION	494,579	453,804	488,194	483,435	483,435	4,759	99.03%	100.00%	100.00%	29,631	453,804	494,579
140 LICENSED CLASSROOM TEACHER	3,168,745	3,216,179	2,788,522	3,035,773	3,035,773	(247,251)	108.87%	100.00%	100.00%	(180,407)	3,216,179	3,168,745
141 NON,LIC CLASSROOM PERSONNEL	167,260	191,628	215,347	206,426	206,426	8,921	95.86%	100.00%	100.00%	14,799	191,628	167,260
143 LICENSED INSTRUCTIONAL SUPPORT	0	37,098	42,000	35,537	35,537	6,463	84.61%	100.00%	0.00%	(1,561)	37,098	0
144 NON,LIC INSTRUCTIONAL SUPPORT	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
145 SUBSTITUTE TEACHER,LICENSED	83,345	137,572	162,594	149,742	149,742	12,852	92.10%	100.00%	100.00%	12,170	137,572	83,345
146 SUBSTITUTE NON,LIC CLASSROOM	4,881	13,983	26,180	30,725	30,725	(4,545)	117.36%	100.00%	100.00%	16,742	13,983	4,881
154 SCHOOL NURSE	6,290	67,272	69,755	68,864	68,864	890	98.72%	100.00%	100.00%	1,592	67,272	6,290
155 LICENSED NURSING SERVICES	48,731	1,490	1,590	1,748	1,748	(158)	109.96%	100.00%	100.00%	258	1,490	48,731
156 SOCIAL WORKER	83,847	87,199	82,147	89,691	89,691	(7,544)	109.18%	100.00%	100.00%	2,492	87,199	83,847
161 CERTIFIED PARA/PCA	241,451	213,709	234,170	246,436	246,436	(12,266)	105.24%	100.00%	100.00%	32,727	213,709	241,451
162 CERTIFIED ONE ON ONE PARA	17,773	76,950	75,181	78,036	78,036	(2,855)	103.80%	100.00%	100.00%	1,086	76,950	17,773
165 SCHOOL COUNSELOR	70,270	72,636	60,301	68,759	68,759	(8,458)	114.03%	100.00%	100.00%	(3,877)	72,636	70,270
170 NON,INSTRUCTIONAL SUPPORT	1,015,964	1,111,723	1,243,466	1,189,288	1,189,288	54,178	95.64%	100.00%	100.00%	77,566	1,111,723	1,015,964
185 OTHER LICENSED/CERTIFIED SALARY	151,445	152,888	157,636	196,750	196,750	(39,114)	124.81%	100.00%	100.00%	43,862	152,888	151,445
186 OTHER NON LICENSED SALARY	104,996	168,469	136,419	163,815	163,815	(27,396)	120.08%	100.00%	100.00%	(4,654)	168,469	104,996
191 SEVERANCE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
195 INTERDEPART SALARIES (CHGBK)	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
199 SALARY ADJ CAFETERIA PLAN/IN LIEU	96,544	79,606	48,815	63,584	63,584	(14,769)	130.26%	100.00%	100.00%	(16,022)	79,606	96,544
TOTAL SALARIES AND WAGES	5,756,121	6,082,205	5,832,316	6,108,610	6,108,610	(276,294)	104.74%	100.00%	100.00%	26,405	6,082,205	5,756,121
EMPLOYEE BENEFITS												
210 FICA/MEDICARE	418,893	438,318	407,537	440,140	440,140	(32,602)	108.00%	100.00%	100.00%	1,822	438,318	418,893
214 PERA	120,209	131,655	141,590	142,582	142,582	(991)	100.70%	100.00%	100.00%	10,927	131,655	120,209
218 TRA	305,379	329,502	286,752	321,784	321,784	(35,032)	112.22%	100.00%	100.00%	(7,717)	329,502	305,379
220 HEALTH INSURANCE	517,198	552,020	558,556	593,383	593,383	(34,827)	106.24%	100.00%	100.00%	41,363	552,020	517,198
230 LIFE INSURANCE	11,686	24,839	10,858	10,975	10,975	(118)	101.09%	100.00%	100.00%	(13,863)	24,839	11,686
240 LONG TERM DISABILITY INSURANCE	20,364	19,101	20,472	19,885	19,885	586	97.14%	100.00%	100.00%	785	19,101	20,364
250 TSA/DEFERRED COMP	61,598	77,836	73,896	77,430	77,430	(3,534)	104.78%	100.00%	100.00%	(406)	77,836	61,598
251 TAX ADVANTAGE EMPLOYER HLTH AF	30,094	35,406	36,750	38,696	38,696	(1,946)	105.29%	100.00%	100.00%	3,290	35,406	30,094
270 WORKERS COMPENSATION	91,981	49,865	72,218	48,145	48,145	24,073	66.67%	100.00%	100.00%	(1,719)	49,865	91,981
280 UNEMPLOYMENT COMPENSATION	0	3,527	33	21	21	12	63.00%	100.00%	0.00%	(3,506)	3,527	0
295 INTERDEPART BENEFITS (CHGBK)	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
299 OTHER EMPLOYEE BENEFITS	32,306	21,403	0	0	0	0	0.00%	100.00%	100.00%	(21,403)	21,403	32,306
TOTAL EMPLOYEE BENEFITS	1,609,710	1,683,469	1,608,662	1,693,040	1,693,040	(84,379)	105.25%	100.00%	100.00%	9,571	1,683,469	1,609,710
PURCHASED SERVICES												
303 FEDERAL SUBAWARD <=\$25,000	0	0	25,000	240	240	24,760	0.96%	0.00%	0.00%	240	0	0
304 FEDERAL SUBAWARD >\$25,000	0	0	5,000	0	0	5,000	0.00%	0.00%	0.00%	0	0	0
305 CONSULTING FEES/FEES FOR SERVIC	221,039	370,018	341,783	345,587	345,587	(3,804)	101.11%	100.00%	100.00%	(24,431)	370,018	221,039
316 SVC PURCH FROM MN JOINT POWER	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
319 COMPUTER & TECHNOLOGY SVCS	12,884	6,265	1,500	2,025	2,025	(525)	135.00%	100.00%	100.00%	(4,240)	6,265	12,884
320 COMMUNICATION SERVICES	24,633	23,527	20,000	18,728	18,728	1,272	93.64%	100.00%	100.00%	(4,799)	23,527	24,633
329 POSTAGE & PARCEL SERVICES	2,848	3,845	3,150	5,335	5,335	(2,185)	169.37%	100.00%	100.00%	1,490	3,845	2,848
330 UTILITY SERVICES	150,181	202,030	224,000	253,421	253,421	(29,421)	113.13%	100.00%	100.00%	51,391	202,030	150,181
340 INSURANCE	83,935	94,727	94,954	124,144	124,144	(29,190)	130.74%	100.00%	100.00%	29,417	94,727	83,935
350 REPAIRS & MAINTENANCE	138,068	380,679	425,708	410,713	410,713	14,995	96.48%	100.00%	100.00%	30,033	380,679	138,068
360 TRANSPORT CONTR <=\$25,000	3,209	1,700	4,155	8,076	8,076	(3,921)	194.36%	100.00%	100.00%	6,376	1,700	3,209
362 MENTAL HLTH PRACTITIONER <=\$2500	0	859	0	18,503	18,503	(18,503)	0.00%	100.00%	0.00%	17,644	859	0
365 INTERDEPART TRANSPORT (CHGBK)	(317)	0	(13,249)	1,395	1,395	(14,644)	-10.53%	0.00%	100.00%	1,395	0	(317)
366 TRAVEL CONVENTIONS/CONFERENCE	14,572	20,517	11,322	22,597	22,597	(11,275)	199.58%	100.00%	100.00%	2,079	20,517	14,572
369 ENTRY FEES/STUDENT TRAVEL ALLOI	5,824	23,880	4,790	104,977	104,977	(100,187)	2191.59%	100.00%	100.00%	81,097	23,880	5,824
370 OPERATING LEASE/RENTAL	12,841	0	0	0	0	0	0.00%	0.00%	100.00%	0	0	12,841
373 SPEECH SERVICES <=\$25000	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
390 PYMT FOR ED PURPOSE TO MN DISTF	48,386	40,737	40,500	2,184	2,184	38,316	5.39%	100.00%	100.00%	(38,553)	40,737	48,386
391 PYMT TO MN SCHOOL (COST SHARE)	93,915	111,523	141,000	178,456	178,456	(37,456)	126.56%	100.00%	100.00%	66,933	111,523	93,915
392 PAYMENTS FOR EDUCATIONAL PURP	0	0	575	567	567	8	98.61%	0.00%	0.00%	567	0	0
394 PYMT FOR ED TO OTHER AGENCY	120,073	120,346	132,136	108,566	108,566	23,570	82.16%	100.00%	100.00%	(11,780)	120,346	120,073
396 SPEC ED SALARY/OTHER DISTRICT	165,874	176,222	145,721	170,006	170,006	(24,285)	116.67%	100.00%	100.00%	(6,216)	176,222	165,874
397 SPEC ED BENEFITS/OTHER DISTRICT	37,126	43,677	26,371	30,763	30,763	(4,392)	116.66%	100.00%	100.00%	(12,913)	43,677	37,126

DESCRIPTION	June 30, 2021		Revised Budget	Projected End Of Year	Expenses YTD	Budget Remaining	June 30, 2023	June 30, 2022	June 30, 2021	Current YTD vs. Prior YTD	June 30, 2022	June 30, 2021
							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
TOTAL PURCHASED SERVICES	1,135,091	1,620,551	1,634,416	1,806,283	1,806,283	(171,867)	110.52%	100.00%	100.00%	185,732	1,620,551	1,135,091
SUPPLIES												
401 SUPPLIES, NON INSTRUCTIONAL	220,744	321,904	432,850	470,783	470,783	(37,933)	108.76%	100.00%	100.00%	148,879	321,904	220,744
405 NON-INSTRUCTIONAL SOFTWARE LIC	12,333	6,954	21,875	12,914	12,914	8,961	59.04%	100.00%	100.00%	5,960	6,954	12,333
406 INSTRUCTIONAL SOFTWARE LICENSE	46,309	64,440	56,500	85,750	85,750	(29,250)	151.77%	100.00%	100.00%	21,311	64,440	46,309
430 SUPPLIES & MATERIALS NON INDIV IN	75,702	96,878	122,987	129,667	129,667	(6,679)	105.43%	100.00%	100.00%	32,788	96,878	75,702
433 SUPPLIES & MATERIALS INDIV INSTRU	27,698	18,235	18,004	18,833	18,833	(829)	104.61%	100.00%	100.00%	598	18,235	27,698
440 FUELS	88,494	192,325	185,000	202,154	202,154	(17,154)	109.27%	100.00%	100.00%	9,828	192,325	88,494
460 TEXTBOOKS	1,141	53,663	5,000	5,293	5,293	(293)	105.85%	100.00%	100.00%	(48,371)	53,663	1,141
461 STANDARDIZED TESTS	644	672	100	1,165	1,165	(1,065)	1165.00%	100.00%	100.00%	493	672	644
465 NONINSTRUCTIONAL TECH DEVICES	0	0	0	4,890	4,890	(4,890)	0.00%	0.00%	0.00%	4,890	0	0
466 INSTRUCTIONAL TECH DEVICES	0	107,502	0	0	0	0	0.00%	100.00%	0.00%	(107,502)	107,502	0
470 MEDIA RESOURCES	3,395	4,581	4,500	4,336	4,336	164	96.36%	100.00%	100.00%	(245)	4,581	3,395
490 FOOD	0	0	500	2,513	2,513	(2,013)	502.58%	0.00%	0.00%	2,513	0	0
491 COMMODITIES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
495 MILK	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL SUPPLIES	476,459	867,155	847,316	938,297	938,297	(90,982)	110.74%	100.00%	100.00%	71,143	867,155	476,459
SUPPLIES & EQUIPMENT												
520 BUILDING ACQ OR CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
530 OTHER EQUIPMENT PURCHASE	303,237	156,358	311,692	330,067	330,067	(18,375)	105.90%	100.00%	100.00%	173,708	156,358	303,237
533 EQUIP SP ED DIRECT INSTRUCTION	0	0	129	86	86	43	66.50%	0.00%	0.00%	86	0	0
548 PUPIL TRANSPORT VEHICLES	0	89,346	108,725	281,186	281,186	(172,460)	258.62%	100.00%	0.00%	191,840	89,346	0
550 OTHER VEHICLES PURCHASED	0	0	54,000	53,898	53,898	102	99.81%	0.00%	0.00%	53,898	0	0
555 CAPITAL NONINSTR TECH HARDWARE	145,812	268,974	324,120	349,453	349,453	(25,333)	107.82%	100.00%	100.00%	80,479	268,974	145,812
560 PRIN ON LONG TERM TECH	0	12,519	0	0	0	0	0.00%	100.00%	0.00%	(12,519)	12,519	0
561 INT ON LONG TERM TECH	0	322	0	0	0	0	0.00%	100.00%	0.00%	(322)	322	0
580 PRINCIPAL ON CAPITAL LEASE	714	0	0	0	0	0	0.00%	0.00%	100.00%	0	0	714
581 INTEREST ON CAPITAL LEASE	(714)	0	0	0	0	0	0.00%	0.00%	100.00%	0	0	(714)
TOTAL SUPPLIES & EQUIPMENT	449,049	527,519	798,667	1,014,689	1,014,689	(216,023)	127.05%	100.00%	100.00%	487,170	527,519	449,049
DEBT SERVICE												
710 BOND, REDEMPTION OF PRINCIPAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
720 BOND, INTEREST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
740 LOANS, INTEREST	0	0	734	0	0	734	0.00%	0.00%	0.00%	0	0	0
790 OTHER DEBT SVC EXPENDITURES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL DEBT SERVICE	0	0	734	0	0	734	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES												
820 DUES, MEMBERSHIP, LICENSE, FEES	31,222	28,693	24,550	36,894	36,894	(12,344)	150.28%	100.00%	100.00%	8,201	28,693	31,222
891 TRA & PERA SPEC SITUATION PENSIO	29,793	0	0	0	0	0	0.00%	0.00%	100.00%	0	0	29,793
895 FED/NONPUBLIC INDIRECT (CHGBK)	(4)	0	(28,500)	0	0	(28,500)	0.00%	0.00%	100.00%	0	0	(4)
898 SCHOLARSHIPS	15,497	14,321	14,900	3,720	3,720	11,180	24.96%	100.00%	100.00%	(10,601)	14,321	15,497
TOTAL OTHER EXPENDITURES	76,507	43,014	10,950	40,614	40,614	(29,664)	370.90%	100.00%	100.00%	(2,401)	43,014	76,507
GENERAL FUND TOTAL	9,502,937	10,823,914	10,733,060	11,601,534	11,601,534	(868,474)	108.09%	100.00%	100.00%	777,620	10,823,914	9,502,937

