



AGENDA
REGULAR MEETING
ROYALTON BOARD OF EDUCATION
EARLY CHILDHOOD ENTRANCE FOYER, ENTER DOOR #1
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
OCTOBER 23, 2023
6:00 PM

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

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

 - a. Approval of Regular Board Meeting Minutes 09.25.23 12
 - b. Brainstorm Conference 17
 - c. 9 Month Non-Union Contract 18
 - d. Community Education Salary Schedule 42
 - e. Food Service Manager Contract 43
 - f. Unlicensed Preschool Teachers Contract 51
 - g. Transportation Director Contract 66
 - h. Claims, Accounts and Financial 74

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

 - i. Approval of Resignations/Terminations 128
 - j. Approval of New Hires 129

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.

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514 - Bullying Prohibition Policy	
516.5 - Overdose Medicaiton	
601 - School District Curriculum and Instruction Goals	
603 - Curriculum Development	
613 - Graduation Requirements	
616 - School District System Accountability	
11. Upcoming Meeting Schedule	
1. Wednesday, November 8, 2PM Policy Meeting	
2. Tuesday, November 21, Noon Finance Meeting	
3. Monday, November 27, Regular Board Meeting	
12. Closed Meeting for Superintendent Evaluation as permitted by MN Statute Section 13D.05	
13. Adjournment	

FY24 October Budget Update



A LOOK
at the
BUDGET

ENROLLMENT

- Original Adopted Budget: 935
- Enrollment as of 10/06: 920

REVENUES

ROYALTON | September 30, 2023

REVENUE CATEGORIES	June 30,	June 30,	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	September	September	September	Current YTD vs. PYTD	September 30, 2022	September 30, 2021
	2022	2023					% of Budget Received	% of Actuals Received	% of Actuals Received			
STATE	8,706,214	8,726,391	9,641,139	9,654,603	1,947,352	7,693,787	20.20%	27.61%	17.66%	(462,213)	2,409,565	1,537,565
FEDERAL	740,079	692,715	240,999	241,518	150	240,849	0.06%	-1.35%	0.85%	9,522	(9,372)	6,300
PROPERTY TAXES	921,774	0	670,365	666,990	0	670,365	0.00%	0.00%	0.18%	0	0	1,643
LOCAL SALES, INS RECOVERY & JUDGEMENTS	41,182	113,760	78,384	94,829	21,821	56,563	27.84%	10.53%	5.78%	9,840	11,981	2,382
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.)	314,372	1,354,883	703,005	627,977	77,291	625,714	10.99%	11.37%	35.36%	(76,779)	154,070	111,152
TOTALS	10,723,621	10,887,748	11,333,892	11,285,918	2,046,614	9,287,278	18.06%	23.57%	15.47%	(519,630)	2,566,245	1,659,042

REVENUES CONTINUED

- \$519,630 BEHIND WHERE WE WERE IN FY23
- MAINLY DUE TO TIMING OF PAYMENTS FROM THE STATE AND ALSO TO DO WITH THE STATE RECEIVABLE ENTRY FOR THE AUDIT

EXPENDITURES

EXPENDITURES (PROGRAM SERIES)	June 30, 2022	June 30, 2023	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	September 30, 2023	September 30, 2022	September 30, 2021	Current YTD vs. PYTD	September 30, 2022	September 30, 2021
							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SITE ADMINISTRATION	397,922	469,610	465,651	465,301	90,233	375,418	19.38%	20.62%	18.29%	(6,580)	96,813	72,799
DISTRICT ADMINISTRATION	263,764	284,088	317,230	293,011	53,351	263,879	16.82%	20.98%	19.76%	(6,255)	59,606	52,111
SUPPORT SERVICES	395,362	391,317	464,398	460,825	79,286	385,112	17.07%	24.83%	21.88%	(17,887)	97,173	86,517
REGULAR INSTRUCTION	4,435,760	4,395,094	4,350,628	4,433,183	523,751	3,826,877	12.04%	12.11%	12.40%	(8,592)	532,343	549,925
EXTRA-CURRICULAR ACTIVITES	537,657	692,591	354,977	355,833	83,070	271,907	23.40%	13.21%	11.23%	(8,403)	91,473	60,400
VOCATIONAL INSTRUCTION	204,454	227,610	207,367	206,375	26,896	180,471	12.97%	17.56%	7.49%	(13,067)	39,963	15,310
SPECIAL EDUCATION	1,367,343	1,440,784	1,402,754	1,420,565	103,985	1,298,769	7.41%	7.82%	5.36%	(8,700)	112,685	73,224
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	559,543	662,746	443,731	484,180	155,439	288,291	35.03%	30.74%	16.82%	(48,303)	203,742	94,116
PUPIL SUPPORT SERVICES	994,887	1,228,504	1,032,763	987,379	135,306	897,456	13.10%	8.45%	16.78%	31,516	103,791	166,914
FACILITIES	1,576,339	1,850,099	1,654,704	1,843,341	527,868	1,126,836	31.90%	40.54%	24.50%	(222,128)	749,996	386,144
OTHER FINANCING USES	78,332	153,098	167,663	148,658	57,168	110,495	34.10%	45.06%	85.22%	(11,823)	68,991	66,757
TOTALS	10,811,364	11,795,542	10,861,864	11,098,650	1,836,353	9,025,511	16.91%	18.28%	15.02%	(320,222)	2,156,576	1,624,217

EXPENSES CONTINUED

- WE ARE \$320,222 BEHIND OF WHERE WE WERE THIS TIME LAST YEAR
- WHY?
- LAST YEAR WE APPROVED CAPITAL EXPENDITURES TO PUT THE MONEY BACK IN THE CLASSROOM WITH CURRICULUM. CAPITAL OUTLAY IS LESS THAN IT WAS IN FY23

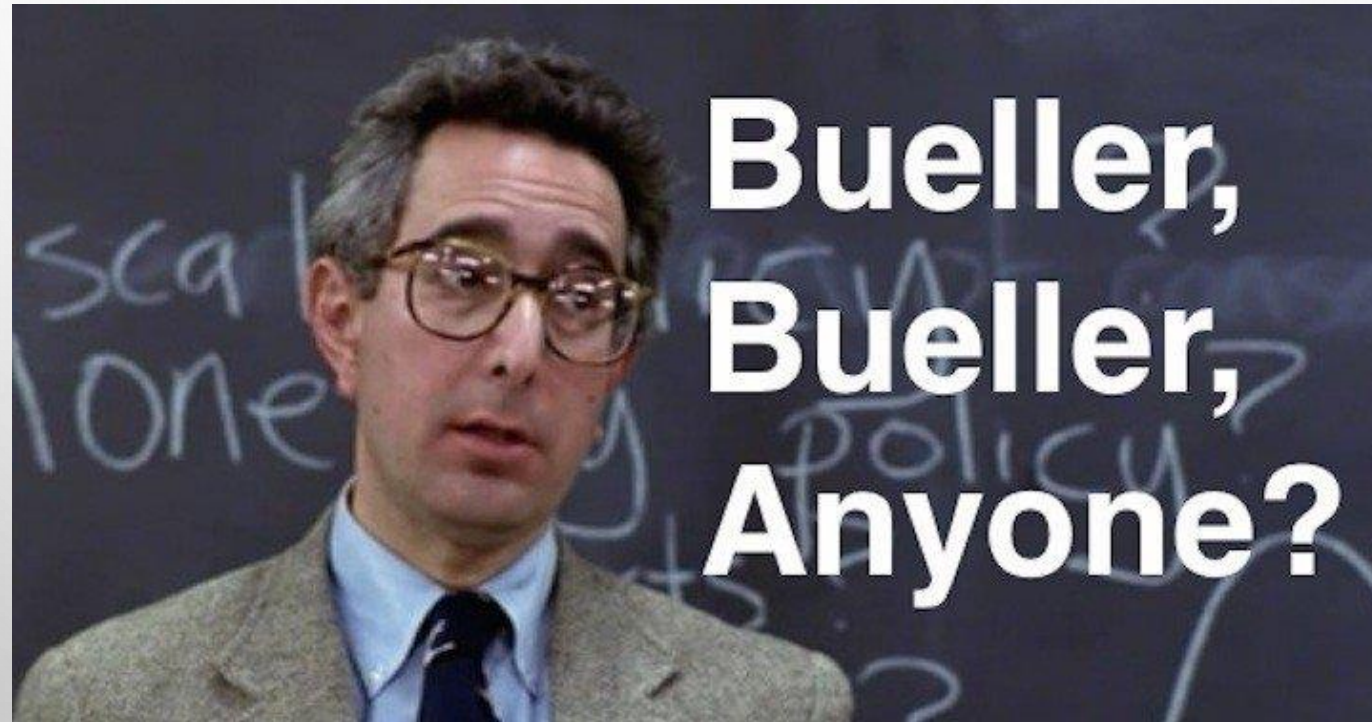
FINANCE 101 UPDATE...SCHOOL AUDITS

- SCHOOL DISTRICTS ARE AUDITED EVERY YEAR TYPICALLY BETWEEN AUGUST AND END OF OCTOBER TESTING THE SCHOOLS' LEDGERS AGAINST THE UNIFORM FINANCIAL ACCOUNTING AND REPORTING STANDARDS TO MAKE SURE WE ARE COMPLYING AND THAT ALL OUR EXPENDITURES AND REVENUES TIE OUT TO WHAT IS ALLOWABLE FROM OUR DIFFERENT FUNDING SOURCES SUCH AS STATE (BASIC AID), FEDERAL (TITLE, CARES, FREE AND REDUCED) AND PROPERTY TAXES (WHAT THE SCHOOL LEVIES FOR)
- AUDITS ARE DUE TO THE STATE BY NOVEMBER 30TH OF EVERY YEAR. THIS MEANS YOUR AUDIT NEEDS TO BE CLEAN AND TIED OUT BEFORE SUBMITTING YOUR INFORMATION TO THE STATE
- THOUGH THE AUDIT IS DUE BY NOVEMBER 30TH, THIS DOES NOT MEAN YOU HAVE TO HAVE YOUR AUDIT PRESENTED BY NOVEMBER 30TH, JUST THAT YOU NEED TO HAVE THE AUDIT COMPLETED AND UPLOADED TO THE STATE

FINANCE 101 UPDATE...SCHOOL AUDITS...CONTINUED

- AUDITS ARE A GREAT WAY FOR DISTRICTS TO IMPROVE PROCESSES OR MAKING SURE THE PROCESSES WE HAVE IN PLACE ARE SUFFICIENT
- WHEN AUDITORS SEE WHERE A DISTRICT CAN IMPROVE A PROCESS, THEY WILL CALL THIS A “FINDING” AND IT IS THEIR JOB TO SEE WHERE DISTRICTS CAN IMPROVE
- WE NEVER CONSIDER “FINDINGS” TO BE NECESSARILY BAD, BUT GIVES ROOM TO IMPROVE AS WE ALWAYS STRIVE FOR PERFECTION
- WHEN DISTRICTS HAVE NO FINDINGS DOES THIS MEAN THEY ARE PERFECT? NO – WE CAN AND ALWAYS STRIVE TO BE BETTER AND MAKE THE BUSINESS OFFICE RUN AS EFFICIENT AS POSSIBLE

ANY QUESTIONS?



Regular Meeting

Monday, September 25, 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

Randy Hackett attended the meeting at 7:10pm.

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comments

5. Approval of Agenda

Approval of Agenda. 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

6. Appreciation, Recognition and Presentations

We recognized Hannah Krueger, Kylie Waytashek and Nate Moga.

Hannah for surpassing 1,000 digs in volleyball and receiving the Central MN Conference winner of the week. Kylie was for her commitment to play Division 1 Basketball at Valparaiso University next year and is the first Royalton female to receive this. Nate was awarded National Rural and Small Town from the College Board.

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

8.f. Community Education Report

9. Consent Agenda Approval

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

Approval of All Items except f and i 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: Abstain (With Conflict)

Angela Roering: Yea

Maria Traut: Yea

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

9.a. Approval of Regular Board Meeting Minutes
08.28.23

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

9.c. Approval of Resignations

9.d. Approval of New Hires

9.e. Approval of AFSCME Contract

9.f. Approval of Non Union 9 Month Contract

9.g. Approval of Non Union 12 Month Contract

9.h. Approval of Director of Technology
Contract

9.i. Approval of Salary Schedule for Community
Education

10. Discussion/Information/Action Items

10.a. Approval of Levy Certification
Motion to Approve Levy Certification at
maximum for 2023-2024 years, pay in 2025.
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.b. Approval of Sale of Aging Technology Equipment

Motion of Approval of Sale of Aging Technology Equipment with Total Technology. 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.c. Update on Optional Technology Fee Waiver

10.d. Update on MCA Data

10.e. PBIS MS/HS Presentation

10.f. Approval of Donations by Resolution

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

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

10.g. Policy Readings

10.g.1. Second Policy Readings

10.g.2. Approval of Second Policy Readings

(final reading due to minor changes)
Approval of Second Policy Readings (final reading due to minor changes). This motion, made by Tyra Baumann and seconded by Rian Hofstad, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

11. Upcoming Meeting Schedule

The policy meeting will start at 1pm and go until 3pm.

12. Closed Meeting for Superintendent Evaluation as permitted by MN Statute Section 13D.05
Motion to close the regular meeting at 7:32pm. 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

Motion to open the closed meeting at 7:40pm. This motion, made by Maria Traut and seconded by Tyra Baumann, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

Motion to close the closed meeting at 8:36pm. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

Motion to open the regular meeting at 8:36pm. This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

All board members attended the closed meeting along with Dr. Kristine Wehrkamp Herman and

Michelle Brezinka.

13. **Adjournment**

The meeting was adjourned at 8:37pm. This motion, made by Tyra Baumann and seconded by Randy Hackett, 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

Brainstorm Conference
Wisconsin Dells, WI

Date: Sunday, March 10, 2024 - March 12

Description: The BrainStorm Conference is for techs to network with other Technology Coordinators from all over the Midwest. In addition, techs will connect with technology vendors who tailor their products for the education community. The focus is on infrastructure, servers, storage, security, networking, hardware selection, system management and other related technical areas.

Benefits:

By attending this conference I will be able to talk with other K-12 techs on what they are doing in their schools to get ideas for Royalton. Monday and Tuesday are days filled with breakout sessions and roundtable discussions that are presented by other technology directors. In years past, I have attended this conference and have always come back with something that could be implemented at Royalton. For instance I attended a Google Admin training that went through in great detail everything available for managing users and devices in the Google Admin Console. I also brought back information on starting up helpdesk software. This has been implemented and helps the technology department with organizing and prioritizing help desk requests.

Costs:

Conference Registration: \$370 (early bird price if registered before February 11) breakfast and lunch included

Hotel: approximately \$450 (Saturday, Sunday & Monday night)

Meals: \$90

Mileage: 620 miles = approximately \$410

**ROYALTON SCHOOL DISTRICT NO. 485
ROYALTON, MINNESOTA**

**District Agreement on the Terms and
Conditions of Employment for 9 Month
Non-Union Employees Manual**

Approved by the Board on October 23, 2023

Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, creed, national origin, marital status, status with regard to public assistance, age, sex, religion sexual orientation or disability. The School District also makes reasonable accommodation to the known disabilities of qualified disabled individuals. This policy applies to all areas of education, employment, and programs and services operated by the School District.

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ARTICLE I

INTRODUCTION

This district manual summarizes School District Policies pertaining to terms and conditions of employment for non-union, School District employees. The School District maintains the right to revise these policies at any time, with notice to the employees, and may agree by individual contract to limit or expand the terms and conditions of employment outlined in this manual. Where these policies differ from state and federal law, the applicable law will be followed.

This manual has been produced to inform employees of School District policies and benefits. In and of itself, this manual creates no obligation for the School District regarding continuation or administration of any of the benefits described. All non-union employees are hired on an at-will basis, unless otherwise specified by State law.