ROYALTON
Budget / Fund Balance Overview (BUDGET)
Revised Budget

	Beginning Fund Balance	Revenues	Expenditures	Transfers	End of Year Proj. Balance	Net Increase or Decrease
General Fund - 01						
422 Unassigned Fund Balance	1,901,870 17.57%	9,954,893	9,593,582	-	2,263,181 21.09%	361,311
Restricted						
401 Student Activities	194,638	182,418	-	-	377,056	182,418
402 Scholarships	33,053	-	13,100	-	19,953	(13,100)
403 Staff Development	121,768	142,394	47,966	-	216,196	94,428
405 Deferred Maintenance	-	-	-	-	-	-
406 Health & Safety	-	-	-	-	-	-
407 Capital Projects Levy	-	-	-	-	-	-
408 Cooperative Programs	-	-	-	-	-	-
413 Building Projects Funded by COP/LP	-	-	-	-	-	-
414 Operating Debt	-	-	-	-	-	-
416 Levy Reduction	-	-	-	-	-	-
417 Excess Taconite Building Maint Funds	-	-	-	-	-	-
424 Operating Capital	472,767	227,795	412,212	-	288,350	(184,417)
426 \$25 Taconite	-	-	-	-	-	-
427 Disabled Accessibility	-	-	-	-	-	-
428 Learning and Development	-	204,530	231,611	-	(27,081)	(27,081)
434 Area Learning Center	-	-	-	-	-	-
435 Contracted Alternative Programs	-	-	-	-	-	-
436 State-Approved Alt. Programs	-	-	-	-	-	-
438 Gifted and Talented	20,413	13,486	18,073	-	15,826	(4,587)
440 Teacher Development and Evaluation	-	-	-	-	-	-
441 Basic Skills Programs	-	133,673	142,064	-	(8,391)	(8,391)
448 Achievement and Integration Revenue	-	-	-	-	-	-
449 Safe Schools Levy	74,831	37,257	32,677	-	79,411	4,580
451 QZAB and QSCB Payments	-	-	-	-	-	-
452 Funded OPEB Liabilities not Held in Trust	-	-	-	-	-	-
453 Unfunded Severance and Retirement	-	-	-	-	-	-
459 Basic Skills Extended Time	16,134	-	-	-	16,134	-
464 Restricted	-	-	-	-	-	-
467 Long-Term Facilities Maint	67,509	305,212	241,725	-	130,996	63,487
472 Medical Assistance	108,568	15,000	50	-	123,518	14,950
475 Title VII - Impact Aid Funds	-	-	-	-	-	-
476 Payments in Lieu of Taxes	-	-	-	-	-	-
Subtotal Restricted	1,109,681	1,261,765	1,139,478	-	1,231,968	122,287
460 Nonspendable	83,000	-	-	-	83,000	-
Committed Funds						
418 Separation/Retirement Benefits	-	-	-	-	-	-
461 Committed	-	-	-	-	-	-
Committed - "detail"	-	-	-	-	-	-
Subtotal Committed - 418 & 461 & District Defined	-	-	-	-	-	-
Assigned Funds						
462 Assigned	270,000	-	-	-	270,000	-
Assigned - "detail"	-	-	-	-	-	-
Subtotal Assigned - 462	270,000	-	-	-	270,000	-
Total General Fund	3,364,551	11,216,658	10,733,060	-	3,848,149	483,598
Food Service Fund - 02						
460 Nonspendable	6,938	-	-	-	6,938	-
464 Restricted	167,544	528,185	558,930	-	136,799	(30,745)
463 Unassigned	-	-	-	-	-	-
Total Food Service	174,482	528,185	558,930	-	143,737	(30,745)
Community Services - 04						
460 Nonspendable	-	-	-	-	-	-
464 Restricted	31,122	2,295	-	-	33,417	2,295
Restricted / Reserved						
426 \$25 Taconite	-	-	-	-	-	-
431 Community Education	208,435	195,080	122,163	-	281,352	72,917
432 Early Childhood	42,208	33,977	17,600	-	58,585	16,377
440 Teacher Development	-	-	-	-	-	-
444 School Readiness	59,290	172,827	240,843	-	(8,726)	(68,016)
447 Adult Basic Education	-	-	-	-	-	-
452 Funded OPEB Liabilities	-	-	-	-	-	-
Restricted/Reserved - Subtotal	309,933	401,884	380,606	-	331,211	21,278
463 Unassigned	-	-	-	-	-	-

ROYALTON
Budget / Fund Balance Overview (BUDGET)

Revised Budget

Total Community Education	341,055	404,179	380,606	-	364,628	23,573
Construction - 06						
460 Nonspendable	-	-	-	-	-	-
Restricted/Reserved						
407 Capital Projects Levy	-	-	-	-	-	-
413 Building Projects	-	-	-	-	-	-
467 Long-Term Facilities Maint	-	-	-	-	-	-
475 Title VII - Impact Aid Funds	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
463 Unassigned	-	-	-	-	-	-
Total Construction Fund	-	-	-	-	-	-
Debt Service - 07						
460 Nonspendable	-	-	-	-	-	-
Restricted/Reserved						
425 Bond Refunding	-	-	-	-	-	-
433 Maximum Effort Loan Aid	-	-	-	-	-	-
451 QZAB and QSCB Payments	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	439,975	2,010,909	2,020,608	-	430,276	(9,699)
463 Unassigned	-	-	-	-	-	-
Total Debt Service Fund	439,975	2,010,909	2,020,608	-	430,276	(9,699)
Trust - 08	-	-	-	-	-	-
Custodial - 18						
Restricted/Reserved						
402 Scholarships	-	-	-	-	-	-
448 Achievement & Integration	-	-	-	-	-	-
401 Student Activities	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
Total Custodial Fund	-	-	-	-	-	-
Internal Service Fund - 20	-	-	-	-	-	-
OPEB Revocable Trust - 25	-	-	-	-	-	-
OPEB Irrevocable Trust - 45	-	-	-	-	-	-
OPEB Debt Service - 47						
460 Non Spendable	-	-	-	-	-	-
Restricted/Reserved						
425 Bond Refundings	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
463 Unassigned	-	-	-	-	-	-
Total OPEB Debt Service Fund	-	-	-	-	-	-
Total All Funds:	4,320,063	14,159,931	13,693,204	-	4,786,790	466,727



Budget Management Analytics

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ROYALTON
Budget / Fund Balance Overview (Actuals + Projections)
Projected End of Year Results

	Beginning Fund Balance	Revenues	Expenditures	Transfers	End of Year Proj. Balance	Net Increase or Decrease
General Fund - 01						
422 Unassigned Fund Balance	1,901,870 17.57%	10,188,605	9,969,109	-	2,121,367 18.29%	219,497
Restricted						
401 Student Activities	194,638	266,256	240,407	-	220,488	25,850
402 Scholarships	33,053	2,250	1,800	-	33,503	450
403 Staff Development	121,768	-	49,978	-	71,790	(49,978)
405 Deferred Maintenance	-	-	-	-	-	-
406 Health & Safety	-	-	-	-	-	-
407 Capital Projects Levy	-	-	-	-	-	-
408 Cooperative Programs	-	-	-	-	-	-
413 Building Projects Funded by COP/LP	-	-	-	-	-	-
414 Operating Debt	-	-	-	-	-	-
416 Levy Reduction	-	-	-	-	-	-
417 Excess Taconite Building Maint Funds	-	-	-	-	-	-
424 Operating Capital	472,767	-	574,328	-	(101,561)	(574,328)
426 \$25 Taconite	-	-	-	-	-	-
427 Disabled Accessibility	-	-	-	-	-	-
428 Learning and Development	-	-	263,477	-	(263,477)	(263,477)
434 Area Learning Center	-	-	-	-	-	-
435 Contracted Alternative Programs	-	-	-	-	-	-
436 State-Approved Alt. Programs	-	-	-	-	-	-
438 Gifted and Talented	20,413	-	27,012	-	(6,599)	(27,012)
440 Teacher Development and Evaluation	-	-	-	-	-	-
441 Basic Skills Programs	-	-	152,950	-	(152,950)	(152,950)
448 Achievement and Integration Revenue	-	-	-	-	-	-
449 Safe Schools Levy	74,831	-	37,154	-	37,677	(37,154)
451 QZAB and QSCB Payments	-	-	-	-	-	-
452 Funded OPEB Liabilities not Held in Trust	-	-	-	-	-	-
453 Unfunded Severance and Retirement	-	-	-	-	-	-
459 Basic Skills Extended Time	16,134	-	-	-	16,134	-
464 Restricted	-	-	-	-	-	-
467 Long-Term Facilities Maint	67,509	419,644	241,960	-	245,193	177,684
472 Medical Assistance	108,568	17,031	43,360	-	82,240	(26,328)
475 Title VII - Impact Aid Funds	-	-	-	-	-	-
476 Payments in Lieu of Taxes	-	-	-	-	-	-
Subtotal Restricted	1,109,681	705,182	1,632,425	-	182,437	(927,244)
460 Nonspendable	83,000	-	-	-	83,000	-
Committed Funds						
418 Separation/Retirement Benefits	-	-	-	-	-	-
461 Committed	-	-	-	-	-	-
Committed - "detail"	-	-	-	-	-	-
Subtotal Committed - 418 & 461 & District Defined	-	-	-	-	-	-
Assigned Funds						
462 Assigned	270,000	-	-	-	270,000	-
Assigned - "detail"	-	-	-	-	-	-
Subtotal Assigned - 462	270,000	-	-	-	270,000	-
Total General Fund	3,364,551	10,893,787	11,601,534	-	2,656,804	(707,747)
Food Service Fund - 02						
460 Nonspendable	6,938	-	-	-	6,938	-
464 Restricted	167,544	623,780	612,584	-	178,740	11,196
463 Unassigned	-	-	-	-	-	-
Total Food Service	174,482	623,780	612,584	-	185,678	11,196
Community Services - 04						
460 Nonspendable	-	-	-	-	-	-
464 Restricted	31,122	1,973	-	-	33,095	1,973
Restricted / Reserved						
426 \$25 Taconite	-	-	-	-	-	-
431 Community Education	208,435	221,813	141,585	-	288,663	80,228
432 Early Childhood	42,208	17,788	20,522	-	39,474	(2,734)
440 Teacher Development	-	-	-	-	-	-
444 School Readiness	59,290	193,037	257,016	-	(4,689)	(63,979)
447 Adult Basic Education	-	-	-	-	-	-
452 Funded OPEB Liabilities	-	-	-	-	-	-
Restricted/Reserved - Subtotal	309,933	432,638	419,123	-	323,448	13,515
463 Unassigned	-	-	-	-	-	-

ROYALTON
Budget / Fund Balance Overview (Actuals + Projections)

Projected End of Year Results

Total Community Education	341,055	434,610	419,123	-	356,543	15,488
Construction - 06						
460 Nonspendable	-	-	-	-	-	-
Restricted/Reserved						
407 Capital Projects Levy	-	-	-	-	-	-
413 Building Projects	-	-	-	-	-	-
467 Long-Term Facilities Maint	-	-	-	-	-	-
475 Title VII - Impact Aid Funds	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
463 Unassigned	-	-	-	-	-	-
Total Construction Fund	-	-	-	-	-	-
Debt Service - 07						
460 Nonspendable	-	-	-	-	-	-
Restricted/Reserved						
425 Bond Refunding	-	-	-	-	-	-
433 Maximum Effort Loan Aid	-	-	-	-	-	-
451 QZAB and QSCB Payments	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	439,975	1,823,033	2,020,583	-	242,426	(197,549)
463 Unassigned	-	-	-	-	-	-
Total Debt Service Fund	439,975	1,823,033	2,020,583	-	242,426	(197,549)
Trust - 08	-	-	-	-	-	-
Custodial - 18						
Restricted/Reserved						
402 Scholarships	-	-	-	-	-	-
448 Achievement & Integration	-	-	-	-	-	-
401 Student Activities	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
Total Custodial Fund	-	-	-	-	-	-
Internal Service Fund - 20	-	-	-	-	-	-
OPEB Revocable Trust - 25	-	-	-	-	-	-
OPEB Irrevocable Trust - 45	-	-	-	-	-	-
OPEB Debt Service - 47						
460 Non Spendable	-	-	-	-	-	-
Restricted/Reserved						
425 Bond Refundings	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
463 Unassigned	-	-	-	-	-	-
Total OPEB Debt Service Fund	-	-	-	-	-	-
Total All Funds:	4,320,063	13,775,211	14,653,824	-	3,441,450	(878,613)



Budget Management Analytics

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Calendar		Type/ Option	Pay/Ded Code	Units	ACA Unit/Conversion Override	Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created By
Id: 114 Brezinka, June															
06/15/2023	S202323-0	P	EBENONW2	0.00			10.00	\$10.00	01-005-110-000-000-366	1	05/31/2023	02	Driver Meal		413
Units Subtotal:				0.00				EBENONW2 Total:	\$10.00						
Units:				0.00				Emp Pay:	\$10.00						
Id: 419 Burg, Stephanie															
06/15/2023	S202323-0	P	EBENONW2	0.00			9.50	\$9.50	01-020-298-073-000-185	1	05/31/2023	02	BPA Expense		413
Units Subtotal:				0.00				EBENONW2 Total:	\$9.50						
Units:				0.00				Emp Pay:	\$9.50						
Id: 434 Dubbin, Robert															
06/15/2023	S202323-0	P	EBENONW2	0.00			39.37	\$39.37	02-005-770-000-701-412	1	05/31/2023	02	Uniform Allowance		413
Units Subtotal:				0.00				EBENONW2 Total:	\$39.37						
Units:				0.00				Emp Pay:	\$39.37						
Id: 586 Golden, Joel															
06/15/2023	S202323-0	P	EBENONW2	0.00			200.00	\$200.00	01-005-810-000-000-412	1	05/31/2023	02	Clothing Allowance		413
Units Subtotal:				0.00				EBENONW2 Total:	\$200.00						
Units:				0.00				Emp Pay:	\$200.00						
Id: 165 Graczyk, Tammy															
06/30/2023	S202324-0	P	EBENONW2	0.00			24.11	\$24.11		1	06/15/2023	02	Clothing Allowance		413
Units Subtotal:				0.00				EBENONW2 Total:	\$24.11						
Units:				0.00				Emp Pay:	\$24.11						
Id: 624 Hofstad, Dawn															
06/30/2023	S202324S-0	P	EBENONW2	0.00			2.29	\$2.29	01-020-211-000-000-366	1	06/30/2023	02	Milage		1038
Units Subtotal:				0.00				EBENONW2 Total:	\$2.29						
Units:				0.00				Emp Pay:	\$2.29						
Id: 748 Krueger, Shannon															
06/15/2023	S202323-0	P	EBENONW2	0.00			71.86	\$71.86		1	05/31/2023	02	Uniform Allowance		413
06/30/2023	S202324-0	P	EBENONW2	0.00			35.99	\$35.99		1	06/15/2023	02	Supplies		413
Units Subtotal:				0.00				EBENONW2 Total:	\$107.85						
Units:				0.00				Emp Pay:	\$107.85						

Royalton Public Schools
Timecard Archive Detail

Id:	Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unit/Conversion Override	Unit	Rate	Amount	Account Code	Earn ACA Sch Month	Pay Type	Check Description	Batch No	Created By
Id: 993	06/30/2023	S202324S-0	P	EBENONW2	0.00	99.99	\$99.99	01-005-810-000-000-412	1	06/30/2023	02	Uniform Reimburse		1038
Id: 240	06/15/2023	S202323-0	P	EBENONW2	0.00	7.79	\$7.79		1	05/31/2023	02	Mileage		413
Id: 252	06/15/2023	S202323-0	P	EBENONW2	0.00	15.59	\$15.59	01-010-203-000-000-366	1	05/31/2023	02	Mileage		413
Id: 263	06/15/2023	S202323-0	P	EBENONW2	0.00	6.42	\$6.42	01-010-203-000-000-366	1	05/31/2023	02	Mileage		413
Id: 1001	06/15/2023	S202323-0	P	EBENONW2	0.00	10.00	\$10.00		1	05/31/2023	02	Driver Meal		413
Id: 760	06/30/2023	S202324-0	P	EBENONW2	0.00	4.75	\$4.75	01-005-110-000-000-366	1	06/15/2023	02	Driver Meal		413
Id: 990	06/15/2023	S202323-0	P	EBENONW2	0.00	10.00	\$10.00		1	05/31/2023	02	Driver Meal		413

Driver Meal

Id: 879		Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unit/Conversion Override Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created By
06/15/2023		S202323-0	P	EBENONW2	0.00		150.00	\$150.00		1	05/31/2023	02	Chlothing Allowance		413
				Units Subtotal:	0.00		EBENONW2 Total:	\$150.00							
				Units:	0.00		Emp Pay:	\$150.00							
Employee Count		15		Totals:	0.00			\$707.66							

Resignations 07.24.23

Xandra Stowman	Elem Yearbook/Head Track Coach
Nicholas Lanners	Asst. FB Coach
Lauren Lindmeier	Preschool Teacher

New Hires 07.24.23

Benjamin Barnack	SPED Teacher	MS/HS
Mindy Klosowski	SPED Teacher	MS/HS
Jolene Cherne	ESY Teacher	MS/HS
Alyssa Hamers	Elementary Yearbook	Elem

Leah Fuhrman	Preschool Teacher	Pre-K
Claire Redman	MS/HS Paraprofessional	MS/HS
Cassidy Knettel	MS/HS Paraprofessional	MS/HS

Mya Wolbeck	MAP Lead Teacher
Annaleise Erdrich	MAP Asst. Teacher

Little Royals Preschool Three and Four Year Old Programs



Parent/Student Handbook 2023-2024



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Welcome to Royalton Early Childhood Center!

Dear Parents,

Welcome to a new school year at Royalton Public Schools. 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. We live by the core values of:

RESPECT, HONESTY, INTEGRITY, LEADERSHIP, ACCOUNTABILITY, and SERVICE

In our school, learning takes place in a child-centered environment. We are dedicated to providing a happy and nurturing atmosphere in which children can develop a positive self-image and love of learning. The curriculum is diverse and flexible, offering a varied and developmentally appropriate choice of activities. Our interactive programs build the foundation for reading, language arts, math, science and social studies.

Each child is offered unlimited possibilities to learn and grow through play, to try new activities, meet new challenges and to feel secure in a school environment.

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 the Community Education Director, my goal is to provide excellent leadership in maintaining and improving the quality of our preschool programs. I am committed to encouraging everyone in the school community to work together for the benefit of children. I believe that parents are partners in learning and encourage you to become involved in school activities.

Our program is a 4 star Parent Aware rated preschool. This is the highest possible rating. We are extremely proud to meet the highest standards in early childhood education.

Thank you for choosing Royalton Public Schools and allowing me and my team to work with your children each day. Go Royals!

Sincerely,

Amy Krueger

Ms. Amy Krueger, Director of Human Resources and Community Education

What is Preschool?

Preschool is a time of discovery. Through play, children are discovering themselves and the world around them. They are learning to socialize with other children, parents, and teachers. A preschooler's questions and activities stem from their curiosity and desire to learn. The preschool classrooms provide an environment where a child's imagination and desire to learn will flourish.

The preschool age child learns by using their senses through hands-on experiences. We provide a variety of materials to be used and encourage experimentation in exploring different teaching and learning styles.

The Little Royals Preschool program uses the Frog Street curriculum, a comprehensive, dual-language program designed to meet the needs of diverse learners while supporting developmental learning domains. This engaging, interactive preschool curriculum celebrates the joy of learning as children travel down the road to success. Frog Street, along with our blend of teaching materials, offer research based activities to build personal and social skills required to function well in a classroom community and establish positive relationships with peers and adults.

The preschool experience empowers children to think, explore, question, wonder and learn how to learn. A child's intellectual and language development will be supported by providing experiences that encourage problem solving and emotional/social maturity. Preschoolers learn to play cooperatively and to be assertive, gain independence, have a greater understanding of the world around them and take an active role in their own learning. Preschool is fun!

Three Year Old Program

By this age, most children are potty trained, have developed verbal skills, are continuing to be more independent, and are taking an active interest in the world around them. They are interested in cooperating and accepting adult direction and enjoy playing near or with other children. They are attentive listeners to age-appropriate stories and have acquired a vocabulary of several hundred words. Preschoolers are in constant motion with endless curiosity and an irrepressible zest for life. While we understand that bathroom accidents may occur, we encourage that children are fully potty trained before entering preschool.

Four Year Old Program

By this age, children are continuing to have an increased independence in self-help skills, and are full of wonder and curiosity. They have a large vocabulary and are able to begin communicating their wants/needs. They are interested in learning new things every day and have a strong desire for social interaction with peers and adults. They are able to listen and retell stories and have very large imaginations. They are active and excited to be at school. While we understand that bathroom accidents may occur, we encourage that children are fully potty trained before entering preschool.

The Environment

Our three and four year old rooms are cheerful, inviting spaces for the active and curious preschooler. Children are drawn to interest centers where they can investigate, dress up, or sit and enjoy one of many books. There is an easel to challenge future artists. There are also sensory tables to explore in.

Our three year old playground is a safe, fenced-in outdoor area with a large playhouse climber, swings and slides that is located right outside the preschool classrooms. Our four year old playground is a full commercial playground that includes multiple climbing structures, swings, and slides for the children to explore their outdoor environment.

Positive Behavior Intervention and Supports Program

Royalton Early Childhood Center utilizes a school wide framework for student behavior expectations. The acronym used is PAWs and you will often hear staff telling students to "Show Their Paws."

Royalton Elementary/Early Childhood Center PAWS Matrix

	Classroom	Cafeteria	Bathroom	Playground	Hallway
P ersonal 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 ct 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 ork 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 how 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

Parental Responsibilities

- Parents are welcome to volunteer in the classroom and may also have the opportunity to attend field trips and other special events.
- Parents will be encouraged to attend 2 parent-teacher conferences (fall and spring).
- Each child will be asked to bring a healthy store bought packaged snack (State law does not allow homemade items and no milk or juice), according to the schedule provided. We will let you know class sizes and if there are students with allergies when the class list is finalized.
- All emergency numbers and contact information must be in before children start preschool. It is your responsibility to keep these forms up to date with any changes.

School Calendar

** Preschool has its own schedule calendar and may be different during the school year in comparison to our regular school calendar.

School Day

The school day for Preschool students is 8:25 am. until 3:05 p.m.

Attendance

When your child will be absent, please call the Royalton Early Childhood Secretary at 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. Please provide 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 school will call you. We are willing to make these calls for your child's safety, however things will be much more smooth if you call the school before 8:00 a.m. If phone contact is not made, we will contact the Emergency Contacts listed for your child.

Routines

Children feel most comfortable and learn best when they know in advance what is going to happen. Established routines provide consistency and allow a smooth flow of daily activities. We strive to provide a predictable daily routine to help children excel and flourish in their school environment. Your child's end-of-day routine should be as "routine" as possible. On a 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
- 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 the students in the classroom. The telephones are not to be used to change your child's after school arrangement, unless it is an emergency. An emergency is defined as:

- An extraordinary event such as a family tragedy or an emergency (ex: serious illness, automobile accident, etc)

Email and texting should not be used to change your child's after school routine. In the event that our computers or network are down, we would not receive your message.

Student Drop Off Before School

Preschool students can be dropped off at at 8:00 a.m. on the south end of the building at Door #2. Supervision is available beginning at 7:45 a.m. Please do not drop your child off if you don't see an adult supervisor in the doorway at Door #2. If your 4-year old child needs to be dropped off earlier than 7:45 a.m., they will need to go to morning MAP at the elementary school (3-year olds are not able to attend MAP at this time). **Please do not park, drop off, or wait in the west parking lot as this is a bus loading zone.**

Student Pick Up Afterschool

Half Day Session: Meet the staff at the Early Childhood Center entrance (Door #2) at 11:00 a.m. for pick-up. **Please do not park, drop off, or wait in the west parking lot as this is a bus loading zone.**

All Day Session: Meet the staff at the Early Childhood Center entrance (Door #2) at 3:00 p.m. for after school pickup. **Please do not park, drop off, or wait in the west parking lot as this is a bus loading zone.**

Arrival time is an important time for young children to gain independence and self-help skills that they will use throughout their school career. The first few minutes of coming to school provides time for your child to get comfortable and prepared to walk with their class to the cafetorium for breakfast. To ease separation from you, role model self-confidence so your child will sense your confidence making it easier for them to leave you. This may be a new experience for both of you. Let them know that they are safe and that you will return to pick them up after they are done learning and having fun.

*Please arrive on time to pick up and drop off your child. **If you are late arriving and the teacher is not at the meeting place, you will need to check your child in at the office.** You should not go to the classroom. If you are arriving after breakfast, please make sure your child is fed breakfast before coming to school.

If an emergency occurs and you cannot pick up your child on time, please contact the Early Childhood Center Secretary (320) 584-4002.

Student Pick Up During the Day/Check In/Checkout

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

1. 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 children's safety they are not to walk home during the school day. Please make arrangements to pick your child up if early dismissal is necessary.
3. Use the Early Childhood Center office (Door 2) for:
 - a. Parents checking in/out students in Preschool when coming in late or leaving early
 - b. Someone is picking up a student at the end of the day, other than a parent or usual pick up person
 - c. Volunteers and classroom visitors
 - d. Lunchtime visitors - if eating lunch they will need to pay for lunch at the office before eating
 - e. People dropping off forms for distribution
 - f. Field trip chaperones
 - g. School visitors - copier repairman, kitchen inspectors, electrical inspectors, etc.
 - h. Mid-State Education District staff
 - i. Parents dropping off student's lunches, birthday treats, etc.
4. Parents picking up sick students will come to the Early Childhood Center Office to get their students from the nurse's office and sign them out.
5. Substitute staff will check in/out in the Early Childhood Center office.

Health and Safety

Parents are responsible for keeping our Emergency Information sheet up to date. If you have a change in address, phone numbers (daycare, work or home) or persons authorized to pick up your child, the staff must be notified in writing. If your child becomes ill at school, a parent or authorized person will be called to take the child home. **If your child is ill or will not be attending school, please call the Early Childhood Center at (320) 584-4002.**

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

Exclusions from School: Children 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 - may return 24 hours after the last vomiting episode.
3. Diarrhea - may return 24 hours after the last diarrhea episode.
4. Sore, itchy or reddened eyes (pink eye).
5. New or worsening suspicious rash/contagious disease (e.g. chicken pox/hand, foot and mouth disease/shingles).
6. Impetigo - may return 24 hours after starting medication.
7. Sore throat accompanied by a fever.
8. New or worsening cough accompanied by a fever.

*Head Lice: Per MDH, treatment is recommended before returning to school.

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

In the event of an accident, the following procedure will be followed:

- 1) If immediate treatment is needed, 911 will be called.
- 2) If determined to be less serious, the teacher or school nurse will administer the necessary first aid, as well as contact the parent.

According to State law, a copy of an immunization record is required for every child enrolled. Please submit a copy to us as soon as possible.

*Minnesota law requires all staff to report suspected incidents of child abuse or neglect to the appropriate authorities.

Academics

Academic work time occurs daily in small groups rotations and includes letters, numbers, fine motor, cutting and gluing amongst other skills. In preschool, children also learn from everything that they do all day long. They learn from peers, teachers and independently as they explore their environment.

Sign in: Children will begin to recognize their names first, then they begin to trace letters of their name until they are able to write their name independently on a daily basis.

Circle time: We gather daily to sing greeting songs, identify numbers, shapes, colors, letters, sounds and friends' names. We practice turn taking in talking, while working on manners and respect towards each other.

Story Time: Children will listen to stories daily and may independently choose books to read and look at. This helps them understand that pictures, print and other symbols carry meaning.

Gym/Recess: Children will have gym time daily, which may include balls, hula hoops, bikes, scooters and other inside gym equipment. Children will also be taken outside daily (weather permitting) to play on the playground.

Special Person of the day/week: We recognize each child and learn more about them through their "All About Me!" poster that they fill out with a parent and bring back to school. They get a chance to talk in front of the group, ask and answer questions from their classmates. The Special Person also brings a snack to share, helps with the calendar, shares something special from home and is the line leader.

Backpacks:

Please send a full size backpack that is labeled with your child's name, for carrying folders, papers and projects home. A folder will be sent home daily, for notes and letters that are sent between school and home. The folder should be emptied nightly. Please read any information sent home.

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:

- 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 (ex: physical education or classroom)

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

- 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 Director
- Shoes shall be worn at all times except for activities with teacher/Director approval

Emergency Closings

Little Royals Preschool follows the Royalton Public Schools decisions in regards to closings. If Royalton Public Schools are closed due to severe weather, there will be no preschool. If school has an early release, children will be sent home in the manner that their Emergency Closing form states (pick-up or bus). It is the responsibility of the parents to be aware of potential closings. In all cases, staff will be on hand until every child is picked up. Preschool has no makeup days for school closing. If there is a 2 hour late start there will be no 3 year old preschool.

In the event of inclement weather, and the Royalton Public Schools have opted to have an E-Learning Day, then preschoolers will also have an E-Learning Day. Packets will be sent home at certain times of the year, along with additional activities for the children to participate in. There will be teachers available throughout the day, with a zoom meeting option for those that would like to check in that way.

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 Fahrenheit wind chill.

Winter Clothing Recommendations

60-40 degrees: Sweatshirt or coat, shoe covering whole foot

20-40 degrees: Coat, snow pants*/long pants, snow boots/shoes covering whole foot

*snow pants are required for playing in the snow

Under 20 degrees: Winter Coat, hat, mittens/gloves, snow pants*/long pants, snow boots

*snow pants are required for playing in the snow

Lunch Payment

Royalton School District follows the National School Lunch Program. According to state law, Royalton enrolled students in preschool are provided two free meals per day, but are limited to one free breakfast and one free lunch. A-la-carte or additional items must be paid for through student lunch accounts. Royalton Public Schools has a computerized tracking system. Students in preschool will be issued an ID card and given a lunch number that will be computer monitored. When going through the food service line, the student will enter their lunch number. This process allows the district to get reimbursed for the cost of the lunch and/or breakfast from the state of Minnesota. You are encouraged to come and eat with your child. All non-Royalton enrolled students must pay the price for a student meal. Adult lunch prices are \$4.95 per meal and additional student lunches are \$2.55 per meal.

MDE requirements may cause adult lunch prices to change.

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, raising, popcorn or fruit. Classroom parties are held at the discretion of each teacher. Please be aware that there are some dietary restrictions in classrooms including but not limited to nut allergies and other allergies.