This manual is intended to serve as a guide for employees in understanding some of the basic policies and procedures pertaining to employment. The policies and procedures described in this manual are applied at the discretion of the School District, and may be withdrawn or changed at any time without prior notice.

This manual is not an employment contract and should not be interpreted as creating an employment contract or rights to any outlined benefits with any employees of the school district.

ARTICLE II

EMPLOYEE RIGHTS

Section 1. Public Employees Retirement Association. Employees who meet the eligibility requirements for PERA, as defined by state statute, are required by law to join PERA.

Section 2. Posting of New Positions. New positions will be posted in each building whenever they become available. Applicants must submit their application in AppliTrack before the close of the posting. The School District maintains the right to select the most qualified person for the position and to select from School District or Non-School District personnel.

Section 3. 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.

Section 4. Probationary Period. The first year of employment (the employee's normal year of service, but not less than nine months), shall be considered a probationary period. During such probationary period, an employee will have no recourse if discharged by the School District. An employee who is transferred or promoted to a different position shall serve a probationary period of 90 working days in the new position. During this ninety (90) working day probationary period, if it is determined by the School District that the employee's performance in the new classification/position is unsatisfactory, the School District shall have the right to reassign the employee to his/her former or similar classification/position.

ARTICLE III

HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Week. The regular work week shall be prescribed by the School District for employees. Employees will be paid only for the days and hours that they work.

Section 2. Basic Work Year. The regular work year shall be prescribed by the School District for employees.

Section 3. Shifts and Starting Time. All employees will be assigned starting time and shifts as determined by the School District. Starting time and shifts may be changed during the school year at the discretion of the School District.

Section 4. Right of Assignment. The School District maintains the right to assign employees as it deems necessary.

Section 5. Shift Changes. The School District maintains the right to change an employee's shift during the year to meet School District needs.

Section 6. Overtime. An employee may be required by the School District to perform overtime work. Any overtime must be pre-approved by the Superintendent, except in emergencies when a principal may pre-approve it.

Section 7. School Closing.

Subd. 1 School Closing. In the event that school is closed for any reason and the employees are not required to perform services, the employee's compensation shall be reduced accordingly. If school starts late due to weather, the employee shall not be compensated for lost hours; unless notification of the last start was after 5:00 a.m. in which case the employee will be compensated for a two hour minimum. If school is dismissed early due to weather, the employee shall be compensated for any lost hours.

Subd. 2 Bus Drivers. Bus drivers must be notified by 5:00am.

ARTICLE IV

RATES OF PAY

Section 1. Rates of Pay.

Subd. 1. Salary Schedules. The wages and salaries reflected in the attached salary schedules shall govern employee wages and salaries. The wage and salary schedule may be revised from time to time at the sole discretion of the School District.

Subd. 2. Step Advancement. Advancement on any salary schedule shall be subject to the terms outlined in this manual, and may be granted to employees by the School District when the School District in its sole discretion determines that a step advancement is warranted.

Subd. 3. Salary Increases. An individual employee's salary advancement is subject to the right of the School District to determine whether a salary increase is warranted.

Subd. 4. Regular Bus Route Driving Calculation of Worked Time. Route time starts 20 minutes prior to leaving to allow for pre-trip inspection, warm-up, refueling, and other needs required for bus transportation. Regular route bus runs will be paid at a minimum of 2 hours.

Subd. 5. Van Driving Calculation of Worked Time. Van runs will be paid at a minimum of 1.5 hours.

Subd. 6. Extra-Curricular Driving Calculation of Worked Time. All Extra-Curricular Runs will be paid a minimum of 2-hours per run.

Subd. 7. Shuttle Bus Elementary to MS/HS or MS/HS to Elementary. Shuttle drivers will be paid a stipend of \$25 for up to 1 hour of shuttle driving. Shuttle driving for more than 1 hour will be paid at the regular bus route rate of pay.

Section 2. Step Placement. New employees may be placed on the salary schedule commensurate with their experience and training to a limit of four (4) years. The Board of education, at its discretion, may grant up to eight (8) years of outside credit.

Section 3. Eligibility for Step Advancement. To be eligible for an increment (step) on July 1 of a given year, the employee must be employed in the School District prior to the preceding January 1, and have worked for at least one-half of the work year.

Section 4. Longevity Adjustment. Each employee, after completing the top step of his/her current pay scale, and after earning 12 years of seniority in the School District (based on the board approved seniority list) may receive a longevity adjustment (non-accumulative) as follows:

13-15 years of seniority = \$.25/hour
16-19 years of seniority = \$.35/hour
20+ years of seniority = \$.40/hour

Section 5. Pay Methods. Employees shall be paid according to pay period methods established by the School District. Employees will be paid on a semi-monthly pay period method through direct deposit. Employees carrying timesheets will be paid two weeks behind.

Section 6. Transfer to Another Position Within the Non-Union Group.

Subd. 1. Higher Related Position. An employee transferring into a higher related category (e.g., lead cook to head cook, custodian to lead, and lead to head) will be given 1 year of experience for every 2 years of experience, but will not receive less than their current pay. If their experience places them on a step less than their current rate of pay, the employee will be placed on the step which more nearly approximates their current pay, but which will not be less than their current pay.

Subd. 2. Equivalent Related Position. If transferring within an equivalent related category the employee will receive his/her current pay.

Subd. 3. Lower Related Position. If transferring down into a related position, the employee would be placed on the same step as in the previous category.

Subd. 4. Non-Related Position. Experience credit will not apply to transfers into non-related position (e.g., bus driver to cook, custodians to paraprofessionals).

Section 7. Substitute Pay.

Subd. 1. All Employees Except Bus Drivers. All employees except bus drivers shall receive regular pay when substituting for any other position (occasional substitute). After subbing for 10 consecutive work days in a higher classification, an employee will receive his/her regular pay plus \$.50/hr or the 0 Step of the category subbing in whichever is higher retroactive to the first day of subbing. If subbing in a lower classification, employee will receive his/her regular rate of pay (long-term substitute).

Subd. 2. Bus Drivers. Bus drivers shall be paid the 0 step of the group in which they are subbing (occasional and long-term substitute).

Section 8. Shift Differential. There is a \$.50 per hour increase in hourly rate for employees assigned to the late shift. This applies only to those shifts worked at night (majority of the shift is worked after 6:00pm). During summers, holidays and other times when working a regular shift, the differential does not apply. Employee's shifts and working hours are subject to change.

Section 9. Clothing Allowance.

Subd 1. Food Service Employees. Employees will have their clothing allowance pro-rated from \$200.00.

Subd. 2. District LPN and RN. Employees will receive \$150 per year to purchase appropriate clothing for their position.

Subd. 3 Shop Mechanic. Employee(s) will receive \$100 per year to purchase appropriate clothing for their position.

Section 10. Meal Reimbursement. Reimbursement for meals, including tips, may not exceed the reasonable and actual meal cost for the traveling employee. Reasonable expenses shall not exceed the following:

Subd. 1. Breakfast. Employees may claim reimbursement for up to \$10 for breakfast if they are required to leave home for a travel assignment before 6:00a.m. or are away from home overnight the previous night.

Subd. 2. Lunch. Employees may claim reimbursement for up to \$10 for lunch if they are in travel status, are performing required work that extends over the normal noon meal period.

Subd. 3. Dinner. Employees may claim reimbursement for up to \$20 for supper if they are in travel status and school business caused them to return home after 7:00 p.m. or to be away from home overnight.

Section 11. DOT Required Physicals and Drug Testing Payment. The School District will pay for the required Physicals and Drug Testing by the Department of Transportation, and annual drivers record review of anything mandated.

Section 12. Comparable Worth. Rate of pay for all employees will be governed by the Pay Equity Act (Comparable Worth).

Section 13. Temporary Employment. Temporary employment refers to an employee who is hired temporarily (e.g., summer help in the office or with custodial work). None of the terms and benefits of this manual apply to temporary employment. The rate of pay will be set by the School District.

Section 14. Training. Payment for tuition and expenses related to training beyond the normal work day or work year must be pre-approved by the Superintendent. Unless required, this training is without salary or stipend.

Subd. 1. New Bus Driver Training. New Bus Drivers without a bus drivers' license will be given up to 20 hours of training at \$20 per hour paid after completing 60 days of service to the district. New Bus Drivers to the district will be given up to a maximum of 10 hours of training at \$20 per hour paid after completing 60 days of service to the district.

Subd. 2 Membership Dues. The School District shall pay membership dues for the National Association of School Nurses for the District Registered Nurse and District Licensed Practice Nurse.

Section 15. Attendance at Conferences/Workshops.

Subd. 1. Required. If required to attend workshops/in-services/conferences, the employee will be paid for the designated hours of the workshop up to 7 ½ hours (unpaid lunch) or 8 hours (paid lunch) a day, including travel time.

Subd. 2. Non-Required. If employees are not required to attend a workshop/in-service/conference, but wish to do so, and are given approval from the Principal/Superintendent, they will be paid during the start and end times on the workshop/in-service agenda. The maximum compensation is up to 8 hours a day, excluding travel time.

ARTICLE V

LEAVES OF ABSENCE

Section 1. Sick Leave. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability, which prevented attendance at school and performances of duties on that day or days. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 1. Rate Sick Leave is Earned. An employee shall earn sick leave at the rate of one (1) day for each full month of service employed in the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. An employee who works fewer than 8 hours a day shall earn pro-rated sick leave. (All employees hired prior to July 1, 1996 shall earn fourteen (14) days of sick leave per year, as long as there is no break in service.)

Subd. 2. Serious Illness. A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the serious illness of an employee's spouse or domestic partner, child/stepchild or parent/stepparent, and, in the case of an employee's parent-in-law, not to exceed three (3) days. The leave days taken shall be deducted from the employee's accumulated sick leave.

Up to five (5) additional days shall be granted, per occurrence, with a deduction for substitute employee pay, for the serious illness of an employee's spouse or domestic partner, child/stepchild or parent/stepparent and up to three (3) additional days, per occurrence, shall be granted, with deduction for substitute employee pay, for the serious illness of a parent-in-law. Serious illness shall mean illness requiring medical attention at a clinic or hospitalization. The School District may require doctor's certification of illness.

Subd. 3. Accumulated Sick Days. Unused sick leave days may accumulate to a maximum of one hundred twenty (120) days of sick leave per employee. All employees hired prior to July 1, 1996 shall be reimbursed for 25% of the days exceeding one hundred twenty (120) days of accumulated sick leave. Reimbursement shall be at the employee's daily rate of pay at the end of that school year.

Subd. 4. Medical Note. The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. Pay Request Form. Sick leave pay shall be approved only upon completion of request in AESOP.

Section 2. Personal Leave. Starting with their first (1st) year in the School District, an employee shall earn personal leave at the rate of two (2) days per year and may accumulate up to three (3) days of personal leave by banking one (1) day per year. Use of any combination of yearly earned personal leave and banked personal leave shall not exceed three (3) days at any given time. Banked days can only be used after the regular, allocated one (1) day provided in this section is used. Employees may not use more than two (2) days at any one time during the first thirty (30) and the last thirty (30) calendar days of the school year. Thirty (30) days shall begin with the first day of the duty year and will end with the last day of the duty year and shall include snow days, etc. Employees who work fewer than eight (8) hours shall earn pro-rated personal leave.

Subd. 1. Number of Employees on Leave at Same Time. Except in extreme emergencies, personal leave shall be requested through AESOP at least twenty-four (24) hours in advance. No more than two (2) employees per building may be on personal leave on any given day.

Subd. 2. Discretion of Employee's Supervisor. The use of personal leave is at the discretion of the employee's supervisor and shall not be used to perform work for pay. Additional days off without pay shall not be taken without prior approval of the Superintendent.

Section 3. Personal-Flex Day. Two times per year, employees may elect to convert three (3) sick leave days to one (1) flex day for a total accumulation of 2 personal-flex days that may be used in the same manner as a personal day. Unused personal-flex days will be paid out at the employees's daily rate of pay and be deposited into either the employee's 403B account or their Health Savings Account.

Section 4. Bereavement Leave and Illness in the Immediate Family.

Subd. 1. A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the death of an employee's spouse or domestic partner, child/stepchild or parent/step-parent, and, in the case of an employee's parent-in-law, not to exceed three (3) days.

Subd 2. Up to five (5) additional days shall be granted, per occurrence, with a deduction for substitute employee pay, for the death of an employee's spouse or domestic partner, child/stepchild, or parent/step parent and up to three (3) additional days, per occurrence, shall be granted, with deduction for substitute employee pay, for the death of a parent-in-law.

Subd 3. A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for death of an employee's brother or sister, brother-in-law, sister-in-law, grandparents, son or daughter-in-law, grandparent-in-law, grandchild, or member of immediate household, this includes those of the aforementioned roles in that of a domestic partner. Up to two (2) additional days of bereavement leave shall be granted, per occurrence, with a deduction for substitute employee pay.

Subd 4. For the death of other relatives and friends, an employee shall be granted up to one day of bereavement leave, for each occurrence, with deduction for substitute employee pay. Deduction for substitute employee pay shall include salary, PERA, FICA/Medicare. Bereavement days must be used consecutively at one time. Deduction for substitute pay shall occur whether or not a substitute is employed for the absent employee.

Section 5. Family and Medical Leave. Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of an employee's spouse, child, or parent, and
- d. The employee's own serious health condition.

Subd. 1. Salary and Fringe Benefits. Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

Subd. 2. Paid Leave Under Contract. While FMLA leaves, except for eligible insurance contributions as provided in Article VI, are unpaid, nothing herein shall preclude an employee from utilizing paid leave otherwise provided in this Agreement, provided the employee qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing

herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

Subd. 3. Request. A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

Subd. 4. Date of Leave. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

Subd. 5. Duration. In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

Section 6. Emergency Medical Leave. An employee who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted an emergency leave of absence, without pay, up to six (6) months. The employee shall be responsible for payment of any insurance benefits during the period of the emergency leave. This leave may be renewed at the discretion of the School District. A request for leave of absence, or renewal thereof, under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities. The School District will adhere to the Family Medical Leave laws.

Subd. 1. Elective Surgery. Elective Surgeries will be allowed during non-student contact days only.

Section 7. Jury Leave. An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

Section 8. Military Leave. An employee called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26, or without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation.\

Section 9. General Leave. At its discretion, the School District may grant a leave of absence for one (1) year to employees who have completed five (5) consecutive full years of service in the School District. Employees requesting leave under the provisions of this Section shall submit a written request no later than March 31 of the school year proceeding the year of the requested leave.

Subd 1. District Notification. Employees who are granted leave of absence under the provision of this Section shall notify the School District no later than March 31 of the leave year, in writing, of their intention to return to their position.

Section 10. All Other Leave. The School District will adhere to all applicable federal and state laws governing the provision of a leave of absence for specific purposes outlined in law or statute other than those specified in this manual.

Section 11. Workers' Compensation. Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Subd 1. Insurance Application-Unpaid Leave. An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

Subd 2. Insurance Application-Paid Leave. In the event the employee is on paid leave from the School District under Section 1, Sick Leave, or supplemented by sick leave pursuant to Section 11, Workers' Compensation, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

Subd 3. Credit. An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

Subd 4. Eligibility. Employees shall be eligible for leave benefits proportional to the extent of their employment.

Subd 5. Subbing While on Leave. School District employees on a general leave of absence who return to sub will be paid their regular rate of pay when subbing in their regular job classification and the 0 step of the group in which they are subbing for all other jobs. This applies to all employees including bus drivers.

ARTICLE VI
GROUP INSURANCE

Section 1. Selection of Carrier. The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Health and Hospitalization Insurance. The School District shall contribute toward employee hospital-medical coverage for all employees employed by the School District who work 40 hours a week for 12 months, qualify for, and are enrolled in the School District's health and hospitalization plan according to the schedule determined by the School District. The School District expressly reserves the right to revise or modify these amounts at any time that it determines such modification is desirable. The current amounts contributed by the School District are as follows:

2023-2025

Single, not to exceed \$6500

Family, not to exceed \$13,000

Subd. 1. Prorated Premiums. Employees working at least 25 hours per week, but less than 40 hours per week shall have hospital-medical premium benefits prorated. Any additional cost of the premium shall be paid by the employee and through payroll deduction.