MAP

Before and after school MAP is available at Royalton Elementary School for Preschool (Age 4). Early Childhood students who attend morning MAP will be bused to the Early Childhood Center shortly after 8:00 a.m. Early childhood students attending MAP after school will be bussed to Royalton Elementary School from the Early Childhood Center.

Transportation

Bussing is not available for the 3 year old program.

Bussing is available both to school in the morning, and to home/daycare after school for the preschoolers that are in the 4 year old program. Bussing is available to children who live on an established route. In order for your child to get off the bus, **a parent must be in sight of the bus driver.** Parents must fill out a bus request for transporting and sign the District's Transportation Policy. All parents must fill out a form stating yes or no for bussing and include your email addresses. Please send a note if there are any changes in the regular "after preschool" routine.

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.

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.

Special Services

Special services are available at Royalton Public Schools. These services include:

- Special Education/Preschool program
- Speech Therapy
- Developmental and Adaptive Physical Education
- Special Education Services

Parent and Teacher Conferences

Your child's progress will be reported to you by means of two Parent/Teacher conferences. Parents may request additional conferences at any time by contacting the Early Childhood Office.

Cumulative Records

A cumulative record is kept for each student at the Early Childhood Center. Upon completion of kindergarten, student records are transferred to the Elementary School. Any parent/guardian wishing to review their child's records may make a request through the Early Childhood Office.

Policies listed in this handbook are subject to change based on school board action. You will be notified if there are any changes to the below referenced policies

Hazing (Policy 413)

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. (See District Harassment and Violence Policy 413 located on the district website or contact the Early Childhood Center office for a full description).

Drug-Free School and Workplace (Policy 418)

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. (See Drug-Free Workplace /Drug-Free School Policy 418 located on the district website or contact the Early Childhood Center office for a full description).

Tobacco-Free Schools (Policy 419)

Royalton schools are designated as tobacco-free. Smoking and the use of tobacco products or nicotine delivery devices, such as but not limited to vape devices, shall be prohibited on school district property. This shall include school buildings, grounds, and school-owned vehicles. Possession and/or use of tobacco products or nicotine delivery devices by students on school property shall be prohibited. Possession or use of any type of tobacco product or nicotine delivery device 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 Early Childhood Center office for a full description).

Weapons and Harmful Articles (Policy 501)

Possession of a weapon (ex: 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 (ex: laser pointers, fireworks, matches, explosives, ammunition, projectiles of any kind) are similarly prohibited. Weapon possession violations are extremely serious.

Student Discipline (Policy 506)

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 located on the district website or contact the Early Childhood Center office.

Bullying (Policy 514)

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. (See Bullying Prohibition Policy 514 located on the district website or contact the Early Childhood Center office for a full description).

Harassment and Violence (Policy 525)

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 online on the school website and is available in the Early Childhood Center Office. All suspected cases of Harassment of Violence should be reported to your building administrator. (See District Violence Prevention Policy 525 located on the district website or contact the Early Childhood Center office for a full description).

Contact Information

Amy Krueger, Community Education Director
amy.krueger@isd485.org
(320) 584-4248

Michelle Stevens, Preschool Secretary
michelle.stevens@isd485.org
(320) 584-4002

Amanda Billig, 4 Year Old Teacher
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Michelle Possin, Preschool Special Ed. Teacher
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Kara Kloss, 4 Year Old Teacher
kara.kloss@isd485.org

Linda Fischer, Transportation Director
(320) 584-4255

Preschool Supply List

- Backpack
- 3 folders
- 8 glue sticks (Elmer's)
- 3 bottles of glue
- 8 Dry erase markers
- 2 packs Crayola markers
- 2 - 24 pack Crayola crayons
- 1 pack of colored pencils
- 1 pair of scissors
- 1 - 3 ring binder (3")
- 1 Ream of copy paper
- 2 containers of disinfectant wipes
- 2 boxes of Kleenex
- Change of clothes in a zip lock bag
- Kindermat for full day program
- \$10 party money
- White t-shirt (not needed until March)



Royalton Elementary & Early Childhood Center School Handbook 23-24

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 striving and taking steps to create a better learning experience for our students."

Royalton Elementary School

"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!

Dear Parents,

Welcome to a new school year at Royalton Elementary School. 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 field trips, 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,

Mr. Anthony Neumann

Mr. Anthony Neumann, Principal

SCHOOL PHILOSOPHY

The staff at Royalton Elementary School 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

School hours for teachers vary from 7:30am – 4:00pm.

You may contact teachers during these hours. However, they may need to return your phone call during their prep time.

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 is at 8:25 a.m. until 3:05 p.m. Kindergarten 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. Kindergarten attendance calls, bus passes, and/or change in daily routine notes, etc. should be communicated to the Elementary Attendance Secretary at (320) 584-4161.

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 the 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 extraordinary event such as a family tragedy or an emergency (e.g. serious illness, automobile accident, etc.).

Please call the school and do not send an email as to where your child should go after school. In the event our computers 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. 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:

- *Checking in/out students in grades 1-5 when coming in late or leaving early
- *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 Kindergarten 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.

AFTER SCHOOL PICK UP PROCEDURE - ELEMENTARY

- *Vehicle pickup line will assemble on N. Ivy St. on the south side of the school.
- *Stay in your vehicle and have the sign with student name/grade visible in passenger window.
- *School staff will notify students when their vehicle is in the pick up zone.
- *For the safety of the students, please remain in your vehicle.

WALKER INFORMATION

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

- ☐ **All** 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 Mr. Neumann 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 Mr. Neumann 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.

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.

Kindergarten 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 (Policy 503)

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. 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 you 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 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.

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.

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

CELL PHONE AND ELECTRONIC DEVICES POLICY

Student cell phones, **smart watches** and personal electronic devices are not to be used during the day without staff permission, even during recess. **Devices should not be used in the hallways or while waiting for parent pick up. If there is an emergency, please call the school office.** 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. The expectation is that student cell phones are to be kept in their lockers and secured in their backpacks.

DRESS POLICY (Policy 504)

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.

SCHOOL MEALS (Policy 534)

The Royalton School District follows Minnesota's new Free Meals Program. According to state law, Royalton enrolled students in grades K-12 are provided TWO free meals per day, but are limited to ONE free breakfast and ONE free lunch. We are able to provide free breakfast and lunches to our students because we are a part of the National School Lunch program. A-la-carte or additional items (such as an extra entrée) must be paid for through student lunch accounts. Royalton Public Schools has a computerized lunch tracking system. Students in K-12 will be issued an ID card and given a lunch number that will be computer monitored. When going through the food service line, the student will enter their lunch number. This process allows the district to get reimbursed for the cost of the lunch and/or breakfast from the state of Minnesota. You are encouraged to come and eat lunch with your student. All non-Royalton enrolled students must pay the price for a student lunch. Adult breakfast price is \$2.65; Adult lunch price is \$4.95 and additional student lunches are \$2.55 per meal. Breakfast is served in the cafeteria from 8:00 a.m. – 8:20 a.m. *Adult lunch prices are subject to change based on MDE requirements*

MILK TICKETS

Milk tickets for milk break can be purchased in the office at \$10.00 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.*

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.

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.

For complete school district policy language, please reference policy 516 on the school district website.

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:

Students 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 - may return 24 hours after the last vomiting episode.
3. Diarrhea – may return 24 hours after the last diarrhea episode.
4. Sore, itchy or reddened eyes (pink eye).
5. New or worsening suspicious rash/contagious disease (e.g. chicken pox/hand, foot and mouth disease/shingles).
6. Impetigo - may return 24 hours after starting medication.
7. Sore throat accompanied by a fever.
8. New or worsening cough accompanied by a fever.

*Head lice: Per MDH, treatment is recommended before returning to school.

Parents may also be contacted if, in the opinion of the school authority, a student is unable to return to class. In the event of an accident, the following procedure will be followed:

1. If immediate treatment is needed, 911 will be called.
2. If determined to be less serious, the teacher or school nurse will administer the necessary first aid, as well as contact the parent.

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.

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 secretary or school nurse will contact parents of students who are absent. They 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 3:30pm. 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 Mr. Neumann. His office phone is 584-4163.

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.



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 two weeks. 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.

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 equipment 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.

SCHOOL RULES – PAWS MATRIX

	Classroom Setting	Cafeteria Setting	Restroom Setting	Playground Setting	Hallway Setting
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
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.

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL (Policy 418)

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.

Further and complete language on this policy can be found on the district's website

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

Students in Gr. 3-5 will be tested annually in reading and math with the Minnesota Comprehensive Assessments (MCAs). Grade 5 also takes the MCA science test. **MCAs are typically administered in April and May.**

Test results are shared with parents and kept in each student's cumulative file. 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.

STUDENT RECORDS AND DATA PRIVACY

A cumulative record is kept for each student at Royalton Elementary School and at the Early Childhood Center for Kindergarten students. Upon completion of the fifth grade, student records are transferred to the High School. Student records and information, both public and private is kept secured as per state law and is adhered to by school policy 515.

Any parent/guardian wishing to review their child's records may make a request through the elementary office as per school district policy 515.

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	KNSI	1450	AM
WHMS	101.7	FM	WJON	1240	AM
KFML	94.1	FM	KLTF	960	AM
KCML	99.9	FM	WVAL	660	AM
WILD	98.9	FM			
WYRQ	92.1	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 (Policies 413, 525, 526)

The Royalton School District has a written policy that maintains a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class). The complete policy in detail is available through the district office and/or 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 emailed to parents at the end of each week highlighting some of the special activities at the 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. Please be aware that there are some dietary restrictions in classrooms including but not limited to nut allergies or other allergies.

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.

INTERNET ACCEPTABLE USE (POLICY 524)

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.



STUDENT SURVEYS (Policy 520)

Surveys for students, parents/guardians, and/or staff are asked to be completed from time to time and are related to school functions, operations, and student interests. Royalton Elementary follows school district policy 520 in the collection and interpretation of that information.

VISITING SCHOOL (Policy 903)

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 elementary 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.

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 (Policy 419)

Smoking and use of tobacco products or nicotine delivering devices, such as but not limited to vape devices, shall be prohibited on school district property. This shall include school buildings, grounds, and school-owned vehicles. Possession and/or use of tobacco products or nicotine delivering devices by students on school property shall be prohibited. Possession or use of any type of tobacco product or nicotine delivering device 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. 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 (Policy 521)

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 Royalton 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 526)

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 Hazing Prohibition, policy 526 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.

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

SUICIDE PREVENTION

Royalton Public Schools is committed to providing a safe learning environment for all stakeholders which includes providing mental health supports for those that are in need. Use these resources and numbers if you or your student is in need of mental health support:

- Text: 988
- Call: 988
- Morrison County: 320-632-2951 or 800-269-1464
- Benton County: 320-253-5555 or 800-635-8008

DISTRIBUTION OF NON-SPONSORED SCHOOL MATERIALS BY STAFF/STUDENTS (Policy 505)

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material in order to protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the Elementary School and school district.

STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS (Policy 529)

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

TITLE IX (Policy 522)

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 Non-Discrimination Policy, Grievance Procedure and Process policy 522 located on the District website or contact the elementary office for a full description.)

Our Title IX Coordinator is Amy Krueger and can be reached at amy.krueger@isd485.org or 320-584-4248

DISTRICT DISCIPLINE POLICY (Policy 506)

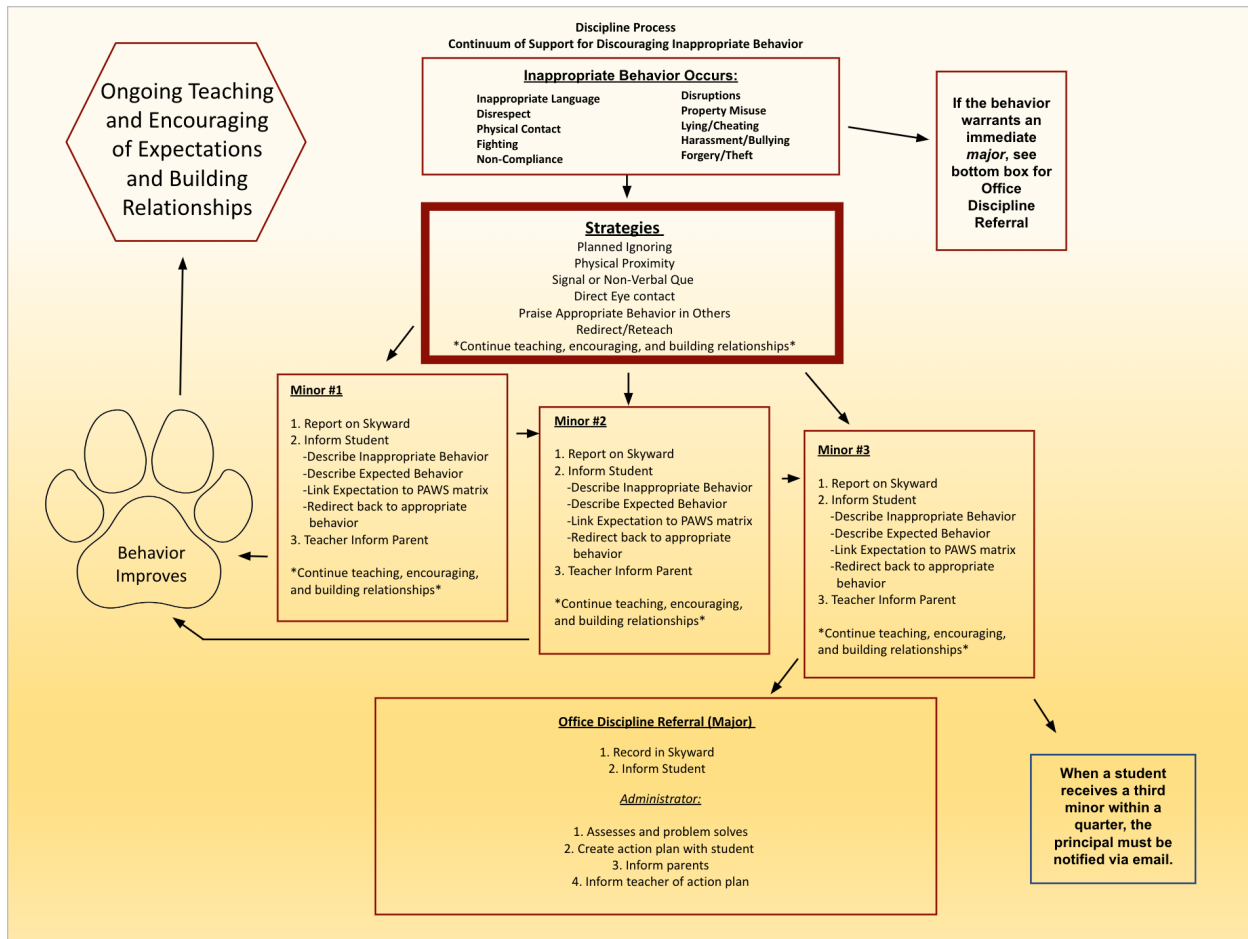
The discipline procedures contained in this student handbook are based upon School District Policy #506, Student Discipline. The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall 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 and upon request in the Elementary Office as well as with the building principal.

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.