Subd 2. Eligibility. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

Subd 3. Duration of Insurance Contribution. An employee is eligible for School District contribution as provided in this Article as long as the employee is employed and on paid status by the School District. Upon termination of employment or upon moving to an unpaid status, all School District contributions shall cease.

Subd 4. Claims Against the School District. It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as determines are appropriate, and that no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Cash-in-Lieu. Qualifying individuals working 1,500 hours or more have the option of taking hospital medical insurance or receiving a payment equal to 50% of the single contribution. Electing cash-in-lieu must be made by the employee by the flex open enrollment deadline or the employee forfeits cash-in-lieu payments for the calendar year. The qualifying individual's employee working 1,500 hours or more have the option of taking hospital medical insurance or receiving a payment equal to fifty (50%) of the single contribution. This amount will be paid to the employee, in the form of taxable salary, through the payroll process and only upon documented proof of being covered under the minimal requirement of the "Affordable Care Act" Cash-in-lieu will no longer be an option or given for any employees hired after July 1, 2019.

Section 4. Long-Term Disability Insurance. To participate in the Long-Term Disability Insurance program, an employee must work 1200 hours per year. The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

Section 5. Life Insurance. To participate in the Life Insurance program, an employee must work 25 hours per week. The School District shall pay for \$50,000 coverage in a term-life policy. An employee may purchase an additional \$50,000, paid for through payroll deduction.

Section 6. Flexible Spending Accounts. All employees are eligible to participate in the School District's Flex Plan. This plan allows for the tax sheltering of out of pocket medical and child care expenses. Details are available from the District Office.

Section 7. Non-Working Months. During non-working months, employees who enroll in School District-provided insurances shall pay the full cost of such insurance, with no School District contribution. Food service employees working 40 hours per week and less than 12 months per year shall receive the full district's contribution divided among their working months.

ARTICLE VII

HOLIDAYS

Section 1. Paid Holidays. Employees working shall be granted the following paid holidays:

- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day

When a Holiday falls on a weekend the manager will decide if the vacation day is taken on the Friday before or the Monday following that weekend.

ARTICLE VIII

403B MATCHING CONTRIBUTION PLAN

Section 1. Eligibility. After one year of service in the School District, Employees will be eligible to participate in the deferred matching compensation plan in accordance with the M.S. 356.24. and the School District shall contribute annually an amount equal to the amount contributed by the employee subject to the limits listed below. The District Office Secretary, School Healthcare Provider, LPN, and Technology Assistant hired after July 1, 2012 will only be eligible to participate in the deferred matching program and not the severance pay benefit in Article XI. The School District's lifetime maximum contribution to the deferred matching program shall not exceed \$4,500.

Section 2. Employee Match. The School District's contribution will be up to \$400 a year. The School District will make the forgoing matching contribution to only those employees choosing to participate in an approved 403(b) annuity account offered by the School District. The School District's matching contribution will be dollar-for-dollar as required under Minnesota Statutes Section 356.24. Employees may contribute any dollar amount in excess of the maximum yearly district match, but the annual limit on the amount individual employees may contribute to his/her 403(b) annuity account shall be governed by the applicable sections of the Internal Revenue Code and Regulations. If an employee chooses not to match the School District annual contribution, the unmatched portion is forfeited for that year. If the employee contributes less than the maximum yearly allowed contribution, the School District portion will be equally reduced. The reduced amount is forfeited for that year.

The employee's elected contribution for the plan year (September 1 to the following August 31) shall be divided and withheld equally over the nine-month period between September 30th and June 15th.

Section 3. Approved Plans. The School District will make matching contributions only to deferred compensation plans offered by vendors selected by the School District.

Section 4. Intent to Participate/Enrollment Period. Employees eligible to enroll in the School District 403b match must declare their intent to participate by submitting a one-time signed Intent to Participate form to the payroll office by September 15th, or if the date falls on a weekend, the Friday preceding. This form is valid until the employee notifies the office in writing that they are no longer going to participate in the program. The plan year shall be from September 1st to the following August 31st. The employee is solely responsible for filing the Intent to Participate form.

Failure to participate in any given year shall result in the loss of benefit for that year, which cannot be made up in subsequent years. If the employee stops his/her contribution at any time during the year, it cannot be restarted until the following year. The employee will be permitted one change in contribution a year.

Section 5. Death of an Employee Participant. If an employee participant dies before retirement, the employee's 403(b) annuity account shall be given to his/her designated beneficiary, if any, otherwise to his/her estate.

Section 6. Discontinuance of Service. Individuals who, for whatever reason, leave the service of the School District prior to eligibility for the balance of the payout shall retain ownership of School District contributions and personal contributions made on their behalf to the date of discontinuance of service. The School District shall retain no current or future liabilities for said investment programs as a result of the severing of service.

Section 7. Applicable Laws. The 403(b)-annuity matching program of Independent School District No. 485 and/or the School District is subject to the Laws of the State of Minnesota, Minnesota Statutes Section 365.24 and the Internal Revenue Code. 26 U.S.C. at 403(b).

Section 8. Portfolio Management. The management of both the individual and School District contributions shall be solely the responsibility of the employee in whose name the contributions have been made. The School District assumes no current or future liability of contributions made to these plans or for investment earnings (losses) which may accrue to these portfolios as a result of investment decisions which are made by the employee.

Section 9. Hold Harmless Provisions. Employees are not to construe the Plan or the School District contributions to the Plan or the opportunity of the employee to match such contributions as legal, tax, or investment advice by the School District. The School District has neither reviewed nor approved any investment programs which the employee may obtain by way of contributions under the Matching Plan. The employee agrees to indemnify and hold harmless the Royalton School District from any adverse investment experience arising from or connected with contributions to the Matching Plan.

ARTICLE IX

SENIORITY/REDUCTION IN FORCE

Section 1. Seniority.

Subd. 1. Computing Seniority. Seniority shall be computed in terms of an employee's years (whole years) of continuous experience in the School District.

Subd. 2. Gaining Seniority. The employee work year is generally the same as or similar to the school year. To gain seniority an employee must begin work by January 1st and work continuously through the end of the school year. An employee on a leave which reduces the work year to less than half, except for normal sick leave, will not earn seniority that year.)

Subd. 3. Minimum Work Hours/Months. Seniority shall only accrue to employees who work a minimum of 15 hours a week and more than half the employee's work year. [NOTE: Because bus drivers work a very different schedule, their seniority will be determined by different criteria for bus driving.] Employees will continue to earn seniority provided they work at least half of the school year regardless of the number of hours worked per day. Where employees work varying schedules (e.g. every other day), their hours per week shall be averaged to determine if they meet the minimum.

For example:

Employee A began work March 1st. On June 30th, the employee has no seniority because he/she did not work half of the school year. On June 30th, of the following year, the employee will have one-year seniority.

Employee B began work December 31st. On June 30th, of the following year, the employee has one-year seniority because he/she worked half the school year.

Subd. 4. Determining the 15 Hour Minimum. In determining the 15-hour minimum, all hours worked will be averaged; therefore, three hours a day five days a week, six hours every other day, or three hours a day five days a week or, two hours a day for one semester and four hours a day for the other semester all be the equivalent of 15 hours a week.

Subd. 5. Continuous Employment. An employee's seniority will be considered to be continuous, even though an employee does not work over the summer.

Subd. 6. Level/Classification. Seniority shall be within the level/classification and related lower level/classification.

Subd. 7. Earning Seniority. An employee on an approved leave of absence for more than half a work year shall not earn seniority for that year.

Subd. 8. Earning Seniority in More than One Classification. If an employee is working in more than one classification, the employee accrues seniority in the classification where the employee is scheduled for a majority of the time. If an employee works in two or more classifications for an equal amount of time, the employee will choose the one area in which he/she wishes seniority to accrue. All hours worked will be used to determine eligibility for seniority in all classifications.

Subd. 9. Ties in Seniority. Ties will be resolved by the School District.

Subd. 10. Probationary Period. Employees shall acquire seniority within their classification upon completion of the probationary period, if they have met the minimum requirements. The period of probation shall count towards their seniority. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by the School District, which shall consider the needs of the School

District and the capabilities of the employees involved including, but not limited to, such qualities as performance, attitude, competence, cooperation, attendance, and evaluations.

Section 2. Layoff.

Subd. 1. Order of Layoff. Employees with the least seniority in their level/classification shall be laid off first.

Subd. 2. Displacing a Less Senior Employee. An employee will have the right to displace a less senior employee only when the employee's position is eliminated. An employee whose position is eliminated, if qualified, shall have the right to displace the next less senior person in the classification. If there is no person in the classification subject to displacement, the employee shall have the right to displace from the next lower related classification the most senior person. This policy does not apply in those cases where a layoff is due to a building being closed temporarily because of equipment breakdown, quarantine, loss of utility, or damages from natural or unnatural disasters.

Subd. 3. Related Classifications. Manner in which displacement will occur:
Food Service: Head Cook-Lead Cook-Cook-Dishwasher/Kitchen Helper
Transportation: Transportation Safety Supervisor-Bus/Van/Mechanic
Healthcare: RN-LPN

Section 3. Recall.

Subd. 1. Duration of Seniority. Employees who have been laid off shall retain their seniority and right to recall, within related classifications, in seniority order, for a period of twelve (12) months from the date of lay-off.

Subd. 2. Notice of Reinstatement. When placed on unrequested leave, an employee shall file with the School District personnel office his/her name and address to which any notice of reinstatement or availability of position shall be mailed. Proof of service by the person in the School District depositing such notice to the employee at the last known address shall be sufficient, and it shall be the responsibility of any employee on unrequested leave to provide for forwarding of mail or for address changes. Failure of a notice to reach an employee shall not be the responsibility of the School District if any notice has been mailed as provided herein.

Subd. 3. Acceptance of Reinstatement. If an opening subsequently occurs, the laid off employee with the most continuous service shall be the first recalled. The School District shall mail, by certified mail, the notice to such employee who shall have one (1) week from the date of such notice to accept the reemployment in writing. If a former employee elects not to return to work within one (1) week when recalled, the employee shall lose recall status.

Subd. 4. Forfeiting Seniority. An employee who is properly discharged or resigns shall forfeit seniority, and in the event of re-employment, seniority rights shall begin as of the date of re-employment.

Section 4. Transfer. When an employee changes classification or when the employee's hours for which he/she is paid are split between more than one classification and these results in a change in classifications, the employee will start accumulating seniority in the new classification at that time. Seniority will transfer only into related classifications (see listing above).

Section 5. Substitute. Except where a substitute is subsequently hired as a permanent employee, substitute employees shall not accrue seniority. A long-term substitute who is continuously employed by the School District in the same classification and subsequently hired shall gain seniority with the School District if the substitute meets the seniority criteria listed above.

ARTICLE X

DISCHARGE AND RESIGNATION FROM EMPLOYMENT

Section 1. Discharge From Employment. At will employees may be discharged by the School District at any time, for any reason.

Section 2. Resignation From Employment. Employees resigning from employment shall give written notice to the Superintendent fourteen (14) calendar days prior to the effective day of resignation. Employees not giving the above notice shall forfeit all accrued benefits at the time of termination.

ARTICLE XI

SEVERANCE PAY

Section 1. Employees With 20-25 Years of Service. Any employee who has completed 20 years of continuous service with the School District and who has attained the minimum age of 55 or any employee who has completed 25 years of continuous service with the School District will receive one-third (1/3) of their accumulated sick leave hours as severance pay upon leaving service with the School District unless terminated for cause.

Section 2. Employees With 30 Years of Service. Any employee who has completed 30 years of continuous service with the School District will receive one-half (1/2) of their accumulated sick leave hours as severance pay upon leaving service with the School District unless terminated for cause. Payment will be based upon the current rate of pay.

Section 3. Payment Method. The severance benefit amount will be paid by the School District to a qualified 403b plan (See Article VIII).

ARTICLE XII

RESOLUTION OF DISPUTES

Section 1. Application. Employees who are having difficulty with another employee or their supervisor are required to contact their immediate supervisor to resolve the difficulty. If the difficulty cannot be resolved at that level, they are to proceed through the administrative structure--supervisor, principal, superintendent, school board, in that order--to resolve their concern.

APPENDIX A

SALARY SCHEDULE 2023-2024 WAGE SCHEDULE

Step	Lead Cook	Head Cook	Bus Drivers	Van Drivers	Activity Driver	Shop Work	Bus Mechanic	LPN	RN
0	\$16.63	\$17.65	\$23.05	\$17.02	\$16.17	\$19.76	\$23.05	\$18.46	\$28.28
1	\$17.04	\$18.11	\$23.42	\$17.02	\$16.17	\$19.76	\$23.05	\$19.11	\$29.13
2	\$17.24	\$18.56	\$23.76	\$17.02	\$16.17	\$19.76	\$23.05	\$19.73	\$30.00
3	\$17.88	\$19.01	\$24.12	\$17.02	\$16.17	\$19.76	\$23.05	\$20.38	\$30.89
4	\$18.30	\$19.50	\$24.47	\$17.02	\$16.17	\$19.76	\$23.05	\$21.00	\$31.78
5	\$18.73	\$19.96	\$25.36	\$17.02	\$16.17	\$19.76	\$23.05	\$21.65	\$32.66
6	\$19.17	\$20.41		\$17.02	\$16.17	\$19.76	\$23.05	\$22.29	\$33.53
7	\$20.06	\$20.94		\$17.02	\$16.17	\$19.76	\$23.05	\$22.90	\$34.51
8	\$20.53	\$21.34		\$17.02	\$16.17	\$19.76	\$23.05	\$23.54	\$35.39
9	\$20.99	\$22.28		\$17.02	\$16.17	\$19.76	\$23.05	\$24.18	\$36.27
10		\$22.79		\$17.02	\$16.17	\$19.76	\$23.05	\$24.83	
11		\$23.28		\$17.02	\$16.17	\$19.76	\$23.05	\$25.92	

APPENDIX B

SALARY SCHEDULE 2024-2025 WAGE SCHEDULE

Step	Lead Cook	Head Cook	Bus Drivers	Van Drivers	Activity Driver	Shop Work	Bus Mechanic	LPN	RN
0	\$17.04	\$18.09	\$23.74	\$17.54	\$16.66	\$20.35	\$23.74	\$18.92	\$28.99
1	\$17.46	\$18.56	\$24.12	\$17.54	\$16.66	\$20.35	\$23.74	\$19.59	\$29.86
2	\$17.67	\$19.03	\$24.47	\$17.54	\$16.66	\$20.35	\$23.74	\$20.22	\$30.75
3	\$18.32	\$19.49	\$24.85	\$17.54	\$16.66	\$20.35	\$23.74	\$20.89	\$31.67
4	\$18.75	\$19.98	\$25.21	\$17.54	\$16.66	\$20.35	\$23.74	\$21.52	\$32.57
5	\$19.19	\$20.46	\$26.12	\$17.54	\$16.66	\$20.35	\$23.74	\$22.19	\$33.48
6	\$19.65	\$20.92		\$17.54	\$16.66	\$20.35	\$23.74	\$22.85	\$34.37
7	\$20.56	\$21.46		\$17.54	\$16.66	\$20.35	\$23.74	\$23.47	\$35.37
8	\$21.04	\$21.87		\$17.54	\$16.66	\$20.35	\$23.74	\$24.12	\$36.28
9	\$21.52	\$22.84		\$17.54	\$16.66	\$20.35	\$23.74	\$24.78	\$37.18
10		\$23.36		\$17.54	\$16.66	\$20.35	\$23.74	\$25.45	
11		\$23.86		\$17.54	\$16.66	\$20.35	\$23.74	\$26.57	

Community Education			
2023-2024			
Step	Assistants	Leads	Supervisor
0	\$ 12.29	\$ 16.45	\$ 17.52
1	\$ 12.61	\$ 16.75	\$ 18.08
2	\$ 12.93	\$ 17.06	\$ 18.63
3	\$ 13.25	\$ 17.40	\$ 19.20
4	\$ 13.58	\$ 17.70	\$ 19.76
5	\$ 13.90	\$ 18.01	\$ 20.31
6	\$ 14.23	\$ 18.32	\$ 20.88
7	\$ 14.84	\$ 19.00	\$ 21.44
8	\$ 15.46	\$ 19.70	\$ 22.43
2024-2025			
Step	Assistants	Leads	Supervisor
0	\$ 12.60	\$ 16.86	\$ 17.96
1	\$ 12.93	\$ 17.17	\$ 18.53
2	\$ 13.25	\$ 17.49	\$ 19.10
3	\$ 11.82	\$ 17.84	\$ 19.68
4	\$ 13.58	\$ 18.14	\$ 20.25
5	\$ 13.92	\$ 18.46	\$ 20.82
6	\$ 14.25	\$ 18.78	\$ 21.40
7	\$ 14.59	\$ 19.48	\$ 21.98
8	\$ 15.21	\$ 20.19	\$ 22.99

NUTRITION SERVICES MANAGER CONTRACT

Independent School District No. 485, Royalton, Minnesota (hereafter “School District”) enters into this agreement with Barbara Torres (hereafter “Employee”) as Manager of Nutrition Services, who agrees to perform the duties assigned by the School District.