ROYALTON DISTRICT CALENDAR

2023-2024

JULY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

New Certified Staff Orientation - Aug. 18
 New Non-Certified Staff Orientation-Aug. 25
 Open House MS/HS-Aug. 30 - 5:30-7:30 pm
 ES Parent/Teacher Conf.-Aug. 30 - 8:00-7:45 pm

SEPTEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1st Day of School Grades 6-8 - Sept. 5
 ES/Parent Teacher Conferences - Sept. 5-8:00-4:00 pm
 1st Day of School Grades K-5 & 9-12 - Sept. 6

OCTOBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

ES End of 1st Quarter - Nov. 3
 ES Conferences Nov. 6 & 9 - 4:15-8:00 pm
 MS/HS Conferences Nov. 16 & 20 - 5:00-8:30 pm

DECEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

ES End of 2nd Quarter - Jan. 19
 MS/HS End of Semester - Jan. 19

FEBRUARY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

ES Conferences February 12 & 13 - 4:15-8:00 pm
 MS/HS Conferences Feb. 22 - 5:00-8:30 pm
 MS/HS Conferences Feb. 26 - 1:00-8:30 pm

MARCH

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

ES End of 3rd Quarter - March 21

APRIL

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Graduation - May 23
 Student's Last Day - May 31

JUNE

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

	Teacher Day - No School
	Comp Day - No School
	No School

Semester Length:

1st Semester
 September 5-January 19
 2nd Semester
 January 22-May 31

School Days	STUD	TCHR
August	0	6
September	19	19
October	20	20
November	18	20
December	15	15
January	21	22
February	18	19
March	17	19
April	21	21
May	21	21
June	0	1
	170	183

Appendix

Policies Listed

Policies listed in this handbook are subject to change based on school board action. You will be notified if there are any changes to the below referenced policies

All Royalton Public Schools policies, in addition to the ones listed below, can be found in their entirety on our school website at:

<https://www.royaltonpublicschools.org/policies>

- **Harassment and Violence, Policy 413**
- **Drug-Free Workplace/Drug-Free Environment, Policy 418**
- **Tobacco-Free Environment, Policy 419**
- **School Weapons, Policy 501**
- **Student Dress and Appearance, Policy 504**
- **Student Attendance, Policy 503**
- **Distribution of Non-sponsored School Materials by Staff/Students, Policy #505**
- **Student Discipline, Policy 506**
- **Bullying Prevention, Policy 514**
- **Protection and Privacy of Student Records, Policy 515**
- **Student Surveys, Policy 520**
- **Title IX, Policy 522**
- **Internet Acceptable Use Policy, Policy 524**
- **Violence Prevention, Policy 525**
- **Hazing Prohibition, Policy 526**
- **Staff Notification of Violent Behavior by Students, Policy 529**
- **School Meals Policy, 534**
- **Visitors to School Buildings and Sites, Policy 903**

413 HARASSMENT AND VIOLENCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another;
or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means, with respect to an individual who
 - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive

employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence: Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that

might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the HR Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to

protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher,

administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes Chapter. 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

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

peacemaking, resourcefulness, and/or sexual abuse prevention.

- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



**ROYALTON PUBLIC SCHOOL DISTRICT #485
HARASSMENT, VIOLENCE & HAZING REPORT FORM**



General Statement of Policy Prohibiting Harassment, Violence, and Hazing

ISD #485 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____



ROYALTON PUBLIC SCHOOL DISTRICT #485
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Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).

- E. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or

the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
 - 1. whether the material is educationally related;
 - 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 - 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 - 4. the quantity or size of materials to be distributed;
 - 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 - 6. whether distribution would require that nonschool persons be present on the school grounds;
 - 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 - 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.

2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within 5 business days, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
 - C. If the person submitting the request does not receive a response within 5 business days, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
 - D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within 5 business days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
 - E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy #506.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References: U. S. Const., amend. I

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036 (2011)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

506 STUDENT DISCIPLINE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

students of the school district.

III. AREAS OF RESPONSIBILITY

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

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

district policy;

- K. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- L. To conduct themselves in an appropriate physical or verbal manner; and
- M. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy #526;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;

6. Violation of the school district's Student Attendance Policy #503;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy #501;
14. Violation of the school district's Violence Prevention Policy #525;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;

19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy #524;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating;
23. Violation of school bus or transportation rules;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy #502;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy #527;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy #514;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;

33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy #525;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
44. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or

operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

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

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;

- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act;
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

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

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

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

requires removal of the student from class.

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

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

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

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

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

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

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

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

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

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

F. Procedures for Notification.

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

G. Disabled Students; Special Provisions.

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

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

Pre-Assessment Team

1. A pre-assessment team consisting of the high school principal, chemical health counselor (if available), guidance counselor, school social worker, school nurse and one teacher has been established. The pre-assessment team shall be responsible for addressing reports of chemical abuse among students. The team will assess, gather information and make recommendations for appropriate response to the individual.
2. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board

policies regarding search and seizure.

- e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

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

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

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

- 1. Parents/guardians may be contacted to request assistance in the improvement of their child's behavior. That contact may be made:
 - a. By the building principal or his/her designee orally or in writing.
 - b. By the classroom teacher orally or in writing.
- 2. The school may request that parents/guardians attend conferences, IEP staffing, or general meetings to discuss the improvement of the student's behavior.

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

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

IX. DISMISSAL

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

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

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

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

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

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment

or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourages a parent or guardian of the student to attend school with the student for one day;
 - b. assigns the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petitions the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. “Expulsion” means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense,

and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the

opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other

applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

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

XII. STUDENT DISCIPLINE RECORDS

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

XIII. DISABLED STUDENTS

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

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

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

XIV. OPEN ENROLLED STUDENTS

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

XV. DISTRIBUTION OF POLICY

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

XVI. REVIEW OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education

Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

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

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

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

officer by the reporting party or complainant.

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

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

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct.

Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

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

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

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such

as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

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

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes section 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: 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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501 School Weapons).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501 School Weapons) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526 Hazing Prohibition) will be imposed upon any student or staff member who commits an act against a

student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.

- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413 Harassment and Violence) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504 Student Dress and Appearance). "Gang" as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504 Student Dress and Appearance).

IV. PREVENTION STRATEGIES

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

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.

- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.
- F. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- G. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- H. Establish clear school rules that prevent and deter violence.
- I. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- L. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- M. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- N. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Information Gateway website maintained by the

United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.

- S. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

V. STUDENT SUPPORT

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

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501 School Weapons) and the school hazing policy (Policy 526 Hazing Prohibition).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507 Corporal Punishment).

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)

18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)

McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

526 HAZING PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours on or off school premises or property, at school functions or activities, or on school transportation or electronic messages.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption or inhalation of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles

approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property may also mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

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

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

- C. A teacher, administrator, volunteer, contractor, and other school employees shall

be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

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

V. SCHOOL DISTRICT ACTION

- A. Within three (3) school days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

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

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Royalton Board Policy 413 (Harassment and Violence)
Royalton Board Model Policy 506 (Student Discipline)

Royalton Board Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to
Students and Staff])



**ROYALTON PUBLIC SCHOOL DISTRICT #485
HARASSMENT, VIOLENCE & HAZING REPORT FORM**



General Statement of Policy Prohibiting Harassment, Violence, and Hazing

ISD #485 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was

involved; etc. (Attach additional pages if necessary.) _____



ROYALTON PUBLIC SCHOOL DISTRICT #485
HARASSMENT, VIOLENCE & HAZING REPORT FORM



Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

ROYALTON HIGH SCHOOL
STUDENT HANDBOOK 2023-24



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

Kaitlyn Frenchick, Asst. Principal/AD
kaitlyn.frenchick@isd485.org
320-584-4200

CRC Office:
Monica Flakus, Counselor
mflakus@isd485.org
320-584-4200

Robyn Popp-Bartkowicz, CRC Sec.
robyn.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 ensure 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 extracurricular 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 welcoming and safe environment where all students and staff are empowered and challenged to achieve their personal best.

Vision: Our vision is to develop lifelong learners who adapt creatively to an ever-changing world.

Equal Educational Opportunities (Policy 102)

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:

Lesia 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 (Policy 515)

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 often 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.

Suicide Prevention

Royalton Public Schools is committed to providing a safe learning environment for all stakeholders which includes providing mental health support for those that are in need. Use these resources and numbers if you or your student is in need of mental health support:

- Text: 988
- Call: 988
- Morrison County: 320-632-2951 or 800-269-1464
- Benton County: 320-253-5555 or 800-635-8008

Arrival and Dismissal Hours

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.

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 (SH) 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 2023-24 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 (Policy 103)

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 (Policy 902)

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 (Policy 519)

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 8:00am 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 (Policy 502)

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 (Policy 534)

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 the 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:

- **Students receive a free breakfast and free lunch due to changes in legislation starting with the 2023-24 school year. Second entrees, extras, or ala carte items are not free and will be charged to the students lunch account.**
- Money for meals can be deposited at the office before the first morning bell. Families are encouraged to use Skyward to put money into their students' lunch accounts.
- 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 online college course 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.

<u>Prices for 2023-24</u>	<u>Breakfast</u>		<u>Lunch</u>	
	K-6	\$.00	K-5	\$.00
	7-8 th grade	\$.00	6-12	\$.00
	9-12 th grade	\$.00	Adult	\$4.95
	Adult	\$2.65		

An extra lunch entrée for high school students will be \$2.55, an additional half pint carton of milk is \$.50.

MDE requirements may cause adult lunch prices to change.

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 may be 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 or can be completed through our online payment system through Skyward. 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 student's 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 Dr. Kristine Wehrkamp. Account balances can be monitored in real time by utilizing Skyward Family Access.

Taking seconds or extras is not covered by the new legislation in 2023 and extras/ala carte items 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 food service, please contact the district office at 584-4000 or the high school office at 584-4200.

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 (Policy 521, 522)

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 (Policy 529)

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 (Policy 527)

Student parking will be limited to the student parking lot on the northeast side of the building within the designated parking areas. Students can park anywhere in the northeast parking lot on the north side of the school. Students should not park in the west parking lot. 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 student council will be in charge of the homecoming week activities.

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 (Policy 527)

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 (Policy 502, 527)

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 (Policy 531)

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 (Policy 505)

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 Ms. Kaitlyn Frenchick, Activities Director.

School Closing Procedures

School may be canceled 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 shared

with various local media outlets, on the school website, school facebook, and will be sent out via the School Messenger program.

Searches (Policy 502, 527)

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 #506, 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 (Policy 515)

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 (Policy 520)

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 under the age of 18 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 (Policy 719)

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' parents or guardian. The school district's Transportation Pick Up/Drop Off Policy #719 can be obtained upon request at 120 South Hawthorn Street, Royalton in the main office or by visiting the school website.

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 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 (Policy 506)

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 (Policy 620)

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 who attend CEC in Little Falls are considered to be Royalton High School students since we are a partner with Little Falls in the ALC/P programming. Students who attend other ALC/P programs are not considered Royalton students. Students who attend an ALC/P program may be eligible to compete in activities depending on residency and eligibility requirements through the MSHSL.

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 attending CEC in Little Falls will 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.

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 subject to whatever test or assignment penalty is deemed appropriate by the teacher and will not be included in honor rolls for the semester during which the cheating/plagiarism occurred. If the student violated other school rules in the process of cheating/plagiarism, there may be additional consequences for that behavior.

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 a 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 (Policy 613)

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 the 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 extracurricular 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 (Policy 610)

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

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	77.9%-73.0%--	C
92.9%-90.0%--	A-	72.9%-70.0%--	C-
89.9%-88.0%--	B+	69.9%-68.0%--	D+
87.9%-83.0%--	B	67.9%-63.0%--	D
82.9%-80.0%--	B-	62.9%-60.0%--	D-
79.9%-78.0%--	C+	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 preventing 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 the 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 to 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 (Policy 613)

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

SENIOR HIGH AGRICULTURE CURRICULUM

Electives:

<u>NAME OF CLASS</u>	<u>CREDITS</u>
AG100 Ag, Pizza, and You	.5
AG101 Small Engines I	.5
AG102 Welding I	.5
AG103 Get Wired	.5
AG104* Food Production I	.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 DesignA/B	1.0
AG117 Large and Small Animal Care	.5
AG118 Natural Resource Exploration	.5
AG119 Floral and Landscape Design	.5
AG120 Fix-It 101	.5
AG121 Culinary Arts Food Prep for Your Future	.5
AG122 Life Skills	.5
AG123 Wildlife Management	.5
AG124 Forestry 101	.5
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
AG208 Food Production II	.5
AG300* Computer Integrated Manufacturing A/B	1.0
AG301 Work-Based Learning	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>
AR103 Introduction to Ceramics + Sculpture	.5
AR105 Introduction to Digital Art + Photography	.5
AR107 Introduction to Drawing + Painting	.5
AR200 Royal Yearbook I	.5
AR201 Drawing I	.5
AR203 Ceramics I	.5
AR205 Advanced Digital Art + Photography	.5
AR206 Drawing II	.5
AR209 Ceramics II	.5
AR210 Advanced Painting + Studio Art	.5
AR211 Studio Art	.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>
BU101 Web Page Design	.5
BU103 Workplace Communication Tools	.5
BU104 Workplace Data Tools	.5
BU105 Introduction to Business	.5
BU106 Business Law	.5
BU200 Personal Finance	.5
BU204 Financial Accounting	1.0

BU205 Entrepreneurship	.5
BU206 Sports/Entertainment Marketing	.5
BU207 Hospitality/Tourism Marketing	.5
BU208 Sales & Marketing	.5
BU300 Work Experience A/B	1.0
BU500 Independent Business	.5
CBU204 CIS Accounting Accounting Principles	1.0

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
EN109 Royals TV A/B	1.0
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	.5
MA401 Statistics & Probability A	.5
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
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 Earth 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
SC109 Exercise Science & Nutrition	.5
SC200 Biology A/B	1.0
SC300 Chemistry A/B	1.0
SC400 Physics A/B	1.0
SC500 Independent Science	.5
SCS300 Human Biology	.75

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
SO104 History vs. Hollywood	.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
CWL400 CIS	Intermediate Spanish II	1.0

Course Credits Required (Policy 613)

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

1. To receive a Royalton High School diploma students must successfully complete:
 - a. All required classes.
 - b. The total number of credits required by the District for graduation.
 - c. Any state-mandated testing required to graduate.
2. To participate in the Royalton High School graduation ceremony students must successfully complete:
 - a. All required classes.
 - b. The total number of credits required for graduation by the District.
3. For any class needed to qualify for a Royalton High School diploma, all coursework 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 (Policy 620)

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.

9th 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 (Policy 506)

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 (Policy 506)

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. 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.
6. Class parties, picnics and other social affairs may be held at the discretion of the advisors with the approval of the administration.
7. All school dances must have approval by the school administration.
8. 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 (Policy 603)

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 two visits in 11th grade and two 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/observances
- 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 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 the parent.
2. Parents should write a note explaining why their child was absent. The student should report to the student attendance secretary 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 a student is late for class for an excused reason such as meeting with a teacher, that teacher should give the student a pass to class. When the student is tardy, the student should report to the office for a pass. The student will receive detention after five tardies in a quarter. When a student first arrives at 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 years old will result in being dropped from school enrollment. Students under the age of 16 who are truant will be reported to the county attorney. 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 (Policy 514)

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 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 (Policy 524)

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 a 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 (Policy 504)

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 are 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 know and follow these rules at all times. Hoods are not allowed to be worn in school at any time.