The School District and the Employee agree as follows:

ARTICLE I DURATION

Section 1. Effective Time Period. This Agreement shall remain in full force and effect for a period commencing July 1, 2023, through June 30, 2024, unless modified by the mutual written consent of the School Board and the Employee, or unless terminated by law or as provided in Article IX of this Agreement. For purposes of this Agreement, the term “year,” “duty year,” “school year,” or “contract year” shall refer to the period of time from July 1 through June 30.

ARTICLE II BASIC RIGHTS

Section 1. Provision of Services. The Employee shall faithfully perform the services prescribed by the School Board or Superintendent whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations, and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated below.

ARTICLE III DUTY YEAR

Section 1. Basic Work Day/Week. This is a salaried position. The Employee’s work schedule normally will be eight (8) hours/day; however, duties assigned to the Employee may require additional time and service beyond the typical 40-hour week as required to meet the needs of the job and the School District’s requirements. The daily work schedule will be determined by the Superintendent and is subject to modification as so determined by the Superintendent.

Section 2. Basic Work Year. The Employee’s duty year shall consist of 180 work days inclusive of sick days and personal days. The Employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board or Superintendent so determines.

Section 3. Determination of Days Worked. The Superintendent will ultimately establish the yearly schedule and determine the days on which the Employee will work during the year. The Superintendent may change the work schedule at any time to meet the needs of the District, so long as the total number of work days does not exceed 180 for the year.

**ARTICLE IV
RATES OF PAY**

Section 1. Rates of Pay.

Subd. 1. Pay Schedule. The Employee shall be paid over 24 pay periods for the year.

Subd. 2. Salary.

2023-2024 \$45,000

Section 2. Attendance at Conferences/Workshops. The School District shall pay all reasonable and legally valid expenses and fees for the Employee's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed or preapproved by the Superintendent.

Section 3. Mileage Reimbursement. The School District shall reimburse the Employee for business use of their private vehicle. The reimbursement will be on a per mile basis, at the rate established and published by the IRS pursuant to M.S. 471.665, Subd. 1. The Employee must provide written documentation on the mileage reimbursement requested.

**ARTICLE V
LEAVES OF ABSENCE**

Section 1. Sick Leave. Sick leave without loss of pay shall be allowed by the School District whenever the Employee's absence is found to have been due to illness or injury which prevented attendance at work and performance of duties. Application for sick leave shall be made on the form provided by the School District. The School District may require the Employee to furnish a medical certificate from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the Employee. The School District retains the right to ultimately decide if the Employee is entitled to use sick leave.

Subd. 1. Rate Sick Leave is Earned. The Employee shall earn sick leave at the rate of ten (10) days per year accrued at the beginning of the year, which may be accumulated to a maximum of one hundred and twenty (120) days.

Subd. 2. Payout of Sick Upon Termination/Resignation. The Employee shall not be entitled to the payout of any unused sick leave days upon resignation or termination of employment with the School District.

Section 2. Personal Leave. The employee shall earn personal leave at the rate of two (2) days per year and may accumulate up to three (3) days of personal leave by banking one (1) day per year. Use of any combination of yearly earned personal leave and banked personal leave shall not exceed three (3) days at any given time. Banked days can only be used after the regular, allocated one (1) day provided in this section is used. Employees may not use more than two (2) days at any one time during the first thirty (30) and the last thirty (30) calendar days of the school year. Thirty (30) days shall begin with the first day of the duty year and will end with the last day of the duty year and shall include snow days, etc.

Subd. 1. Discretion of Employee's Supervisor. The use of personal leave is at the discretion of the employee's supervisor and shall not be used to perform work for pay. Additional days off without pay shall not be taken without prior approval of the Superintendent.

Section 3. Personal-Flex Day. Two times per year, employees may elect to convert three (3) sick leave days to one (1) flex day for a total accumulation of 2 personal-flex days that may be used in the same manner as a personal day. Unused personal-flex days will be paid out at the employees's daily rate of pay and be deposited into either the employee's 403B account or their Health Savings Account.

Section 4. Bereavement Leave and Illness in the Immediate Family.

Subd. 1. A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the death of an employee's spouse or domestic partner, child/stepchild or parent/step-parent, and, in the case of an employee's parent-in-law, not to exceed three (3) days.

Subd 2. Up to five (5) additional days shall be granted, per occurrence, with a deduction for substitute employee pay, for the death of an employee's spouse or domestic partner, child/stepchild, or parent/step parent and up to three (3) additional days, per occurrence, shall be granted, with deduction for substitute employee pay, for the death of a parent-in-law.

Subd 3. A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for death of an employee's brother or sister, brother-in-law, sister-in-law, grandparents, son or daughter-in-law, grandparent-in-law, grandchild, or member of immediate household, this includes those of the aforementioned roles in that of a domestic partner. Up to two (2) additional days of bereavement leave shall be granted, per occurrence, with a deduction for substitute employee pay.

Subd 4. For the death of other relatives and friends, an employee shall be granted up to one day of bereavement leave, for each occurrence, with deduction for substitute employee pay. Deduction for substitute employee pay shall include salary, PERA, FICA/Medicare. Bereavement days must be used consecutively at one time. Deduction for substitute pay shall occur whether or not a substitute is employed for the absent employee.

Section 5. Family and Medical Leave. Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of an employee's spouse, child, or parent, and
- d. The employee's own serious health condition.

Subd. 1. Salary and Fringe Benefits. Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

Subd. 2. Paid Leave Under Contract. While FMLA leaves, except for eligible insurance contributions as provided in Article VI, are unpaid, nothing herein shall preclude an employee from utilizing paid leave otherwise provided in this Agreement, provided the employee qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School

District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

Subd. 3. Request. A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

Subd. 4. Date of Leave. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

Subd. 5. Duration. In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

Section 6. Emergency Medical Leave. An employee who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted an emergency leave of absence, without pay, up to six (6) months. The employee shall be responsible for payment of any insurance benefits during the period of the emergency leave. This leave may be renewed at the discretion of the School District. A request for leave of absence, or renewal thereof, under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities. The School District will adhere to the Family Medical Leave laws.

Subd. 1. Elective Surgery. Elective Surgeries will be allowed during non-student contact days only.

Section 7. Jury Leave. An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid to the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

Section 8. Military Leave. An employee called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26, or without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation.

Section 9. General Leave. At its discretion, the School District may grant a leave of absence for one (1) year to employees who have completed five (5) consecutive full years of service in the School District. Employees requesting leave under the provisions of this Section shall submit a written request no later than March 31 of the school year preceding the year of the requested leave.

Subd 1. District Notification. Employees who are granted leave of absence under the provision of this Section shall notify the School District no later than March 31 of the leave year, in writing, of their intention to return to their position.

Section 10. All Other Leave. The School District will adhere to all applicable federal and state laws governing the provision of a leave of absence for specific purposes outlined in law or statute other than those specified in this manual.

Section 11. Workers' Compensation. Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Subd 1. Insurance Application-Unpaid Leave. An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

Subd 2. Insurance Application-Paid Leave. In the event the employee is on paid leave from the School District under Section 1, Sick Leave, or supplemented by sick leave pursuant to Section 11, Workers' Compensation, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

Subd 2. Credit. An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

Subd 3. Eligibility. Employees shall be eligible for leave benefits proportional to the extent of their employment.

Subd 4. Subbing While on Leave. School District employees on a general leave of absence who return to sub will be paid their regular rate of pay when subbing in their regular job classification and the 0 step of the group in which they are subbing for all other jobs.

ARTICLE VI GROUP INSURANCE

Section 1. Selection of Carrier. The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Health and Hospitalization Insurance. The School District shall contribute toward employee hospital-medical coverage, under the School District's group plan for the Nutrition Services Manager employed by the School District. The School District expressly reserves the right to revise or modify these amounts at any time that it determines such modification is desirable. The current amounts contributed by the School District are as follows:

2023-2024	Single, not to exceed \$6,500
	Family not to exceed \$13,000

Subd. 1. Claims Against the School District. It is understood that the School District's only obligation is to purchase various insurance policies and pay such premium amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Life Insurance. The School District shall provide the Employee with group life insurance coverage in the amount of \$50,000.00, the premiums to be paid by the School District. The Employee may elect to purchase an equal amount of life insurance under the group plan with premiums paid in full by the Employee.

Section 4. Long-Term Disability Insurance. The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

ARTICLE VII HOLIDAYS

Section 1. Paid Holidays. The Employee shall be entitled to five paid holidays each year of the Contract. The five designated holidays will be:

- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day

When a holiday falls on a Saturday, the holiday will be observed on the prior Friday. When a holiday falls on a Sunday, the holiday will be observed on the following Monday.

ARTICLE VIII 403B MATCHING CONTRIBUTION PLAN

Section 1. Eligibility. The Employee will be eligible to participate in a tax-sheltered annuity plan established by the School District and receive a District matching contribution as follows:

Years of Continuous Service	District Matching Contribution
0-3	\$300
4-8	\$600
9-12	\$1200
13-15	\$1,800
16+	\$2,000

Section 2. Approved Plans. The School District will make matching contributions only to deferred compensation plans offered by vendors selected by the School District.

ARTICLE IX DISCHARGE AND RESIGNATION FROM EMPLOYMENT

Section 1. Discharge From Employment. At will employees may be discharged by the School District at any time, for any reason.

Section 2. Resignation From Employment. The Employee may terminate this Agreement, for no reason or any reason at all, by giving written notice of resignation to the Superintendent thirty (30) calendar days prior to the effective day of resignation.

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



Nutrition Services Manager

10-17-23
Date

INDEPENDENT SCHOOL DISTRICT NO. 485, ROYALTON, MN

By _____
Board of Education, Chairperson

Date

By _____
Board of Education, Clerk

Date

MASTER AGREEMENT

between

ROYALTON SCHOOL DISTRICT #485

AND

ROYALTON UNLICENSED PRESCHOOL TEACHERS

July 1, 2023 through June 30, 2025

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, employment, and programs and services operated by the school district.

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ARTICLE I

INTRODUCTION

This district manual summarizes School District Policies pertaining to terms and conditions of employment for non-union, School District employees. The School District maintains the right to revise these policies at any time, with notice to the employees, and may agree by individual contract to limit or expand the terms and conditions of employment outlined in this manual. Where these policies differ from state and federal law, the applicable law will be followed.

This manual has been produced to inform employees of School District policies and benefits. In and of itself, this manual creates no obligation for the School District regarding continuation or administration of any of the benefits described. All non-union employees are hired on an at-will basis, unless otherwise specified by State law.

This manual is intended to serve as a guide for employees in understanding some of the basic policies and procedures pertaining to employment. The policies and procedures described in this manual are applied at the discretion of the School District, and may be withdrawn or changed at any time without prior notice.

This manual is not an employment contract and should not be interpreted as creating an employment contract or rights to any outlined benefits with any employees of the school district.

ARTICLE II

EMPLOYEE RIGHTS

Section 1. Public Employees Retirement Association. Employees who meet the eligibility requirements for PERA, as defined by state statute, are required by law to join PERA.

Section 2. Posting of New Positions. New positions will be posted in each building whenever they become available. Applicants must submit their application in AppliTrack before the close of the posting. The School District maintains the right to select the most qualified person for the position and to select from School District or Non-School District personnel.

Section 3. 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.

Section 4. Probationary Period. The first year of employment (the employee's normal year of service, but not less than nine months), shall be considered a probationary period. During such probationary period, an employee will have no recourse if discharged by the School District. An employee who is transferred or promoted to a different position shall serve a probationary period of 90 working days in the new position. During this ninety (90) working day probationary period, if it is determined by the School District that the employee's performance in the new classification/position is unsatisfactory, the School District shall have the right to reassign the employee to his/her former or similar classification/position.

ARTICLE III

DEFINITIONS

Section 1 Teacher. The term "teacher" in this manual refers to an unlicensed employee who is employed by the School District to function as a teacher of students enrolled in the preschool program.

ARTICLE IV

HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Year. The contract year shall be 183 days.

Section 2. Basic Work Day. The work day shall be no more than eight (8) hours including thirty (30) minutes duty free lunch period.

- 7:30-3:30
- 7:45-3:45
- 8:00-4:00

Section 3. Right of Assignment. The School District maintains the right to assign employees as it deems necessary.

Section 4. Shift Changes. The School District maintains the right to change an employee's shift during the year to meet School District needs.

Section 5. Overtime. An employee may be required by the School District to perform overtime work. Any overtime must be pre-approved by the Superintendent, except in emergencies when a principal may pre-approve it.

Section 6. School Closing. In the event that school is closed for any reason and the employees are not required to perform services, the employee's compensation shall be reduced accordingly. If school starts late due to weather, the employee shall not be compensated for lost hours; unless the employee has already started their shift. If school is dismissed early due to weather, the employee shall be compensated for any lost hours. If a student contact day is added to the calendar, the teacher will be required to work the scheduled make-up day.

Section 7. All Unlicensed Teachers employed as Teachers Preparation Time. Within the student day for every 25 minutes of classroom instructional time, a minimum of 5 additional minutes of preparation time shall be provided to each licensed teacher. Preparation time shall be in one or two uninterrupted blocks during the student day. Exceptions to this may be made by mutual agreement between the School District and the unlicensed teachers.

Section 8. Class Load. The Board of Education will adhere to State law regarding class size.

Section 9. Lounge. Each building shall have a room for the exclusive use of employees. These rooms, separate from student traveled areas, may be used by employees to congregate, eat, relax, etc.

Section 10. Modification of School Days. In the event of an energy shortage, severe weather, or other exigency, requiring the closing of school during what would otherwise be a regular school day, the School District reserves the right to modify the school calendar and/or the length of the school days, provided the total number of hours per week is no more than the total hours for a regular five day week.

ARTICLE V

BASIC SCHEDULES AND METHOD OF PAY

Section 1. Salary Schedules. Attached as Schedule A is the salary schedule for 2021-2022 and as Schedule B is the salary schedule for 2022-2023.

Subd. 1. Step Advancement. A teacher must be employed and receive pay for 50% or more of the school calendar year to qualify for a salary step advancement.

Section 2. Method of Salary Payment. All employees shall be paid by direct deposit on the fifteenth and last day of each month (except the first pay period of the school year shall be September 15). Should these dates fall on a Saturday or Sunday, or a banking holiday, salary shall be paid on the last working day closest to the 15th or the last day of the month. Employees in this group will be paid hourly over 12 months.

Section 3. Extended Employment. All employees contracted to work more than 183 days per school year shall be offered a separate agreement.

ARTICLE VI

HOLIDAYS

Section 1. Paid Holidays. Employees working shall be granted the following paid holidays:

- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day

ARTICLE VII

GROUP INSURANCE

Section 1. Selection of Carrier. The selection of the insurance carrier shall be by the School District. Agreement with the Union is necessary before any changes of coverage may be made.

Section 2. Health and Hospitalization Insurance District Contribution. The School District shall contribute toward employee hospital-medical coverage for all employees employed by the School District who work at least 25 hours per week, qualify for, and are enrolled in the School District's health and hospitalization plan according to the schedule determined by the School District. The School District expressly reserves the right to revise or modify these amounts at any time that it determines such modification is desirable. The current amounts contributed by the School District are as follows:

2023-2024	Single, not to exceed \$6500 Family not to exceed \$13000
2024-2025	Single, not to exceed \$6500 Family not to exceed \$13000

Any premium costs in addition to the School District's contribution shall be paid by the employee through payroll deduction. If the School District's contribution exceeds the premium cost, the School District shall deposit the remainder of the contributions into the teachers' Health Savings Account.

Subd. 1. Prorated Premiums. Employees working at least 25 hours per week, but less than 40 hours per week shall have hospital-medical premium benefits prorated. Any additional cost of the premium shall be paid by the employee and through payroll deduction.

Subd 2. Eligibility. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

Section 3. Duration of Insurance Contribution. An employee is eligible for School District contribution as provided in this Article as long as the employee is employed and on paid status by the School District. Upon termination of employment or upon moving to an unpaid status, all School District contributions shall cease.

Section 4. Claims Against the School District. It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as determines are appropriate, and that no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Life Insurance. To participate in the Life Insurance program, an employee must work 25 hours per week. The School District shall pay for \$50,000 coverage in a term-life policy. An employee may purchase an additional \$50,000, paid for through payroll deduction.

Section 4. Income Protection Plan. To participate in the Long-Term Disability Insurance program, an employee must work 1200 hours per year. The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

Section 5. Claims Against the School District. It is understood that the school district's only obligation is to purchase various insurance policies and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Flexible Spending Accounts. All employees are eligible to participate in the School District's Flex Plan. This plan allows for the tax sheltering of out of pocket medical and child care expenses. Details are available from the District Office.

Section 7. Non-Working Months. During non-working months, employees who work less than 12 months per year shall receive the full district's contribution divided among their working months.

ARTICLE XI

UNREQUESTED LEAVES OF ABSENCE & SENIORITY AGREEMENT

Section 1. Unrequested Leave. The School District may place on unrequested leave of absence without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations or merger of classes caused by consolidations of districts. The unrequested leave of absence shall be effective at the close of the school year.

ARTICLE XII

LEAVES OF ABSENCE

Section 1. Sick Leave. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability, which prevented attendance at school and performances of duties on that day or days. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 1. Rate Sick Leave is Earned. An employee shall earn sick leave at the rate of one (1) day for each full month of service employed in the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. An employee who works fewer than 8 hours a day shall earn pro-rated sick leave.

Subd. 2. Flex Day. Teachers may elect to convert three (3) sick leave days per year to one (1) flex day that may be used in the same manner as a personal day. Unused flex days will be paid out at the teacher's daily rate of pay. Flex day payments will be deposited into either the teacher's 403B account or their Health Savings Account.

Subd. 3. Accumulated Sick Days. Unused sick leave days may accumulate to a maximum of one hundred twenty (120) days of sick leave per employee. All employees hired prior to July 1, 1996 shall be reimbursed for 25% of the days exceeding one hundred twenty (120) days of accumulated sick leave. Reimbursement shall be at the employee's daily rate of pay at the end of that school year.

Subd. 4. Medical Note. Application for sick leave shall be made on the form provided by the school district. The School District may require the teacher to furnish a medical certificate from the school health officer or from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the teacher.

Section 2. Workers' Compensation. Pursuant to Minnesota Statutes Chapter 176, a teacher injured on the job in the service of the School District and collecting workers' compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 3. Bereavement Leave and Illness in the Immediate Family.

Subd. 1. A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the death of a teacher's spouse, child or parent, and, in the case of a teacher's parent-in-law, not to exceed three (3) days.

Section 4. Family and Medical Leave. Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of a teacher's spouse, child, or parent, and
- d. The teacher's own serious health condition.

Subd. 1. Salary and Fringe Benefits. Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

Subd. 2. Paid Leave Under Contract. While FMLA leaves, except for eligible insurance contributions as provided in 9.70., are unpaid, nothing herein shall preclude a teacher from utilizing paid leave otherwise provided in this Agreement, provided the teacher qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

Subd. 3. Request. A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

Subd. 4. Date of Leave. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

Subd. 5. Duration. In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

Section 5. Personal Leave.

Subd. 1. Accrual-District Experience of 14 Years or Less. Each full time teacher shall be entitled to two (2) days of personal leave per year. This leave is without loss of pay. Except in extreme emergencies, personal leave may not be used during opening of school workshop days, nor on an advanced scheduled conference, inservice/staff development day. Except in extreme emergencies, personal leave shall be requested on the School District's personal leave form at least forty-eight (48) hours in advance. Up to three (3) teachers from each building, but no more than five (5) district-wide may be on personal leave on any given day. A teacher may elect to be paid at a rate of \$135 per day for unused personal leave or they may carry one day of personal leave into the next school year.

Subd. 2. Accrual-District Experience of 15 Years or More. Starting with the fifteenth (15th) year in the district, a teacher may accumulate up to two (2) days of personal leave by banking one (1) day per year. Use of any combination of yearly earned personal leave and banked personal leave shall not exceed four (4) days at any given time.

Subd. 3. Accrual-District Experience of 21 Years or More. Starting with the twenty-first (21st) year in the district, a teacher may accumulate up to three (3) days of personal leave by banking one (1) day per year. Use of any combination of yearly earned personal leave and banked personal leave shall not exceed five (5) days at any given time. Banked days can only be used after the regular, allocated two (2) days provided in this section are used. Teacher's may not use more than two (2) days at any one time during the first thirty (30) and the last thirty (30) calendar days of the school year. Thirty (30) days shall begin with the first day of the duty year and will end with the last day of the duty year and shall include snow days, etc.

Subd. 4. Personal Leave Use. The use of personal leave is at the discretion of the teacher, but shall not be used to perform work for pay.

Subd. 5. Granting of Additional Personal Leave. Additional personal leave days may be granted a teacher at the discretion of the superintendent. The teacher will be deducted their daily rate for all unpaid days.

Section 6. Jury Leave. A teacher called for jury service shall be granted a jury leave without loss of pay, but any sum paid the teacher for jury duty (exclusive of mileage and other expenses) shall be assigned by the teacher to the School District.

Section 7. Military Leave. A teacher called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26 or is without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation. Upon termination of Military leave the teacher shall receive credit for experience on the pay schedule the same as if the teacher had remained in the school system.

Section 8. General Leave. General leave of absence for one (1) year may be granted to teachers for any reason not included above and at the discretion of the School District. Teachers requesting leave under the provisions of this Section shall submit a written request. Such requests shall be submitted 90 days prior to requested leave start date.

Subd 1. District Notification. Teachers who are granted leave of absence under the provision of this Section shall notify the Superintendent no later than March 31 of the leave year, in writing, of their intention to return to their teaching position. The School District is not obligated to reinstate a Teacher who fails to notify the Superintendent as required.

Subd 2. Credit. Teachers who return from General leave within the provisions of this Section, shall retain all previous experience credit and any unused leave time accumulated but shall receive no accumulation for the leave year.

Subd 3. Insurance Benefits. Teachers granted leave within the provisions of this section may retain all insurance benefits at their own expense subject to insurance policy coverages and provisions.

ARTICLE XIII

DEFERRED MATCHING COMPENSATION

Section 1. Eligibility. Any full-time or part-time teacher shall be eligible for a matching deferred compensation plan in accordance with M.S. 356.24 and the terms set out below. The district shall contribute annually an amount equal to the amount contributed by the employee subject to the limits listed below.

Subd. 1. Participation in the plan shall be based on years of continuous service in the School District. The School District matching contribution to such plan will not exceed a lifetime contribution cap per teacher of \$30,000. There will be no guaranteed payout at the conclusion of a teacher's service with the district.

Subd. 2. Any teacher eligible for severance pay under Article XIII of this master agreement will continue to be eligible to receive retirement pay as set forth therein. Such teachers may also participate in the School District's matching plan. If the teacher chooses to participate, the teacher will begin on the match schedule at the year commensurate with their years of continuous service in the district and will be eligible to advance according to the schedule in Section 15.4. The total contribution of severance pay (Article XIV) plus life time matching district contribution shall not exceed \$30,000. Upon a teacher's retirement, the total amount of the School District matching contribution to a teacher's matching account shall be deducted from any severance under Article XIV of the master agreement.

Section 2. Part-Time and Temporary Teachers. Part-time teachers shall have their matching contribution pro-rated. Temporary teachers are not eligible to participate in this plan.

Section 3. Teacher on Authorized Unpaid Leave. If a teacher is on an authorized unpaid leave for an entire school year and receives no portion of his/her annual salary, he/she does not have the right to participate. A teacher on a short-term unpaid leave of absence shall have their matching contribution pro-rated.

Section 4. Teacher Match. The School District's contribution will be up to \$400 a year. The School District will make the foregoing matching contribution to only those teachers choosing to participate in an approved teacher's match account offered by the School District. The School District's matching contribution will be dollar-for-dollar as required under Minnesota Statutes section 356.24 up to the annual maximum match set forth above, subject to the maximum career School District contribution as set out above. Teachers may contribute any dollar amount up to or in excess of the maximum yearly district match, but the annual limit on the amount individual teachers may contribute to his/her match account shall be governed by the applicable sections of the Internal Revenue Code and the regulations promulgated thereunder. If a teacher chooses not to match the School District annual contribution, the unmatched portion is forfeited for that year. If the employee contributes less than the maximum yearly allowed contribution, the School District portion will be equally reduced. The reduced amount is forfeited for that year.

Section 5. Approved Plans. The School District will make matching contributions only to deferred compensation plans offered by vendors selected by the School District, after consultation with the Union.

Section 6. Intent to Participate/Enrollment Period. Employees eligible to enroll in the School District 403b match must declare their intent to participate by submitting a one-time signed Intent to Participate form to the payroll office by September 30th, or if the date falls on a weekend, the Friday preceding. This form is valid until the employee notifies the office in writing that they are no longer going to participate in the program. The plan year shall be from September 1 to the following August 31. The employee is solely responsible for filing Intent to Participate form.

Subd. 1 Failure to participate in any given year shall result in the loss of benefit for that year, which cannot be made up in subsequent years. If the employee stops his/her contribution at any time during the year, it cannot be restarted until the following year. The employee will be permitted one change in contribution a year.

Section 7. Discontinuance of Service. Individuals who, for whatever reason, leave the service of the School District prior to eligibility for the balance of the payout shall retain ownership of School District contributions and personal contributions made on their behalf to the date of discontinuance of service. The School District shall retain no current or future liabilities for said investment programs as a result of the severing of service.

Section 8. Portfolio Management. The management of both the individual and School District contributions shall be solely the responsibility of the employee in whose name the contributions have been made. The School District assumes no current or future liability of contributions made to these plans or for investment earnings (losses) which may accrue to these portfolios as a result of investment decisions which are made by the employee.

Section 9. Hold Harmless Provisions. Employees are not to construe the Plan or the School District contributions to the Plan or the opportunity of the employee to match such contributions as legal, tax, or investment advice by the School District. The School District has neither reviewed nor approved any investment programs which the employee may obtain by way of contributions under the Matching Plan. The employee agrees to indemnify and hold harmless the Royalton School District from any adverse investment experience arising from or connected with contributions to the Matching Plan.

APPENDIX A

SALARY SCHEDULE
2023-2024 WAGE SCHEDULE

Step	Unlicensed Preschool Teacher
0	\$18.05
1	\$18.62
2	\$19.19
3	\$19.78
4	\$20.35
5	\$20.92
6	\$21.51
7	\$22.08
8	\$23.10
9	\$24.14

APPENDIX B

SALARY SCHEDULE
2024-2025 WAGE SCHEDULE

Step	Unlicensed Preschool Teacher
0	\$18.59
1	\$19.18
2	\$19.76
3	\$20.37
4	\$20.96
5	\$21.55
6	\$22.15
7	\$22.75
8	\$23.80
9	\$24.87

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

FOR: The DISTRICT Signed this _____ day of _____

School Board Chair

School Board Clerk

FOR: The EXCLUSIVE REPRESENTATIVE Signed this _____ day of _____

Employee Representative

Employee Representative

TRANSPORTATION DIRECTOR'S CONTRACT

Independent School District No. 485, Royalton, Minnesota (hereafter "School District") enters into this agreement with Joseph Wiser (hereafter "Employee") as Director of Transportation, who agrees to perform the duties assigned by the School District.

The School District and the Employee agree as follows:

ARTICLE I DURATION

Section 1. Effective Time Period. This Agreement shall remain in full force and effect for a period commencing October 23, 2023, through June 30, 2024, unless modified by the mutual written consent of the School Board and the Employee, or unless terminated by law or as provided in Article IX of this Agreement. For purposes of this Agreement, the term "year," "duty year," "school year," or "contract year" shall refer to the period of time from July 1 through June 30.

ARTICLE II BASIC RIGHTS

Section 1. Provision of Services. The Employee shall faithfully perform the services prescribed by the School Board or Superintendent whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations, and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated below.

ARTICLE III DUTY YEAR

Section 1. Basic Work Day/Week. This is a salaried position. The Employee's work schedule normally will be eight (8) hours/day; however, duties assigned to the Employee may require additional time and service beyond the typical 40-hour week as required to meet the needs of the job and the School District's requirements. The daily work schedule will be determined by the superintendent and is subject to modification as so determined by the Superintendent.

Section 2. Basic Work Year. The Employee's duty year shall consist of 260 work days inclusive of sick days and vacation days. The Employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board or Superintendent so determines.

Section 3. Determination of Days Worked. The Superintendent will ultimately establish the yearly schedule and determine the days on which the Employee will work during the year. The Superintendent may change the work schedule at any time to meet the needs of the District, so long as the total number of work days does not exceed 260 for the year.

**ARTICLE IV
RATES OF PAY**

Section 1. Rates of Pay.

Subd. 1. Pay Schedule. The Employee shall be paid over 24 pay periods for the year.

Subd. 1. Salary.

2023-2024 \$65,000 (prorated for duty days worked=\$42,750)

Section 2. Attendance at Conferences/Workshops. The School District shall pay all reasonable and legally valid expenses and fees for the Employee's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed or preapproved by the Superintendent.

Section 3. Mileage Reimbursement. The School District shall reimburse the Employee for business use of their private vehicle. The reimbursement will be on a per mile basis, at the rate established and published by the IRS pursuant to M.S. 471.665, Subd. 1. The Employee must provide written documentation on the mileage reimbursement requested.

**ARTICLE V
LEAVES OF ABSENCE**

Section 1. Sick Leave. Sick leave without loss of pay shall be allowed by the School District whenever the Employee's absence is found to have been due to illness or injury which prevented attendance at work and performance of duties. Application for sick leave shall be made on the form provided by the School District. The School District may require the Employee to furnish a medical certificate from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the Employee. The School District retains the right to ultimately decide if the Employee is entitled to use sick leave.

Subd. 1. Rate Sick Leave is Earned. The Employee shall earn sick leave at the rate of fifteen (15) days per year (1.25 days per month), which may be accumulated to a maximum of one hundred and twenty (120) days. (Employee will receive a prorated accrual of 10 days through June 30, 2024)

Subd. 2. Payout of Sick Upon Termination/Resignation. The Employee shall not be entitled to the payout of any unused sick leave days upon resignation or termination of employment with the School District.

Section 2. Vacation. The Employee shall be entitled to 20 vacation days per year. (Employee will receive a prorated accrual of 13 days through June 30, 2024).