- 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 (Policy 418)

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 (Policy 413, 525)

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 #413 & #525 located in the appendix of this handbook.

Hazing Prohibition (Policy 526)

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 (Policy 524)

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 (Policy 524)

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 (Policy 524)

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 sites, 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 (Policy 418, 419)

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 (Policy 501)

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; nunchucks; 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 (Policy 806)

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 the 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 (Policy 420)

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 the 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 (Policy 516)

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 (Policy 903)

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.

PSEO students are not considered visitors and have the same access to the school building as any other student. PSEO students may get a fob to access the northeast doors during the school day (8:15-3:10). These fobs can be obtained through the district office with approval of the building principal and should only be used by the student to who the fob is issued. There is a \$10.00 deposit for a student fob.

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

APPENDIX

1. Policy #413–Harassment and Violence
2. Policy #505–Distribution of Non-school Sponsored Materials on School Premises by Students and Employees
3. Policy #506– Student Discipline
4. Policy #506– HS Discipline Procedures
5. Policy #515 - Bullying Prevention
6. Policy #525– Violence Prevention
7. Policy #526– Hazing Prohibition
8. Policy #413, 525, & 526–Violence, Hazing, Harassment Form
9. Map of MS/HS Facility

***Policies listed in this handbook are subject to change based on school board action.**

You will be notified if there are any changes to the below referenced policies*

- **Harassment and Violence, Policy 413**
- **Drug-Free Workplace/Drug-Free Environment, Policy 418**
- **Tobacco-Free Environment, Policy 419**
- **School Weapons, Policy 501**
- **Student Dress and Appearance, Policy 504**
- **Student Attendance, Policy 503**
- **Distribution of Non-sponsored School Materials by Staff/Students, Policy #505**
- **Student Discipline, Policy 506**
- **Bullying Prevention, Policy 514**
- **Protection and Privacy of Student Records, Policy 515**
- **Student Surveys, Policy 520**
- **Title IX, Policy 522**
- **Internet Acceptable Use Policy, Policy 524**
- **Violence Prevention, Policy 525**
- **Hazing Prohibition, Policy 526**
- **Staff Notification of Violent Behavior by Students, Policy 529**
- **School Meals Policy, 534**
- **Visitors to School Buildings and Sites, Policy 903**

All Royalton Public Schools policies, in addition to the ones listed below, can be found in their entirety on our school website at: <https://www.royaltonpublicschools.org/policies>

413 HARASSMENT AND VIOLENCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means, with respect to an individual who
 - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; or

- c. is regarded as having such an impairment.
- 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
- 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
- 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
- 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
- 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
- 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

c. that conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing, or pinching another person's intimate parts

b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School

district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District. The school board hereby designates the HR Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.^[1]

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes Chapter. 260E may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)

Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Minn. Stat. § 609.341 (Definitions)

Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)

29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)

42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)

42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)

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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

^[1] In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

**505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY
STUDENTS AND EMPLOYEES**

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.

B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.

B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

C. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of eighteen (18).

E. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;

3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
2. Date(s) and time(s) of day intended for distribution.
3. Location where material will be distributed.
4. If material is intended for students, the grade(s) of students to whom the distribution is intended.

B. Within 5 business days, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

C. If the person submitting the request does not receive a response within 5 business days, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within 5 business days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy #506.

B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References: U. S. Const., amend. I

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)

Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)

Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)

Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036 (2011)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School

District Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

506 STUDENT DISCIPLINE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and

self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

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

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

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

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

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or

restrain a student or prevent bodily harm or death to another.

- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

decency and which is consistent with applicable school district policy;

- K. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- L. To conduct themselves in an appropriate physical or verbal manner; and
- M. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy #526;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy #503;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices;
 - 9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or

look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy #501;
14. Violation of the school district's Violence Prevention Policy #525;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy #524;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating;
23. Violation of school bus or transportation rules;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy #502;

27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy #527;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy #514;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy #525;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

- 43. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
- 44. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

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

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;

- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act;
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

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

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

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

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

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

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

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

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

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

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

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

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

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

F. Procedures for Notification.

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

G. Disabled Students; Special Provisions.

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

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

Pre-Assessment Team

1. A pre-assessment team consisting of the high school principal, chemical health counselor (if available), guidance counselor, school social worker, school nurse and one teacher has been established. The pre-assessment team shall be responsible for addressing reports of chemical abuse

among students. The team will assess, gather information and make recommendations for appropriate response to the individual.

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

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

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

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

1. Parents/guardians may be contacted to request assistance in the improvement of their child's behavior. That contact may be made:
 - a. By the building principal or his/her designee orally or in writing.
 - b. By the classroom teacher orally or in writing.
2. The school may request that parents/guardians attend conferences, IEP staffing, or general meetings to discuss the improvement of the student's behavior.

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

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

questions regarding the investigation and/or possible evaluation of a student in order to detect any possible behavioral problems.

IX. DISMISSAL

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

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

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

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

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

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric

evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourages a parent or guardian of the student to attend school with the student for one day;
 - b. assigns the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petitions the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair

Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

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

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to

Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

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

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

XII. STUDENT DISCIPLINE RECORDS

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

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the Individuals with Disabilities Act (IDEA) or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary

modification.

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

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

XIV. OPEN ENROLLED STUDENTS

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

XV. DISTRIBUTION OF POLICY

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

XVI. REVIEW OF POLICY

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

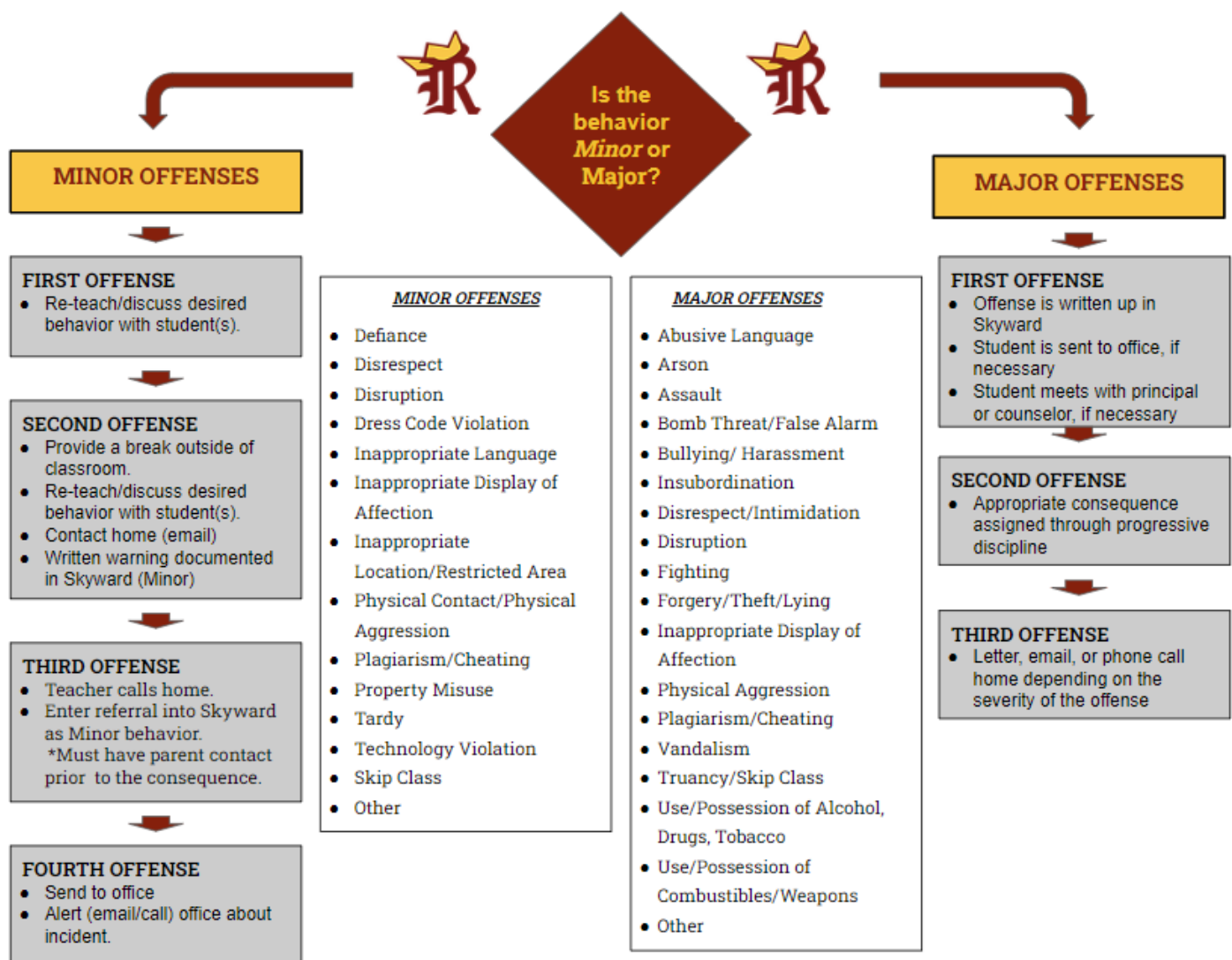
Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
 Minn. Stat. § 121A.582 (Reasonable Force)
 Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
 Minn. Stat. § 122A.42 (General Control of Schools)
 Minn. Stat. § 123A.05 (Area Learning Center Organization)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
 Minn. Stat. Ch.125A (Students With Disabilities)
 Minn. Stat. Ch. 260A (Truancy)
 Minn. Stat. Ch. 260C (Juvenile Court Act)
 20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
 34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

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

Royalton MS/HS Discipline Procedures



I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited

conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

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

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying

or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

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

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this

requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

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

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes section 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

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

Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Model Policy)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. Ch. 124E (Charter Schools)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)

34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: 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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 423 (Employee-Student Relationships)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501 School Weapons).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.

- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501 School Weapons) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526 Hazing Prohibition) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413 Harassment and Violence) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504 Student Dress and Appearance). "Gang" as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504 Student Dress and Appearance).

IV. PREVENTION STRATEGIES

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

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.
- F. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- G. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- H. Establish clear school rules that prevent and deter violence.
- I. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.

- L. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- M. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- N. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including age- appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- S. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

V. STUDENT SUPPORT

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

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501 School Weapons) and the school hazing policy (Policy 526 Hazing Prohibition).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507 Corporal Punishment).

Legal References:

Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)

18 U.S.C. § 921 (Definition of Firearm)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)

McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)

Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 504 (Student Dress and Appearance)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours on or off school premises or property, at school functions or activities, or on school transportation or electronic messages.

H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption or inhalation of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. “Immediately” means as soon as possible but in no event longer than 24 hours.

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

D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. “Student” means a student enrolled in a public school or a charter school.

F. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. We will be adding the Hazing form to the Harassment, Violence form. The forms can be found in the secondary office.

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

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

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades, work assignments, or their educational or their work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

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

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's IEP or Section 504 plan be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Royalton Board Policy 413 (Harassment and Violence)
Royalton Board Model Policy 506 (Student Discipline)

Royalton Board Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])



ROYALTON PUBLIC SCHOOL DISTRICT #485
HARASSMENT, VIOLENCE & HAZING REPORT FORM



General Statement of Policy Prohibiting Harassment, Violence, and Hazing

ISD #485 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

413-12F



ROYALTON PUBLIC SCHOOL DISTRICT #485
HARASSMENT, VIOLENCE & HAZING REPORT FORM



Where and when did the incident(s) occur? _____

List any witnesses that were present _____

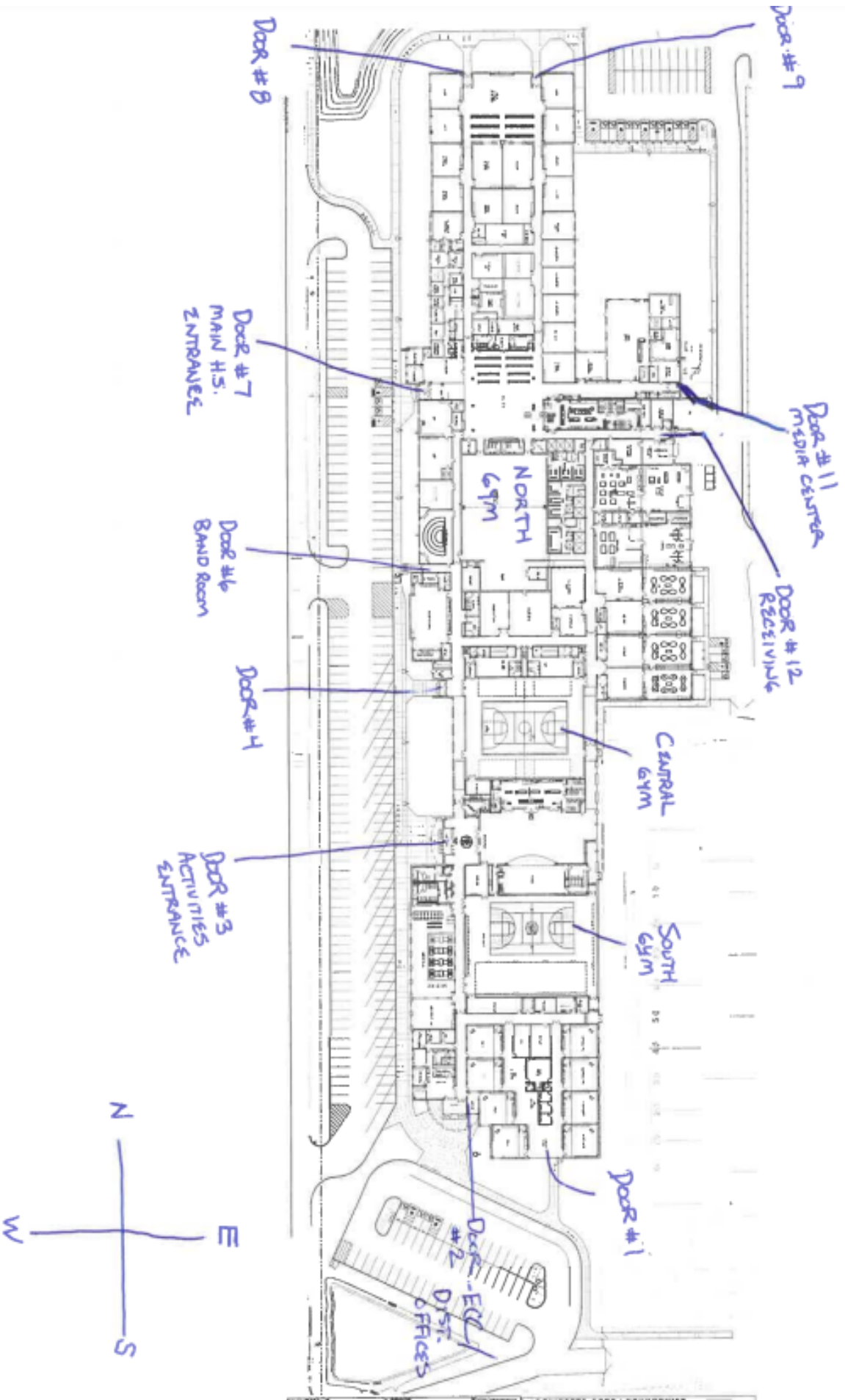
This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