Subd 1. Requesting Vacation. Vacation time must be scheduled and approved by the employee's supervisor in advance. The School District reserves the right to limit the number of employees in a category on vacation or leave at any one time, or to deny any vacation request that may disrupt School District operations, in the sole discretion of the School District.

Section 3. Personal-Flex Day. Employees may elect to convert three (3) sick leave days per year to one (1) flex day that may be used in the same manner as a personal day. Unused flex days will be paid out at the employee's daily rate of pay. Flex day payments will be deposited into either the employee's 403B account or their Health Savings Account.

Section 4. Bereavement Leave and Illness in the Immediate Family.

Subd. 1. A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the death of an employee's spouse or domestic partner, child/stepchild or parent/step-parent, and, in the case of an employee's parent-in-law, not to exceed three (3) days.

Subd 2. Up to five (5) additional days shall be granted, per occurrence, with a deduction for substitute employee pay, for the death of an employee's spouse or domestic partner, child/stepchild, or parent/step parent and up to three (3) additional days, per occurrence, shall be granted, with deduction for substitute employee pay, for the death of a parent-in-law.

Subd 3. A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for death of an employee's brother or sister, brother-in-law, sister-in-law, grandparents, son or daughter-in-law, grandparent-in-law, grandchild, or member of immediate household, this includes those of the aforementioned roles in that of a domestic partner. Up to two (2) additional days of bereavement leave shall be granted, per occurrence, with a deduction for substitute employee pay.

Subd 4. For the death of other relatives and friends, an employee shall be granted up to one day of bereavement leave, for each occurrence, with deduction for substitute employee pay. Deduction for substitute employee pay shall include salary, PERA, FICA/Medicare. Bereavement days must be used consecutively at one time. Deduction for substitute pay shall occur whether or not a substitute is employed for the absent employee.

Section 5. Family and Medical Leave. Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of a teacher's spouse, child, or parent, and
- d. The teacher's own serious health condition.

Subd. 1. Salary and Fringe Benefits. Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

Subd. 2. Paid Leave Under Contract. While FMLA leaves, except for eligible insurance contributions as provided in Article VI, are unpaid, nothing herein shall preclude a teacher from utilizing paid leave otherwise provided in this Agreement, provided the teacher qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

Subd. 3. Request. A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

Subd. 4. Date of Leave. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

Subd. 5. Duration. In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

Section 6. Emergency Medical Leave. An employee who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted an emergency leave of absence, without pay, up to six (6) months. The employee shall be responsible for payment of any insurance benefits during the period of the emergency leave. This leave may be renewed at the discretion of the School District. A request for leave of absence, or renewal thereof, under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities. The School District will adhere to the Family Medical Leave laws.

Subd. 1. Elective Surgery. Elective Surgeries will be allowed during non-student contact days only.

Section 7. Jury Leave. An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid to the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

Section 8. Military Leave. An employee called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26, or without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation.

Section 9. General Leave. At its discretion, the School District may grant a leave of absence for one (1) year to employees who have completed five (5) consecutive full years of service in the School District. Employees requesting leave under the provisions of this Section shall submit a written request no later than March 31 of the school year preceding the year of the requested leave.

Subd 1. District Notification. Employees who are granted leave of absence under the provision of this Section shall notify the School District no later than March 31 of the leave year, in writing, of their intention to return to their position.

Section 10. All Other Leave. The School District will adhere to all applicable federal and state laws governing the provision of a leave of absence for specific purposes outlined in law or statute other than those specified in this manual.

Section 11. Workers' Compensation. Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Subd 1. Insurance Application-Unpaid Leave. An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

Subd 2. Insurance Application-Paid Leave. In the event the employee is on paid leave from the School District under Section 1, Sick Leave, or supplemented by sick leave pursuant to Section 11, Workers' Compensation, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

Subd 3. Credit. An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

Subd 4. Eligibility. Employees shall be eligible for leave benefits proportional to the extent of their employment.

Subd 5. Subbing While on Leave. School District employees on a general leave of absence who return to sub will be paid their regular rate of pay when subbing in their regular job classification and the 0 step of the group in which they are subbing for all other jobs.

ARTICLE VI GROUP INSURANCE

Section 1. Selection of Carrier. The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Health and Hospitalization Insurance. The School District shall contribute toward employee hospital-medical coverage for all employees employed by the School District who work 40 hours a week for 12 months, qualify for, and are enrolled in the School District's health and hospitalization plan according to the schedule determined by the School District. The School District expressly reserves the right to revise or modify these amounts at any time that it determines such modification is desirable. The current amounts contributed by the School District are as follows:

2023-2024	Single, not to exceed \$6,500
	Family not to exceed \$13,000

Subd. 1. District Contribution. The School District contribution is based on a 260 days contract.

Subd 2. Claims Against the School District. It is understood that the School District's only obligation is to purchase various insurance policies and pay such premium amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Health Savings Account/Wellness Account. The School District shall also contribute annually into an HSA or Wellness account of each full-time Transportation Director employed by the School District until the benefit is re-negotiated.

2023-2024 \$1000

Section 4. Life Insurance. The School District shall provide the Employee with group life insurance coverage in the amount of \$50,000.00, the premiums to be paid by the School District. The Employee may elect to purchase an equal amount of life insurance under the group plan with premiums paid in full by the Employee.

Section 5. Long-Term Disability Insurance. The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

ARTICLE VII HOLIDAYS

Section 1. Paid Holidays. The Employee shall be entitled to 11 paid holidays each year of the Contract. The Employee shall designate the other two days at his discretion and notify the Superintendent of his selection.

The 11 designated holidays will be:

- New Year's Day
- Good Friday
- Memorial Day
- Juneteenth
- July 4th
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

When a Holiday falls on a weekend the Human Resources Director and /or Supervisor will decide if the vacation day is taken on the Friday before or the Monday following that weekend.

ARTICLE VIII 403B MATCHING CONTRIBUTION PLAN

Section 1. Eligibility. The Employee will be eligible to participate in a tax-sheltered annuity plan established by the School District and receive a District matching contribution as follows:

Years of Continuous Service
0-3

District Matching Contribution
\$300

4-8	\$600
9-12	\$1200
13-15	\$1,800
16+	\$2,000

Section 2. Approved Plans. The School District will make matching contributions only to deferred compensation plans offered by vendors selected by the School District.

**ARTICLE IX
DISCHARGE AND RESIGNATION FROM EMPLOYMENT**

Section 1. Discharge From Employment. At will employees may be discharged by the School District at any time, for any reason.

Section 2. Resignation From Employment. The Employee may terminate this Agreement, for no reason or any reason at all, by giving written notice of resignation to the Superintendent thirty (30) calendar days prior to the effective day of resignation.

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

Transportation Director

Date

INDEPENDENT SCHOOL DISTRICT NO. 485, ROYALTON, MN

By _____
Board of Education, Chairperson

Date

By _____
Board of Education, Clerk

Date

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19511	1903		BECKER SCREENPRINTING		Check		
				E 12	020 298 030 301 401	FFA T-shirts		\$800.25	
	PO#:	Voucher #:	39464	Invoice	Invoice No: 5936	9/1/2023	Paid Amt:	\$800.25	
							Check Amount:	\$800.25	
0485	ACT	19512	4197		GREAT BRITTON PHOTOGRAPHY		Check		
				E 12	020 296 045 301 401	VB POSTER		\$150.00	
				E 12	020 296 045 301 401	Senior Poster		\$150.00	
	PO#:	Voucher #:	39466	Invoice	Invoice No: 08.28.2023	9/1/2023	Paid Amt:	\$300.00	
							Check Amount:	\$300.00	
0485	ACT	19513	4774		HENRY ESP		Check		
				E 12	020 296 045 301 401	Volleyball Team shirts		\$500.00	
	PO#:	Voucher #:	39465	Invoice	Invoice No: 2002	9/1/2023	Paid Amt:	\$500.00	
							Check Amount:	\$500.00	
0485	ACT	19514	2496		MICHAEL MARSCHEL		Check		
				E 12	020 292 020 301 401	CC SNACKS FOR TEAM		\$14.16	
	PO#:	Voucher #:	39462	Invoice	Invoice No: 08.24.2023	9/1/2023	Paid Amt:	\$14.16	
							Check Amount:	\$14.16	
0485	ACT	19515	1454		REGION II MAAE		Check		
				E 12	020 298 030 301 820	REGION FEE		\$200.00	
	PO#:	Voucher #:	39467	Invoice	Invoice No: 08.29.2023	9/1/2023	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0485	ACT	19516	2257		ROBERT SKWIRA		Check		
				E 12	020 298 035 301 401	YES Tech Club Supplies		\$152.26	
	PO#:	Voucher #:	39463	Invoice	Invoice No: 08.11.2023	9/1/2023	Paid Amt:	\$152.26	
							Check Amount:	\$152.26	
0485	ACT	19517	4694		ANDREA MATHISON-VALLEY		Check		
				E 12	020 298 041 301 401	Student Council Needs Reimbursement		\$89.57	
	PO#:	Voucher #:	39573	Invoice	Invoice No: 09.06.2023	9/8/2023	Paid Amt:	\$89.57	
							Check Amount:	\$89.57	
0485	ACT	19518	1903		BECKER SCREENPRINTING		Check		
				E 12	020 298 035 301 401	YES/Tech Club T-Shirts		\$630.00	
	PO#:	Voucher #:	39572	Invoice	Invoice No: 5945	9/8/2023	Paid Amt:	\$630.00	
							Check Amount:	\$630.00	
0485	ACT	19519	1783		MELANIE CIMENSKI		Check		
				E 12	020 298 023 301 401	Supplies for Beauty & the Beast		\$23.94	
	PO#:	Voucher #:	39574	Invoice	Invoice No: 09.05.2023	74 9/8/2023	Paid Amt:	\$23.94	
							Check Amount:	\$23.94	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19520	4668		NATASHA LUDWIG		Check		
				E 12	020 298 041 301 401	Coronation Supplies		\$17.83	
	PO#:	Voucher #:	39571	Invoice	Invoice No: 09.05.2023			Paid Amt:	\$17.83
								Check Amount:	\$17.83
0485	ACT	19521	3262		Sara Schreifels		Check		
				E 12	020 298 023 301 401	Reimbursement for Musical Supplies		\$65.00	
	PO#:	Voucher #:	39575	Invoice	Invoice No: 09.06.2023			Paid Amt:	\$65.00
								Check Amount:	\$65.00
0485	ACT	19522	2133		BERNICK'S		Check		
				E 12	020 298 018 301 401	POP PAYMENT		\$1,150.80	
	PO#:	Voucher #:	39667	Invoice	Invoice No: 10117206			Paid Amt:	\$1,150.80
				E 12	020 298 018 301 401	POP PAYMENT		\$394.56	
	PO#:	Voucher #:	39668	Invoice	Invoice No: 10122509			Paid Amt:	\$394.56
				E 12	020 298 018 301 401	POP PAYMENT		\$986.40	
	PO#:	Voucher #:	39669	Invoice	Invoice No: 10122510			Paid Amt:	\$986.40
								Check Amount:	\$2,531.76
0485	ACT	19523	2150		Donna Bratsch		Check		
				E 12	020 298 018 301 401	REIMB FOR SUPPLIES		\$3,048.32	
	PO#:	Voucher #:	39674	Invoice	Invoice No: 09.15.2023			Paid Amt:	\$3,048.32
								Check Amount:	\$3,048.32
0485	ACT	19524	3898		EVERYTHING SIGNS, LLC		Check		
				E 12	020 298 035 301 401	Signs and banner		\$349.00	
	PO#:	Voucher #:	39672	Invoice	Invoice No: 15064			Paid Amt:	\$349.00
								Check Amount:	\$349.00
0485	ACT	19525	2135		GRANITE CITY JOBBING		Check		
				E 12	020 298 018 301 401	CONCESSIONS PRODUCTS		\$568.66	
	PO#:	Voucher #:	39670	Invoice	Invoice No: 347388			Paid Amt:	\$568.66
								Check Amount:	\$568.66
0485	ACT	19526	4357		JON KOENIG		Check		
				E 12	020 298 041 301 401	FABRIC FOR HOMECOMING BANNERS		\$152.53	
	PO#:	Voucher #:	39666	Invoice	Invoice No: 09.18.2023			Paid Amt:	\$152.53
				E 12	020 298 041 301 401	Color Run Supplies		\$328.98	
	PO#:	Voucher #:	39685	Invoice	Invoice No: 9.18.2023			Paid Amt:	\$328.98
								Check Amount:	\$481.51
0485	ACT	19527	3235		National BPA Store		Check		
				E 12	020 298 021 301 401	Practice Tests	75	\$40.00	
	PO#:	Voucher #:	39673	Invoice	Invoice No: 36916			Paid Amt:	\$40.00
								Check Amount:	\$40.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19528	2257		ROBERT SKWIRA		Check		
				E 12	020 298 035 301 401	YES Tech Club Supplies		\$89.26	
	PO#:	Voucher #:	39671	Invoice	Invoice No: 09.13.2023			Paid Amt:	\$89.26
								Check Amount:	\$89.26
0485	ACT	19529	4462		MORGAN SCHLUTTNER		Check		
				E 12	020 296 045 301 401	Supplies for Youth and Senior Night		\$95.22	
	PO#:	Voucher #:	39792	Invoice	Invoice No: 09.25.2023			Paid Amt:	\$95.22
								Check Amount:	\$95.22
0485	ACT	19530	4355		NATHAN GOLDADE		Check		
				E 12	020 298 030 301 401	Milk Quality Practic		\$20.83	
	PO#:	Voucher #:	39806	Invoice	Invoice No: 09.27.2023			Paid Amt:	\$20.83
				E 12	020 298 030 301 401	Snack after pumpkins		\$33.52	
	PO#:	Voucher #:	39807	Invoice	Invoice No: 9.27.2023			Paid Amt:	\$33.52
								Check Amount:	\$54.35
0485	ACT	19531	2300		TROBECS BUS SERVICE INC		Check		
				E 12	020 298 093 301 305	Prom Busses		\$3,135.00	
	PO#:	Voucher #:	39791	Invoice	Invoice No: 09.22.2023			Paid Amt:	\$3,135.00
								Check Amount:	\$3,135.00
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$4,752.05	
				B 04	215 013	State Tax		\$67.30	
	PO#:	Voucher #:	39476	Invoice	Invoice No: S2023244			Paid Amt:	\$4,819.35
								Check Amount:	\$4,819.35
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$2,309.32	
				B 04	215 013	State Tax		\$222.40	
	PO#:	Voucher #:	39494	Invoice	Invoice No: S2024040			Paid Amt:	\$2,531.72
								Check Amount:	\$2,531.72
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA		\$23,581.98	
				B 04	215 018	TRA		\$329.93	
	PO#:	Voucher #:	39478	Invoice	Invoice No: S2023244			Paid Amt:	\$23,911.91
								Check Amount:	\$23,911.91
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA		\$4,737.25	
				B 04	215 018	TRA		\$373.05	
	PO#:	Voucher #:	39496	Invoice	Invoice No: S2024040		76	Paid Amt:	\$5,110.30
								Check Amount:	\$5,110.30