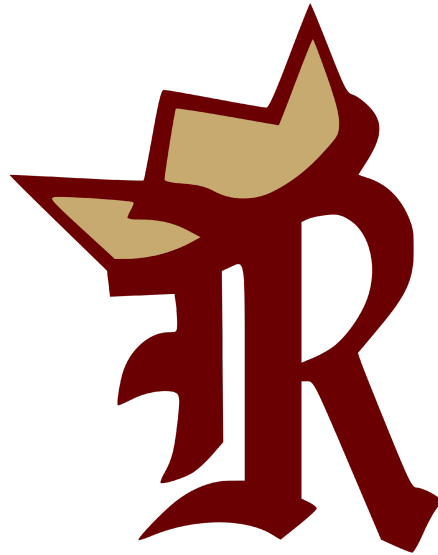
(Complainant Signature) (Date)

Received by _____

(Date)

Royalton HS/MS MAP





Royalton Public Schools

Employee Handbook

2023-2024

DRAFT

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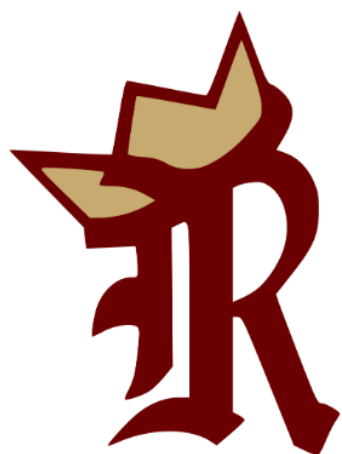
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Mission of Royalton Public School District

The Mission of Royalton Public School District is to:

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

Core Values of Royalton Public School District



RESPECT
HONEST
INTEGRITY
LEADERSHIP
ACCOUNTABILITY
SERVICE

Welcome from District and Purpose of Handbook

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

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

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

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

Annual Review of Handbook

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

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

Contract Disclaimer

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

Section I: School Board Policies

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

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

Summary of Equal Opportunity Employment Policy 401

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

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

Summary of Disability Nondiscrimination Policy 402

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

Summary of Employment Background Checks Policy 404

The school district shall require that applicants for school district positions who receive an offer of employment and 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 any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.

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

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

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

Summary of Expense Reimbursement Policy 412

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

Summary of Harassment and Violence Policy 413

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

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

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

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

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

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

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

Summary of Mandatory Reporting of Maltreatment of Vulnerable Adults Policy 415

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

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

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

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

Summary of Employee Student Relationships Policy 423

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

Summary of Workload Limits for Certain Special Education Teachers Policy 427

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

Summary of Information Technology Policy 452

The purpose of this policy is to establish standards for appropriate Information Technology usage and protect the School District's IT systems from business interruption, unauthorized or inappropriate access, and maintain security

Summary of School Weapons Policy 501

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

Summary of Bullying Prohibition Policy 514

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

Summary of Student Sex Nondiscrimination Policy 522

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

Summary of Internet Acceptable Use and Safety Policy 524

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

Section II: Ethics and Personal Conduct

Conflicts of Interest

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

Respectful Workplace

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

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

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

Conflict Resolution

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

Professional Appearance

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

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

Dependability

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

Section III: School Operations

Criminal Background Checks - Employees

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

Criminal Background Checks - Volunteers and/or Overnight Chaperones

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

Personnel Files

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

Email Use

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

Employee Use of Technology/Social Media

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

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights. Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation. Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk. It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

Change of Personal Information

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

Emergency School Closings

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

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

Fire Drill Procedures

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

Tornado Drill Alert Procedures

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

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

Lockdown Procedures

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

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

Lockdown with warning procedures:

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

Lockdown with intruder procedures (these actions happen rapidly):

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

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

District Newsletter

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

Absences

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

The procedure is as follows:

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

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

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

Recording Hours Worked

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

Paychecks

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

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

Expense Reimbursement for District Funds

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

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

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

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

After Hours Building Use

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

Building Access and Security

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

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

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

1. Be certain the entrance door you used for access to the building is locked after you enter the building.
2. DO NOT PROP ANY DOORS OPEN!
3. Disarm the security system (if between 12:00 a.m.-5:00 a.m.).
4. When you leave the building be sure all lights are off.
5. Be certain the exterior door is completely closed and secured.

Confidential Information

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

Employee Discipline

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

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

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

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

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

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

Section IV: Employee Responsibilities

School Property and Equipment

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

Building Responsibility

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

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

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

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

Proper Title

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

General Discipline

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

School Telephones

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

School Letterhead

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

Use of School Vehicle

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

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

Transportation form must be submitted to the transportation supervisor who will check for van availability. Preference will be given to trips that are most economical with the van/car. The

maximum number of students allowed in the van is ten. Prior to leaving with students, the driver of the van must fill out a Pre-Trip Van Inspection Evaluation Form. Submit mileage records and evaluation form to the transportation supervisor at the conclusion of the trip.

Section IV: Safety & Workplace Injuries

Non-Emergency Accidents/Injury Involving Students

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

Non-Emergency Accidents/Injury Involving Employees

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

When someone is injured at work.....

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

ACKNOWLEDGEMENT

Printed Name: _____ Job Title: _____

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

Signature: _____

Date: _____

For office use only:

Date received: _____



ROYALTON

PUBLIC SCHOOLS

Creating a Collaborative and Caring Community

120 South Hawthorn Street, Royalton, MN 56373

Phone: (320) 584-4000

royaltonpublicschools.org

Bid for bread products Specifications

Please quote the lowest possible prices, which must include delivery charges unless otherwise specified.

Company Name Pan-O-GOLD BAKING CO
Address 444 E ST Germain St.
ST CLOUD, MN 56302
Telephone 320-251-9361
Contact Person Jason Revenig

Quantities below are estimates based on previous year's usage.

Description	Price per unit
4" Whole Grain Hamburger Bun 60 ct	10.74
4" Whole Grain Hamburger Bun 30 ct	NA
3 1/2" Whole Grain Hamburger Bun 60 ct	10.74
2 3/4" Whole Grain Hamburger Bun 12 ct	NA
Whole Grain Sandwich Bread Roundtop	2.08
Whole Grain Hot Dog Bun 30 ct 12 ct	2.21
Whole Grain Steak Bun 24 c	5.50
Whole Grain Dinner Roll 12 ct	2.22

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.

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

Signature Jason Revenig Date 6-14-23

Printed Name Jason Revenig



ROYALTON

PUBLIC SCHOOLS

Creating a Collaborative and Caring Community

120 South Hawthorn Street, Royalton, MN 56373
Phone: (320) 584-4000
royaltonpublicschools.org

June 8, 2023

Office of the Superintendent
Royalton Independent School district 485
120 South Hawthorn
Royalton, MN 56373

Request for Bid: Bread Products

The Board of Education of Independent School District # 485, Royalton, MN will receive bids for furnishing bread products for school purposes for the 2023-2024 school year. Please submit your active bid for bread products to the Office of the Superintendent, 120 South Hawthorn Street, Royalton, MN 56373.

Bids will be opened at 9:00am on July 18, 2023 in the District Office of Royalton Public Schools.

Angela Roering
Royalton School Board Clerk



ROYALTON

PUBLIC SCHOOLS

Creating a Collaborative and Caring Community

120 South Hawthorn Street, Royalton, MN 56373

Phone: (320) 584-4000

royaltonpublicschools.org

Bid for Fuel Specifications

Please quote the lowest possible prices, which must include delivery charges unless otherwise specified.

Company Name Centrasota Cooperative

Address 805 Hwy 55 East

Buffalo, MN 55313

Telephone 320-345-0427

Contact Person Sam VanDenheuvel

Quantities below are estimates based on previous year's usage.

Quantity	Description	Price per unit	Type
20,000 gal. Annually - delivered on as needed basis (2,000 gal storage capacity)	#2 Diesel Dyed w/Bio	<u>.095</u> cents	<u> </u> Escalating bid <u> X </u> Firm bid
(Amount included in above)	Diesel Blend (40% #1, 60% #2)	<u>.095</u> cents	<u> </u> Escalating bid <u> X </u> Firm bid
7,000 gal. Annual (560 Storage Capacity)	Unleaded Regular 87 Oxy	<u>.125</u> cents	<u> </u> Escalating bid <u> X </u> Firm bid

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.

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

Signature Sam VanDenheuvel Date 07.18.2023

Printed Name Sam VanDenheuvel



ROYALTON

PUBLIC SCHOOLS

Creating a Collaborative and Caring Community

120 South Hawthorn Street, Royalton, MN 56373

Phone: (320) 584-4000

royaltonpublicschools.org

Bid for dairy products Specifications

Please quote the lowest possible prices, which must include delivery charges unless otherwise specified.

Company Name CASS CLAY
Address 200 20TH ST NORTH
FARGO ND 58102
Telephone 701-293-6455
Contact Person ARLEN FRANCHULE

Quantities below are estimates based on previous year's usage.

Product	Size	Price
Skim Milk	Half Pint	.287 - Esc
Chocolate Skim Milk	Half Pint	.30 - Esc
1% Milk	Half Pint	.298 - Esc
Lactose-Free Skim	Half Pint	.87 - Esc
Sour Cream	5 pound	9.647 - Esc

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.

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

Signature Arlen Franchule Date 7-6-23

Printed Name ARLEN FRANCHULE



ROYALTON

PUBLIC SCHOOLS

Creating a Collaborative and Caring Community

120 South Hawthorn Street, Royalton, MN 56373

Phone: (320) 584-4000
royaltonpublicschools.org

June 8, 2023

Office of the Superintendent
Royalton Independent School district 485
120 South Hawthorn
Royalton, MN 56373

Request for Bid: Dairy Products

The Board of Education of Independent School District # 485, Royalton, MN will receive bids for furnishing dairy products for school purposes for the 2023-2024 school year. Please submit your active bid for dairy products to the Office of the Superintendent, 120 South Hawthorn Street, Royalton, MN 56373.

Bids will be opened at 9:00am on July 18, 2023 in the District Office of Royalton Public Schools.

Angela Roering
Royalton School Board Clerk



MINNESOTA
July 2023
ESCALATOR CLAUSE

It is hereby understood that the prices quoted are based on the USDA Class I prices listed below under the terms of the Federal Milk Market Order #30.

Class I Skim

7.88 CWT.

Class I Butterfat

2.7757 LB.

ESCALATOR CLAUSE

If the Class I Skim price per hundredweight is increased or decreased, for each \$0.10 per hundredweight increase or decrease, the quotation on:

Half-pint fluid milk will decrease or increase \$.00054 per ½ pint

If the Class I Butterfat price per pound is increased or decreased, for each \$ 0.01 increase or decrease, the quotation on a half-pint will follow this formula:

Whole Milk	\$ 0.00017750 per 1/2 pint
2% Milk	\$ 0.00010750 per 1/2 pint
1% Milk	\$ 0.00005375 per 1/2 pint
Skim Milk	\$ 0.00001000 per 1/2 pint



ROYALTON
PUBLIC SCHOOLS
Creating a Collaborative and Caring Community

Nutrition Services Options

January 23, 2023

Royalton's Current Lunch Offerings

- Students at both schools get two choices for the main dish
- HS/MS students have the option of the salad bar
- Average number of meals served:
 - HS/MS: 575 per day
 - Elementary: 280 per day
- Students with negative meal balances are served a regular meal like all students

Other Area Districts Offerings

- Foley
 - One meal choice
 - After school healthy snack program from 2:50 - 3:10
- Pierz
 - One choice is the regular lunch line
 - Second line -
 - Offers a different daily salad option

Other Area Districts Offerings

- Upsala
 - One meal choice
- Little Falls
 - Regular line is one choice
 - Monday, Wednesday, and Friday: pizza line
 - Tuesday and Thursday: soup and salad line
- Swanville
 - One line, one choice
 - Veggie bar

Other Area Districts Offerings

- Long Prairie/Grey Eagle
 - One line, one choice
- Holdingford
 - One choice
- Sauk Rapids
 - Regular line - one choice, but can also purchase pre-made, pre-packaged items
 - Hamburger line
 - Pizza line
 - Salad bar is included with all meals

Student Survey Results (HS/MS)

- Very appreciative of Nutrition Services staff
- Orange Chicken is very popular, along with the salad bar
- Gym time is very popular
- Want all sides to be optional
- Want larger sizes
- Pizza as a daily choice
- Add more variety

Options for Changes to Current Setup(HS/MS)

- Offer pizza as a daily option
 - Requires staffing, so may slow down line
 - Students would only get two of the three options
- Cold Sandwich as a daily option
 - Requires staffing, so may slow down line
 - Students would only get two of the three options
- Combination of the above options

Requirements for New Option

- Communicate changes with families
- Food Orders will need to change
- Review Financial Implications as option is tested

Recommendation

- Test the option of a 3rd choice (#3) from March through end of year
 - Pizza: M, W, F
 - Cold Sandwich: T, Th
- Report back to Board in June regarding:
 - Popularity of the third option
 - Students
 - Parents
 - Impacts to the overall lunch flow
 - Financial considerations

Discussion



ROYALTON
PUBLIC SCHOOLS
Creating a Collaborative and Caring Community

Nutrition Services Options

June 26, 2023

Update on Third Lunch Option

- Meal count increased from an avg. of 575 to an avg. of 630 per day
- Positive feedback from students
- Several students take two options
- FY 24 students will receive free lunch and breakfast
- A second serving will have a cost, just like it is currently

For 2023-2024 SY

Continue to offer the third option for 2023-2024 SY

Questions/Discussion



Thank you!

The District is proposing the School Board approve waiving the voluntary \$25 Technology Fee for any K-12 student whose parents fill out an Application for Educational Benefits form. Approval for educational benefits will not affect the waiving of the fee, only the completed application. (In the past, if a student filled out the Application for Educational Benefits form and were approved, the fee was decreased to \$12.) Waiving the fee may prompt more families to fill out the Application for Educational Benefits form, which in turn could increase potential compensatory funds and other federal revenues.

The tech fee covers accidental breakage on devices but does not include the battery, charger, or case.

Technology Fee Terms

- 1st Accidental Incident - 100% of the repair is covered
- 2nd Accidental Incident - 75% of the repair is covered
- 3rd Accidental Incident - 50% of the repair is covered
- 4th Accidental Incident - 0% of the repair is covered

We have been purchasing a 4 year warranty for all the new chromebooks that are purchased. This started 3 years ago, so we have one more year before all devices will be covered under a warranty. The warranty costs approximately \$85. The technology fee was intended to offset some of the cost of the warranty.

2022-2023

Student Enrollment	945
Number of Technology Fees paid	794
Total Revenue	\$17,276

2021-2022

Student Enrollment	912
Number of Technology Fees paid	798
Total Revenue	\$18,700

Adopted: _____

MSBA/MASA Model Policy 102

Orig. 1995

Revised: _____

Rev. 2023

102 EQUAL EDUCATIONAL OPPORTUNITY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the

demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- F. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- G. Every school district employee shall be responsible for complying with this policy.
- H. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
[Minn. Stat. § 121A.04 \(Athletic Programs; Sex Discrimination\)](#)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

102 EQUAL EDUCATIONAL OPPORTUNITY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

- F. Every school district employee shall be responsible for complying with this policy.
- G. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

Adopted: _____

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____

Rev. 2023~~2~~

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants

that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.~~any route of administration.~~

- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- I. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means. ~~includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.~~

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.

[Note: School districts are required by Minnesota Statutes, section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, in accordance with school district procedures."]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 United States Code section 8103; 34 Code of Federal Regulations Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.

- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.

- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the

general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.

- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VI. ENFORCEMENT

- A. Students
1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and (including edible cannabinoid products.)
 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
 3. A student who violates the terms of this policy shall be subject to discipline in

accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. [§ 120B.215 \(Education on Cannabis Use and Substance Use\)](#)
[Minn. Stat. § 121A.22 \(Administration of Drugs and Medicine\)](#)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
[Minn. Stat. § 152.01, Subd. 15a \(Definitions\)](#)
[Minn. Stat. § 152.0264 \(Cannabis Sale Crimes\)](#)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
[Minn. Stat. § 169A.31 \(Alcohol-Related School Bus or Head Start Bus Driving\)](#)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
[Minn. Stat. § 342.09 \(Personal Adult Use of Cannabis\)](#)
[Minn. Stat. § 342.56 \(Limitations\)](#)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Adopted: March 8, 2004

Royalton School District Policy 418

Revised: February 24, 2020

Last Revised: June 30, 2016

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses alcohol, toxic substances, controlled substances, or medical cannabis in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.

- D. “Toxic substances” includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- E. “Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district’s student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance, except medical cannabis, and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free

Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

- 1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
- 2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.
- 2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
- 3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any

employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Adopted: _____

MSBA/MASA Model Policy 419

Orig. 1995

Revised: _____

Rev. 2023

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes, section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minnesota Statutes, section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law, but is recommended by MSBA for inclusion in this policy.]

- D. ***The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.***

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco,

tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

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

VII. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)

Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

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

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

VI. ENFORCEMENT

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

VII. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy 504

Orig. 1995

Revised: _____

Rev. 2023

504 STUDENT DRESS AND APPEARANCE

PLEASE NOTE: MINNESOTA SCHOOL DISTRICTS AND CHARTER SCHOOLS ARE NOT REQUIRED TO REVISE THEIR DRESS CODE POLICIES AT THIS TIME.

For the past year, the Minnesota School Boards Association (MSBA) has engaged in a deep review of Model Policy 504—*Student Dress and Appearance*.

The updates offered below reflect the key goals of permitting students to engage in their First Amendment right to express themselves while maintaining a positive school environment in which learning is promoted and students are protected from harm.

In updating Model Policy 504, MSBA seeks to promote and support local discussion and decision-making. Alternative provisions are offered, such as on head wear and hats, in order to assist board members as they create a policy that best fits their schools and their communities.

As Minnesota school districts review and revise their dress code policies, MSBA anticipates that it will learn valuable lessons that can be shared with other schools throughout the state. The revisions offered here are a starting point and are likely to be augmented in the future.

This model policy uses the term “dress code” to refer to the policy itself because of the longstanding practice and community familiarity with the term. A school board can choose to use a different term, such as “clothing,” to replace dress.

Minnesota school boards have considerable authority to decide whether to have a dress code policy at all. Boards can choose the provisions the policy contains. School boards might choose to retain their current dress code policy. Boards may opt to change some provisions and to keep others. Boards may include language that does not appear in Model Policy 504.

The Minnesota legislature passed two laws in 2023 that are relevant to dress codes. These changes are highlighted below.

School boards may choose to engage with students, staff, parents and guardians, and others to craft a dress code for the school district.

In light of the many local decision points that a dress code invites, MSBA decided to not attempt to create a redline version that could be universal across the state.

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

The school board is encouraged to draft a purpose statement that reflects the school district’s mission and goals.

The dress code provisions offered below recognize that clothing is an expressive activity protected under the First Amendment. The policy seeks to promote fair treatment of all students and to reduce staff time spent monitoring student clothing.

School boards may choose to adopt all, some, or none of the suggested provisions.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed suitably [or appropriately] for school activities and in keeping with community standards.

As school boards create a school dress code, they often encounter challenges related to subjective terms—such as appropriate, suitable, or community standards—that can be vague and can vary from one person’s interpretation to another. School boards may choose to provide more explicit provisions, such as are presented below.

- B. A student’s clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student’s dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

Unlike Paragraph A above, Paragraph B focuses upon potential effects upon learning, discipline, and safety as it balances students’ right to express themselves. The standards stated in Paragraph B draw upon the U.S. Supreme Court decision in *Tinker v. Des Moines Independent Community School District* and subsequent decisions (see Legal References below).

- C. Students’ rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
1. does not injure people or damage property;
 2. does not materially and substantially disrupt or interfere with the educational process or classwork;
 3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
 4. does not involve substantial disorder or invasion of the rights of others.

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

1. Clothing for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.
5. Headwear, including hats or head coverings, are allowed provided that it does not cover the student’s face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.

Across the nation, school boards have been encouraged to reconsider rules regarding hats and other headwear. In recent years, Minnesota school districts have developed a range of policies regarding hats and related headgear. Some districts have chosen to maintain a prohibition. Others have created grade/building specific rules. Some boards have permitted hats while prohibiting hoods.

A school board could choose to direct school building-level administration to work with staff, students, and others to develop building-specific rules regarding headwear.

6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.

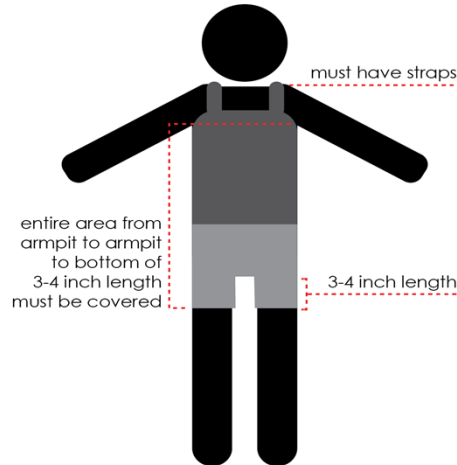
In 2023, the Minnesota legislature enacted the CROWN Act, which adds Subparagraph 6 to the protections under the Minnesota Human Rights Act.

- C. Student clothing may not include the following:

1. Option 1: Students may not wear inappropriate clothing.

Option 2: Extremely brief garments and see-through garments may not be worn.

Option 3: Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image).



MSBA is grateful to the Roanoke County Public Schools (Virginia) for its permission to incorporate this image in Model Policy 504.

The previous Model Policy 504 prohibited "inappropriate" clothing and then presented a short list of examples. Creating a comprehensive, clear definition of "inappropriate" clothing presents significant challenges, as does reliance upon a small list of examples of "inappropriate" clothing.

MSBA encourages school boards to consider moving away from “appropriate” standards to an approach that focuses upon impacts upon other students and the educational process. A school board may decide to focus upon the prohibition upon clothing that “materially and substantially disrupts or interferes with” the educational process and related standards set out in Article II.B above rather than invoking a general ‘inappropriate’ standard.

MSBA understands that school boards may wish to establish expectations regarding clothing that covers one’s body. To this end, MSBA offers some examples a school board could adapt or adopt. Other options can be considered.

Subparagraphs 2-4 below could be retained regardless of how a school board chooses to proceed under Subparagraph 1.

2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.

Subparagraph 2 seeks to encourage understanding of the ways in which expression through clothing can communicate messages that create harm or a hostile learning environment for others.

3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

- D. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

Paragraph D confirms the right that students possess to express themselves within the general standards established in this policy. A school board could choose to combine this with Subparagraph 2 above.

III. PROCEDURES

- A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student’s ability to comply with the dress code, and should seek to address such issues.

- B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).
- C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.

In 2023, the Minnesota legislature enacted the second sentence in Paragraph C above.

- D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)
Minn. Stat. § 363A.03, Subd. 36a (Definitions)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed. Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather.
 - 2. Clothing that does not create a health or safety hazard.
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
 - 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
 - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
 - 3. Apparel promoting products or activities that are illegal for use by minors.
 - 4. 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 MSBA/MASA Model Policy 413.
 - 5. Any apparel or footwear that would damage school property.
- D. Hats are not allowed in the building except with the approval of the building

principal (i.e., student undergoing chemotherapy; medical situations).

- E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- F. “Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgment of the administration, 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. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
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Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: _____

MSBA/MASA Model Policy 507

Orig. 1995

Revised: _____

Rev. 2023

507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

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

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a students.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student. ~~or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct.~~ As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, ~~or unreasonable physical force that causes bodily harm or substantial emotional harm.~~

III. DEFINITIONS

1. "Corporal punishment" means conduct involving:
 - a. hitting or spanking a person with or without an object; or
 - b. unreasonable physical force that causes bodily harm or substantial emotional harm.
2. "Prone restraint" means placing a child in a face-down position.

IV. PROHIBITIONS

1. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not use prone restraint.
3. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.
4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under thei statute. Nothing in this Minnesota Statutes, section 121A.58 –or 125A.0941 precludes the use of reasonable

force under Minnesota Statutes, section 121A.582.

V. EXCEPTIONS

A teacher or school principal may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 (Legal Actions Against Districts and Teachers)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)

507 CORPORAL PUNISHMENT

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

I. PURPOSE

The purpose of this policy is to describe limitations on corporal punishment of students.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

III. EXCEPTIONS

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

IV. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect)

or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2023~~2~~

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
1. on the school premises, at the school functions or activities, on the school transportation;
 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also

applies to sexual exploitation.

- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

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

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

- H. False accusations or reports of bullying against another student are prohibited.

- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher,

administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct as defined in this policy, and sexual exploitation.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

- F.** "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G.** "Prohibited conduct" means bullying, ~~or cyberbullying as defined in this policy, malicious and sadistic conduct, sexual exploitation,~~ or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. bullying.
- H.** "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I.** "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

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

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

- D.** A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include

bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

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

V. SCHOOL DISTRICT ACTION

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

are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

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

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
 - G. The school district shall inform affected students and their parents of rights they may

have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

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

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: 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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
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MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

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

officer by the reporting party or complainant.

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

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

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct.

Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

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

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

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such

as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

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

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes section 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: 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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
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MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
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MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: _____

MSBA/MASA Model Policy 516.5

Orig. 2023

Revised:

Rev: June 2023

516.5 OVERDOSE MEDICATION

[Note: ~~The 2023 Minnesota legislature enacted legislation requiring sSchool districts to maintain a supply of opiate antagonists, are not required to adopt a policy on the use of emergency drugs for the treatment of drug-related overdoses. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of a prescription medication, particularly to an individual to whom it was not prescribed. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]~~

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].

- C. **"Opiate"** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **"Opiate Antagonist"** means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **"Standing Order"** means directions from the school district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team ("District Planning Team") who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
- 2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually

or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.

3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

[Note: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]

- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
[Minn. Stat. § 121A.224 \(Opiate Antagonists\)](#)
Minn. Stat. § 144.344 (Emergency Treatment)
[Minn. Stat. § 148.235 \(Prescribing Drugs and Therapeutic Devices\)](#)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
~~Minn. Stat. § 152.212 (Labeling of Prescription Drug Containers)~~
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

ⁱ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

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[Note: School districts are required by statute to have a policy addressing these issues.]¶

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district 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 suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual

depictions that are harmful to minors;

- b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 - 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 - 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 - 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 - 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has

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Deleted: ***[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]¶***

not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district

may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Deleted: **[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts seeking technology revenue pursuant to Minnesota Statutes section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]**

ALTERNATIVE NO. 1

[Note: For a school district that does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under Minnesota Statutes section 125B.15.]

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]

ALTERNATIVE NO. 2

Deleted: **[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]**

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district

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diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
 - 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 - 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 - 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 - 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 - 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 - 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 - 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
 - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
 - 1. any location-tracking feature of a school-issued device;
 - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
 - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - 2. the activity is permitted under a judicial warrant;
 - 3. the school district is notified or becomes aware that the device is missing or stolen;
 - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 - 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or

6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

1. ~~Students are required to follow the cell phone procedures as outlined in the student handbook. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.~~
2. ~~If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.~~
3. ~~Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.~~

Deleted: prohibited from using cell phones and other electronic communication devices during the instructional day.

XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

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[Note: This language aligns with the provisions found in the MSBA Model Student Handbook. As an alternative to stating specific cell phone rules in a school district policy, a school board could choose to direct school administration to establish cell phone rules. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings.]¶

XVII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. ___, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

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 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



Internet Acceptable Use and Safety Policy Form

Student

I have read and understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User Full Name (please print): _____

User Signature: _____

Date: _____

Parent or Guardian

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials, and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Supervising Teacher

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on the network. As the supervising teacher, I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____

Adopted: July 24, 2023

Royalton School Board Policy 904

Revised: _____

Reviewed: _____

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904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.
- D. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. "Minor" means any person under the age of eighteen (18).

F. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

G. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.

H. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.

B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 6. whether distribution would require that nonschool persons be present on the school grounds;
 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person

submitting the request should be informed in writing of the reasons for the denial or limitation.

- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

Adopted: November 10, 2003
Revised: May 24, 2021

Royalton School Board Policy 413
Reviewed: July 24, 2023

413 HARASSMENT AND VIOLENCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
 1. has the purpose or effect of creating an intimidating, hostile, or offensive

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[Note: State law (Minn.esota Statutes., section § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act , Minnesota. Statutes, . Ch.section 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota. Statutes., section § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota. Statutes, section. § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]¶

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- working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. **Protected Classifications: Definitions.**
1. "Disability" means, with respect to an individual who,
 - a. a physical, sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
 7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

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Deleted: any condition or characteristic that renders a person a disabled person. A disabled person is any person who

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F. Sexual Harassment; Definition

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

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G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof ~~that~~ involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, ~~section~~ 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts,
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

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

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, an individual's Protected Class.

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IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

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- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates _____ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of

harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E, may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

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X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer

instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. ~~Ch. 260E~~ (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (~~Section 504 of the~~ Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (~~Title IX Sex Nondiscrimination, Grievance Procedures and Process~~)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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ROYALTON PUBLIC SCHOOL DISTRICT #485
HARASSMENT, VIOLENCE & HAZING REPORT FORM



General Statement of Policy Prohibiting Harassment, Violence, and Hazing

ISD #485 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was

involved; etc. (Attach additional pages if necessary.) _____



ROYALTON PUBLIC SCHOOL DISTRICT #485
HARASSMENT, VIOLENCE & HAZING REPORT FORM



Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

Adopted: ~~September 21, 2017~~
Revised: ~~December 14, 2020~~

~~Royalton District Policy 903~~
~~Reviewed: July 24, 2023~~

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903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor

procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options [Act](#))
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespass)

Cross References: [None](#)

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Policy 903 Addendum

Visitors to School District Buildings and Sites Procedures

- District Office
 - All visitors must sign in at the front desk
 - Visitors will be directed to their appropriate location
 - Visitors must have the approval of the principal before visiting a classroom during instructional time.
 - 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.
 - An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.