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$260.74	
PO#:	Voucher #:	39475	Invoice	Invoice No:	S2023244	9/6/2023	Paid Amt:	\$260.74	
								Check Amount:	\$260.74
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$5,393.13	
				B 04	215 017	PERA		\$477.14	
PO#:	Voucher #:	39493	Invoice	Invoice No:	S2024040	9/6/2023	Paid Amt:	\$5,870.27	
								Check Amount:	\$5,870.27
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$50.00	
PO#:	Voucher #:	39479	Invoice	Invoice No:	S2023244	9/6/2023	Paid Amt:	\$50.00	
				B 01	215 005	Tax Ann		\$50.00	
PO#:	Voucher #:	39480	Invoice	Invoice No:	S2023244	9/6/2023	Paid Amt:	\$50.00	
				B 01	215 005	Tax Ann		\$530.00	
PO#:	Voucher #:	39481	Invoice	Invoice No:	S2023244	9/6/2023	Paid Amt:	\$530.00	
				B 01	215 005	Tax Ann		\$3,866.09	
				B 04	215 005	Payroll Deductions		\$33.59	
PO#:	Voucher #:	39482	Invoice	Invoice No:	S2023244	9/6/2023	Paid Amt:	\$3,899.68	
				B 01	215 005	Tax Ann		\$25.00	
PO#:	Voucher #:	39483	Invoice	Invoice No:	S2023244	9/6/2023	Paid Amt:	\$25.00	
								Check Amount:	\$4,554.68
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$150.00	
PO#:	Voucher #:	39497	Invoice	Invoice No:	S2024040	9/6/2023	Paid Amt:	\$150.00	
				B 01	215 005	Tax Ann		\$12.50	
PO#:	Voucher #:	39498	Invoice	Invoice No:	S2024040	9/6/2023	Paid Amt:	\$12.50	
				B 01	215 005	Tax Ann		\$874.83	
				B 04	215 005	Payroll Deductions		\$125.00	
PO#:	Voucher #:	39499	Invoice	Invoice No:	S2024040	9/6/2023	Paid Amt:	\$999.83	
				B 01	215 005	Tax Ann		\$104.17	
PO#:	Voucher #:	39500	Invoice	Invoice No:	S2024040	9/6/2023	Paid Amt:	\$104.17	
				B 01	215 005	Tax Ann		\$200.00	
PO#:	Voucher #:	39501	Invoice	Invoice No:	S2024040	9/6/2023	Paid Amt:	\$200.00	
								Check Amount:	\$1,466.50
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$13,848.53	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 04	215 013	State Tax		\$402.62	
PO#:	Voucher #:	39772	Invoice	Invoice No:	S2024050	9/29/2023	Paid Amt:	\$14,251.15	
							Check Amount:	\$14,251.15	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$45,710.22	
				B 02	215 010	FICA		\$172.46	
				B 04	215 010	FICA		\$2,537.40	
				B 01	215 011	Federal Tax		\$33,997.66	
				B 04	215 011	Federal Tax		\$440.26	
PO#:	Voucher #:	39781	Invoice	Invoice No:	S2024050	9/29/2023	Paid Amt:	\$82,858.00	
							Check Amount:	\$82,858.00	
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$415.00	
PO#:	Voucher #:	39775	Invoice	Invoice No:	S2024050	9/29/2023	Paid Amt:	\$415.00	
				B 01	215 005	Tax Ann		\$106.00	
PO#:	Voucher #:	39776	Invoice	Invoice No:	S2024050	9/29/2023	Paid Amt:	\$106.00	
				B 01	215 005	Tax Ann		\$1,537.10	
PO#:	Voucher #:	39777	Invoice	Invoice No:	S2024050	9/29/2023	Paid Amt:	\$1,537.10	
				B 01	215 005	Tax Ann		\$7,189.03	
				B 04	215 005	Payroll Deductions		\$170.00	
PO#:	Voucher #:	39778	Invoice	Invoice No:	S2024050	9/29/2023	Paid Amt:	\$7,359.03	
				B 01	215 005	Tax Ann		\$104.17	
PO#:	Voucher #:	39779	Invoice	Invoice No:	S2024050	9/29/2023	Paid Amt:	\$104.17	
				B 01	215 005	Tax Ann		\$225.00	
PO#:	Voucher #:	39780	Invoice	Invoice No:	S2024050	9/29/2023	Paid Amt:	\$225.00	
				B 01	215 005	TSA		(\$287.92)	
PO#:	Voucher #:	39816	Invoice	Invoice No:	S2024050	9/29/2023	Paid Amt:	(\$287.92)	
							Check Amount:	\$9,458.38	
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$8,281.73	
				B 02	215 017	PERA		\$160.18	
				B 04	215 017	PERA		\$1,064.96	
PO#:	Voucher #:	39771	Invoice	Invoice No:	S2024050	9/29/2023	Paid Amt:	\$9,506.87	
							Check Amount:	\$9,506.87	
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA	78	\$10,722.80	
PO#:	Voucher #:	39761	Credit	Invoice No:	Z2024050	9/29/2023	Paid Amt:	(\$10,722.80)	
				B 01	215 018	TRA		\$41,749.08	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 04	215 018 TRA			\$869.40	
PO#:	Voucher #:	39774	Invoice	Invoice No:	S2024050	9/29/2023	Paid Amt:	\$42,618.48	
							Check Amount:	\$31,895.68	
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018 TRA			\$446.78	
PO#:	Voucher #:	39752	Invoice	Invoice No:	S202405S0	9/29/2023	Paid Amt:	\$446.78	
							Check Amount:	\$446.78	
0485	PCB	4614			WEX		Wire		
				B 01	215 084 HSA			\$6,425.67	
				B 04	215 084 Payroll Deductions			\$160.41	
PO#:	Voucher #:	39768	Invoice	Invoice No:	S2024050	9/29/2023	Paid Amt:	\$6,586.08	
							Check Amount:	\$6,586.08	
0485	PCB	4614			WEX		Wire		
				B 01	215 084 HSA			\$4,814.02	
				B 04	215 084 Payroll Deductions			\$25.00	
PO#:	Voucher #:	39472	Invoice	Invoice No:	S2023244	9/29/2023	Paid Amt:	\$4,839.02	
				B 01	215 084 HSA			\$1,425.67	
				B 04	215 084 Payroll Deductions			\$160.41	
PO#:	Voucher #:	39490	Invoice	Invoice No:	S2024040	9/29/2023	Paid Amt:	\$1,586.08	
							Check Amount:	\$6,425.10	
0485	PCB	4614			WEX		Wire		
				B 01	215 082 Daycare			\$208.34	
PO#:	Voucher #:	39817	Invoice	Invoice No:	09/26/2023	9/29/2023	Paid Amt:	\$208.34	
							Check Amount:	\$208.34	
0485	PCB	4614			WEX		Wire		
				B 01	215 082 Flex			\$62.47	
PO#:	Voucher #:	39818	Invoice	Invoice No:	09-29-2023	9/29/2023	Paid Amt:	\$62.47	
							Check Amount:	\$62.47	
0485	PCB	4614			WEX		Wire		
				E 01	005 110 000 000 305 WEX Service Fee			\$206.00	
PO#:	Voucher #:	39819	Invoice	Invoice No:	09/25/2023	9/29/2023	Paid Amt:	\$206.00	
							Check Amount:	\$206.00	
0485	PCB	4614			WEX		Wire		
				B 01	215 082 Flex			\$35.14	
PO#:	Voucher #:	39820	Invoice	Invoice No:	09/19/2023	79 9/29/2023	Paid Amt:	\$35.14	
							Check Amount:	\$35.14	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$99.67	
PO#:	Voucher #:	39821	Invoice	Invoice No:	09/13/2023	9/29/2023	Paid Amt:	\$99.67	
							Check Amount:	\$99.67	
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$55.43	
PO#:	Voucher #:	39822	Invoice	Invoice No:	09/06/2023	9/29/2023	Paid Amt:	\$55.43	
							Check Amount:	\$55.43	
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Daycare		\$208.34	
PO#:	Voucher #:	39823	Invoice	Invoice No:	09-06-2023	9/29/2023	Paid Amt:	\$208.34	
							Check Amount:	\$208.34	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$389.22	
				B 01	215 011	Federal Tax		\$223.26	
PO#:	Voucher #:	39753	Invoice	Invoice No:	S202405S0	9/29/2023	Paid Amt:	\$612.48	
				B 01	215 010	FICA		\$9,917.88	
				B 01	215 011	Federal Tax		\$18,873.65	
PO#:	Voucher #:	39762	Credit	Invoice No:	Z2024050	9/29/2023	Paid Amt:	(\$28,791.53)	
				B 01	215 010	FICA		\$38,967.28	
				B 02	215 010	FICA		\$1,656.28	
				B 04	215 010	FICA		\$2,103.90	
				B 01	215 011	Federal Tax		\$15,047.40	
				B 02	215 011	Federal Tax		\$403.66	
				B 04	215 011	Federal Tax		\$425.32	
PO#:	Voucher #:	39842	Invoice	Invoice No:	S2024060	9/29/2023	Paid Amt:	\$58,603.84	
							Check Amount:	\$30,424.79	
0485	PCB	3662			MINNESOTA UI FUND		Wire		
				E 01	005 110 000 000 280	UNEMPLOYMENT INSURANCE PAYMENT		\$15,367.08	
PO#:	Voucher #:	39964	Invoice	Invoice No:	09.29.2023	9/29/2023	Paid Amt:	\$15,367.08	
							Check Amount:	\$15,367.08	
0485	PCB	75491	4497		ALLSTATE BENEFITS - HOSP		Check		
				B 01	215 070	Allstate		\$181.60	
				B 01	215 070	YE clean up AL		(\$181.60)	
				B 04	215 070	Payroll Deductions		\$29.45	
				B 04	215 070	YE clean up AL		(\$29.45)	
PO#:	Voucher #:	38136	Invoice	Invoice No:	S2023190	9/1/2023	Paid Amt:	\$0.00	
				B 01	215 070	Allstate		\$181.60	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75491	4497		ALLSTATE BENEFITS - HOSP		Check		
				B 01	215 070	YE clean up AL	(\$181.60)		
				B 04	215 070	Payroll Deductions	\$29.45		
				B 04	215 070	YE clean up AL	(\$29.45)		
PO#:	Voucher #:	38197	Invoice	Invoice No:	S2023200	9/1/2023	Paid Amt:	\$0.00	
			B 01	215 070	Allstate	\$171.07			
			B 01	215 070	YE clean up AL	(\$171.07)			
			B 04	215 070	Payroll Deductions	\$29.45			
			B 04	215 070	YE clean up AL	(\$29.45)			
PO#:	Voucher #:	38373	Invoice	Invoice No:	S2023210	9/1/2023	Paid Amt:	\$0.00	
			B 01	215 070	Allstate	\$171.07			
			B 04	215 070	Payroll Deductions	\$29.45			
			B 01	215 070	YE clean up AL	(\$171.07)			
			B 04	215 070	YE clean up AL	(\$8.39)			
PO#:	Voucher #:	38545	Invoice	Invoice No:	S2023220	9/1/2023	Paid Amt:	\$21.06	
			B 01	215 070	Allstate	\$179.42			
			B 04	215 070	Payroll Deductions	\$29.45			
PO#:	Voucher #:	38767	Invoice	Invoice No:	S2023230	9/1/2023	Paid Amt:	\$208.87	
			B 01	215 070	Allstate	\$158.36			
			B 04	215 070	Payroll Deductions	\$29.45			
PO#:	Voucher #:	38897	Invoice	Invoice No:	S2023240	9/1/2023	Paid Amt:	\$187.81	
							Check Amount:	\$417.74	
0485	PCB	75492	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 296 058 000 430	Gold & White Youth Volleyball	\$31.66		
PO#: 5506	Voucher #:	39408	Invoice	Invoice No:	16G6-TGYC-MHY9	9/1/2023	Paid Amt:	\$31.66	
			E 01	005 010 000 000 401	Wausau Exact Index Cardstock, 250 Sheets, \	\$19.99			
			E 01	005 010 000 000 401	Shipping	\$6.99			
PO#: 5520	Voucher #:	39439	Invoice	Invoice No:	144Q-1XN3-LHQT	9/1/2023	Paid Amt:	\$26.98	
			E 01	005 110 690 000 465	BE50C-H Samsung 50" BEC-H Series Crystal	\$433.00			
PO#: 5514	Voucher #:	39440	Invoice	Invoice No:	1HDV-GRG7-NXLH	9/1/2023	Paid Amt:	\$433.00	
							Check Amount:	\$491.64	
0485	PCB	75493	4345		BENTON-STEARNES ED DISTRICT		Check		
				E 01	020 211 390 000 391	FY23 ACCESS FEE-LEASE COSTS	\$3,247.83		
PO#:	Voucher #:	39459	Invoice	Invoice No:	1627	9/1/2023	Paid Amt:	\$3,247.83	
							Check Amount:	\$3,247.83	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75494	4537		BRENDA HOLMGREN		Check		
				E 01	020 296 058 000 420	VB OFFICIAL		\$340.00	
	PO#:	Voucher #:	39450	Invoice	Invoice No: 08.25.2023	9/1/2023	Paid Amt:	\$340.00	
							Check Amount:	\$340.00	
0485	PCB	75495	3442		BROTHERS FIRE PROTECTION		Check		
				E 01	005 810 000 000 401	ICT Door Access System Material and Labor C		\$35,000.00	
	PO#: 5381	Voucher #:	39432	Invoice	Invoice No: W27912	9/1/2023	Paid Amt:	\$35,000.00	
							Check Amount:	\$35,000.00	
0485	PCB	75496	4761		CANS R US, LLC		Check		
				E 01	005 810 000 000 305	Toilet Rental		\$770.00	
	PO#:	Voucher #:	39421	Invoice	Invoice No: 2562	9/1/2023	Paid Amt:	\$770.00	
				E 01	005 810 000 000 305	Toilet Rental Babe Ruth Tournament		\$128.85	
	PO#:	Voucher #:	39422	Invoice	Invoice No: 2674	9/1/2023	Paid Amt:	\$128.85	
							Check Amount:	\$898.85	
0485	PCB	75497	2558		CARL SIMMONS		Check		
				E 01	020 296 058 000 420	VB OFFICIAL		\$340.00	
	PO#:	Voucher #:	39451	Invoice	Invoice No: 08.28.2023	9/1/2023	Paid Amt:	\$340.00	
				E 01	020 296 058 000 420	VB OFFICIAL		\$125.00	
	PO#:	Voucher #:	39453	Invoice	Invoice No: 08.29.2023	9/1/2023	Paid Amt:	\$125.00	
							Check Amount:	\$465.00	
0485	PCB	75498	3344		CDW-GOVERNMENT		Check		
				E 01	010 203 690 000 401	QUSBC-12 JAR Systems Quick-Sense 12 - cf		\$748.10	
				E 01	020 211 690 000 401	QUSBC-12 JAR Systems Quick-Sense 12 - cf		\$748.10	
	PO#: 5480	Voucher #:	39419	Invoice	Invoice No: LL66247	9/1/2023	Paid Amt:	\$1,496.20	
							Check Amount:	\$1,496.20	
0485	PCB	75499	4532		CLIMATE MAKERS, INC		Check		
				E 01	010 865 000 380 350	Elementary building boiler replacement		\$130,000.00	
	PO#: 5320	Voucher #:	39407	Invoice	Invoice No: 11483	9/1/2023	Paid Amt:	\$130,000.00	
							Check Amount:	\$130,000.00	
0485	PCB	75500	4119		DAKOTA TRUCK UNDERWRITERS		Check		
				E 01	005 930 000 000 270	Workers Comp Final Payroll Audit 2022-2023		\$8,167.00	
	PO#:	Voucher #:	39444	Invoice	Invoice No: 3707245	9/1/2023	Paid Amt:	\$8,167.00	
							Check Amount:	\$8,167.00	
0485	PCB	75501	3512		DAVE PETERSON		Check		
				E 01	020 296 058 000 420	VB OFFICIAL		\$340.00	
	PO#:	Voucher #:	39455	Invoice	Invoice No: 08.25.2023	82 9/1/2023	Paid Amt:	\$340.00	
							Check Amount:	\$340.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75502	2675		DON KASSUBE		Check		
				E 01	020 296 058 000 420	VB OFFICIAL		\$340.00	
PO#:	Voucher #:	39445	Invoice		Invoice No: 08.25.2023	9/1/2023	Paid Amt:	\$340.00	
							Check Amount:	\$340.00	
0485	PCB	75503	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	August 28 Regular Agenda		\$52.80	
PO#:	Voucher #:	39420	Invoice		Invoice No: 962110	9/1/2023	Paid Amt:	\$52.80	
							Check Amount:	\$52.80	
0485	PCB	75504	4399		FRIEDRICH'S AUTO & TRUCK SALES & REPAIR		Check		
				E 01	005 760 000 720 350	Steering Shaft U-Joints and Rear Exhaust		\$1,114.73	
PO#:	Voucher #:	39396	Invoice		Invoice No: 43812	9/1/2023	Paid Amt:	\$1,114.73	
				E 01	005 760 000 720 350	Cleaning/flushing cooling system		\$558.93	
PO#:	Voucher #:	39397	Invoice		Invoice No: 43813	9/1/2023	Paid Amt:	\$558.93	
				E 01	005 760 000 720 350	Vehicle maintenance		\$511.33	
PO#:	Voucher #:	39398	Invoice		Invoice No: 43725	9/1/2023	Paid Amt:	\$511.33	
				E 01	005 760 000 720 350	EGR valve, cooler and cooler kit		\$10,070.12	
PO#:	Voucher #:	39399	Invoice		Invoice No: 43801	9/1/2023	Paid Amt:	\$10,070.12	
				E 01	005 760 000 720 350	Fuel tank pad and heated fuel bowl		\$2,379.19	
PO#:	Voucher #:	39400	Invoice		Invoice No: 43191	9/1/2023	Paid Amt:	\$2,379.19	
				E 01	005 760 000 720 350	Radiator Repair		\$489.54	
PO#:	Voucher #:	39401	Invoice		Invoice No: 43341	9/1/2023	Paid Amt:	\$489.54	
				E 01	005 760 000 720 350	Oil and filter		\$240.71	
PO#:	Voucher #:	39402	Invoice		Invoice No: 43359	9/1/2023	Paid Amt:	\$240.71	
				E 01	005 760 000 720 350	EGR Cooler, cooler Kit and Valve		\$10,920.06	
PO#:	Voucher #:	39403	Invoice		Invoice No: 43355	9/1/2023	Paid Amt:	\$10,920.06	
							Check Amount:	\$26,284.61	
0485	PCB	75505	1773		GRAHAM HENDRICKSON		Check		
				E 01	020 296 058 000 420	VB OFFICIAL		\$340.00	
PO#:	Voucher #:	39446	Invoice		Invoice No: 08.25.2023	9/1/2023	Paid Amt:	\$340.00	
							Check Amount:	\$340.00	
0485	PCB	75506	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401	custodial supplies and kitchen chemicals		\$1,587.04	
PO#:	Voucher #:	39416	Invoice		Invoice No: 605217024	9/1/2023	Paid Amt:	\$1,587.04	
				E 01	005 810 000 000 401	Scrubber Repair		\$369.00	
PO#:	Voucher #:	39417	Invoice		Invoice No: 700555921	9/1/2023	Paid Amt:	\$369.00	
				E 01	005 810 000 000 401	Clip Bearing		\$22.96	
PO#:	Voucher #:	39418	Invoice		Invoice No: 700555334	9/1/2023	Paid Amt:	\$22.96	
							Check Amount:	\$1,979.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75507	1238		INNOVATIVE OFFICE SOLUTION, LLC		Check		
				E 01	020 211 000 000 430	Additional Office Supplies		\$122.38	
	PO#: 5509	Voucher #: 39410		Invoice	Invoice No: IN4303190	9/1/2023	Paid Amt:	\$122.38	
				E 01	020 211 000 000 430	Ruler		\$12.48	
	PO#:	Voucher #: 39411		Invoice	Invoice No: IN4304329	9/1/2023	Paid Amt:	\$12.48	
				E 01	020 211 000 000 430	Desk and Mouse Pad		\$29.35	
	PO#:	Voucher #: 39412		Invoice	Invoice No: IN4304448	9/1/2023	Paid Amt:	\$29.35	
							Check Amount:	\$164.21	
0485	PCB	75508	1511		JOHNSON CONTROLS		Check		
				E 01	005 810 000 000 350	Service Call Fire Alarm Panel		\$777.00	
	PO#:	Voucher #: 39456		Invoice	Invoice No: 51185081	9/1/2023	Paid Amt:	\$777.00	
							Check Amount:	\$777.00	
0485	PCB	75509	4365		Johnson Fitness & Wellness		Check		
				E 01	020 292 000 000 305	Fitness Center Maintenance		\$522.00	
				E 04	005 505 000 321 305	Fitness Center Maintenance		\$522.00	
	PO#: 5475	Voucher #: 39429		Invoice	Invoice No: 22-041187	9/1/2023	Paid Amt:	\$1,044.00	
							Check Amount:	\$1,044.00	
0485	PCB	75510	4773		Jose & Carrie Betancourt		Check		
				R 04	000 570 000 321 050	MAP Refund J Betancourt		\$87.75	
	PO#:	Voucher #: 39461		Invoice	Invoice No: 20237	9/1/2023	Paid Amt:	\$87.75	
							Check Amount:	\$87.75	
0485	PCB	75511	3470		Leola Blake		Check		
				E 01	020 296 058 000 420	VB OFFICIAL		\$340.00	
	PO#:	Voucher #: 39448		Invoice	Invoice No: 08.25.2023	9/1/2023	Paid Amt:	\$340.00	
							Check Amount:	\$340.00	
0485	PCB	75512	4770		Lewis Motor Service		Check		
				E 01	005 810 000 000 350	Bearing Replacement		\$617.72	
	PO#:	Voucher #: 39430		Invoice	Invoice No: 553606	9/1/2023	Paid Amt:	\$617.72	
							Check Amount:	\$617.72	
0485	PCB	75513	4758		LIBERTY MUTUAL INSURANCE		Check		
				E 01	005 760 000 720 340	AUTO		\$3,903.78	
				E 01	005 940 000 000 340	UMBRELL/PACKAGE		\$20,563.10	
	PO#:	Voucher #: 39457		Invoice	Invoice No: 14658762	9/1/2023	Paid Amt:	\$24,466.88	
				E 01	005 940 000 000 340	UMBRELL/PACKAGE		(\$5,222.66)	
	PO#:	Voucher #: 39458		Invoice	Invoice No: 14659910	9/1/2023	Paid Amt:	(\$5,222.66)	
							Check Amount:	\$19,244.22	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75514	1306		MAPLE LAKE PUBLIC SCHOOLS		Check		
				E 01	020 292 052 000 425	CC INVITE ENTRY FEE		\$120.00	
	PO#:	Voucher #:	39405	Invoice	Invoice No: 08.28.2023	9/1/2023	Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
0485	PCB	75515	2428		MARVIN POEGEL JR		Check		
				E 01	020 296 058 000 420	VB OFFICIAL		\$340.00	
	PO#:	Voucher #:	39449	Invoice	Invoice No: 08.25.2023	9/1/2023	Paid Amt:	\$340.00	
							Check Amount:	\$340.00	
0485	PCB	75516	1326		MENARDS		Check		
				E 01	020 211 000 302 406	Fix it 101 Boards		\$2,277.20	
	PO#: 5443	Voucher #:	39413	Invoice	Invoice No: 16574	9/1/2023	Paid Amt:	\$2,277.20	
				E 01	020 211 000 302 406	Electrical Boards		\$929.53	
	PO#: 5401	Voucher #:	39414	Invoice	Invoice No: 16579	9/1/2023	Paid Amt:	\$929.53	
				E 01	020 301 000 830 433	Fix it 101 supplies		\$1,123.77	
	PO#: 5512	Voucher #:	39415	Invoice	Invoice No: 16587	9/1/2023	Paid Amt:	\$1,123.77	
							Check Amount:	\$4,330.50	
0485	PCB	75517	1346		MINNESOTA POWER		Check		
				E 01	010 810 000 000 331	ES		\$4,004.08	
	PO#:	Voucher #:	39425	Invoice	Invoice No: 08.22.2023	9/1/2023	Paid Amt:	\$4,004.08	
				E 01	020 810 000 000 331	Acct 6691032130 Elect		\$95.39	
	PO#:	Voucher #:	39426	Invoice	Invoice No: 08.21.2023	9/1/2023	Paid Amt:	\$95.39	
				E 01	020 810 000 000 331	Acct 811180000 Elect		\$386.31	
	PO#:	Voucher #:	39427	Invoice	Invoice No: 08.21.2023	9/1/2023	Paid Amt:	\$386.31	
							Check Amount:	\$4,485.78	
0485	PCB	75518	1346		MINNESOTA POWER		Check		
				E 01	020 810 000 000 331	Acct 5091115490 MS/HS		\$12,798.06	
	PO#:	Voucher #:	39428	Invoice	Invoice No: 08.21.2023	9/1/2023	Paid Amt:	\$12,798.06	
							Check Amount:	\$12,798.06	
0485	PCB	75519	4458		MOSYLE CORPORATION		Check		
				E 01	005 690 690 000 405	Add'l Licenses 08/01/2023 to 07/31/2024		\$214.50	
	PO#:	Voucher #:	39454	Invoice	Invoice No: 2365515	9/1/2023	Paid Amt:	\$214.50	
							Check Amount:	\$214.50	
0485	PCB	75520	4355		NATHAN GOLDADE		Check		
				E 01	020 298 062 000 401	Hotel Reimbursement for Ag Teacher Conferer		\$483.75	
	PO#:	Voucher #:	39434	Invoice	Invoice No: 08.24.2023	9/1/2023	Paid Amt:	\$483.75	
							Check Amount:	\$483.75	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75521	2191		PATRICK SCHNEIDER		Check		
				E 01	020 296 058 000 420	VB OFFICIAL		\$340.00	
	PO#:	Voucher #:	39447	Invoice	Invoice No: 08.25.2023	9/1/2023	Paid Amt:	\$340.00	
							Check Amount:	\$340.00	
0485	PCB	75522	3113		REPUBLIC SERVICES #891		Check		
				E 01	005 810 000 000 330	WASTE MANAGEMENT SERVICE		\$844.94	
	PO#:	Voucher #:	39442	Invoice	Invoice No: 0891-001294635	9/1/2023	Paid Amt:	\$844.94	
				E 01	005 810 000 000 330	WASTE MANAGEMENT SERVICE		\$1,018.67	
	PO#:	Voucher #:	39443	Invoice	Invoice No: 0891-001294634	9/1/2023	Paid Amt:	\$1,018.67	
							Check Amount:	\$1,863.61	
0485	PCB	75523	1463		RICE HARDWARE HANK		Check		
				E 01	005 810 000 000 401	Custodial		\$4.48	
	PO#:	Voucher #:	39441	Invoice	Invoice No: 27812/3	9/1/2023	Paid Amt:	\$4.48	
							Check Amount:	\$4.48	
0485	PCB	75524	1978		SAUK RAPIDS RICE		Check		
				E 01	020 296 058 000 425	VB TOURNAMENT ENTRY FEE		\$190.00	
	PO#:	Voucher #:	39404	Invoice	Invoice No: 08.28.2023	9/1/2023	Paid Amt:	\$190.00	
							Check Amount:	\$190.00	
0485	PCB	75525	2464		SPEER CHIROPRACTIC, PA		Check		
				E 01	005 760 000 720 305	DOT PHYSICAL Gleisner		\$100.00	
	PO#:	Voucher #:	39423	Invoice	Invoice No: 08.23.2023	9/1/2023	Paid Amt:	\$100.00	
				E 01	005 760 000 720 305	DOT PHYSICAL Presler		\$100.00	
	PO#:	Voucher #:	39424	Invoice	Invoice No: 08-23-2023	9/1/2023	Paid Amt:	\$100.00	
							Check Amount:	\$200.00	
0485	PCB	75526	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 491	Commodity		\$124.79	
	PO#:	Voucher #:	39435	Invoice	Invoice No: 253458041	9/1/2023	Paid Amt:	\$124.79	
				E 02	005 770 000 701 491	Commodity		\$93.11	
	PO#:	Voucher #:	39436	Invoice	Invoice No: 253458039	9/1/2023	Paid Amt:	\$93.11	
				E 02	005 770 000 701 490	LUNCH		\$3,477.94	
	PO#:	Voucher #:	39437	Invoice	Invoice No: 253458040	9/1/2023	Paid Amt:	\$3,477.94	
				E 02	005 770 000 701 490	LUNCH		\$81.54	
	PO#:	Voucher #:	39438	Invoice	Invoice No: 253458042	9/1/2023	Paid Amt:	\$81.54	
							Check Amount:	\$3,777.38	
0485	PCB	75527	3439		SYSTEMATIC TECHNOLOGIES LLC		Check		
				E 01	020 211 690 000 401	Drop 1 cat6, erminate and test is SPED		\$253.17	
	PO#:	Voucher #:	39406	Invoice	Invoice No: 3.0721	9/1/2023	Paid Amt:	\$253.17	
							Check Amount:	\$253.17	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75528	4535		TeamViewer Gmbh		Check		
				E 01	005 690 690 000 405	TeamViewer Premium		\$1,234.80	
PO#:	Voucher #:	39409	Invoice		Invoice No: R02461578	9/1/2023	Paid Amt:	\$1,234.80	
							Check Amount:	\$1,234.80	
0485	PCB	75529	1559		TECH CHECK, LLC		Check		
				E 01	005 690 690 302 555	9U1-R750-US00 Ruckus R750 Wireless Acces		\$4,368.00	
PO#:	Voucher #:	39460	Invoice		Invoice No: 52669	9/1/2023	Paid Amt:	\$4,368.00	
							Check Amount:	\$4,368.00	
0485	PCB	75530	3897		TIMOTHY MACKEY		Check		
				E 01	020 296 058 000 420	VB OFFICIAL		\$125.00	
PO#:	Voucher #:	39452	Invoice		Invoice No: 08.29.2023	9/1/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75531	4206		T-MOBILE		Check		
				E 01	005 810 000 000 320	Mobile Internet Acct 971799683		\$100.00	
PO#:	Voucher #:	39433	Invoice		Invoice No: 08.21.2023	9/1/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	75532	3441		WILLMAR PUBLIC SCHOOLS		Check		
				E 01	998 211 000 000 390	2022-2023 Tuition Billing		\$1,173.96	
PO#:	Voucher #:	39431	Invoice		Invoice No: 9914	9/1/2023	Paid Amt:	\$1,173.96	
							Check Amount:	\$1,173.96	
0485	PCB	75533	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 211 690 000 401	Logitech MK545 Advanced Wireless Keyboard		\$219.96	
				E 01	020 211 690 000 401	BlueRigger HDMI Cable 3FT		\$135.36	
				E 01	010 203 690 000 401	BlueRigger HDMI Cable 3FT		\$33.84	
PO#: 5477	Voucher #:	39504	Invoice		Invoice No: 17PK-W744-HKGP	9/8/2023	Paid Amt:	\$389.16	
				E 01	005 010 000 000 401	Bue Pens		(\$5.99)	
PO#:	Voucher #:	39505	Invoice		Invoice No: 1HLJ-4XVQ-1JWC	9/8/2023	Paid Amt:	(\$5.99)	
				E 01	005 010 000 000 401	Glencoe Physical Science Grade 8 Teacher Et		\$49.63	
				E 01	005 010 000 000 401	Shipping		\$3.98	
PO#:	Voucher #:	39506	Invoice		Invoice No: 1H9F-FG6J-7R11	9/8/2023	Paid Amt:	\$53.61	
				E 01	020 260 255 000 430	Prepared Slide		\$42.95	
PO#:	Voucher #:	39508	Invoice		Invoice No: 16K4-4FDY-F4W7	9/8/2023	Paid Amt:	\$42.95	
				E 01	020 260 000 000 430	MB Herbals		\$8.95	
				E 01	020 260 000 000 430	Shipping		\$6.99	
PO#:	Voucher #:	39509	Invoice		Invoice No: 1QTT-MJ4M-1RMK	9/8/2023	Paid Amt:	\$15.94	
				E 01	020 255 000 000 430	Thread Repair Kits		\$128.52	
PO#:	Voucher #:	39560	Invoice		Invoice No: 1J37-FKFQ-G6QH	9/8/2023	Paid Amt:	\$128.52	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75533	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 211 936 000 401	Global Industrial 3 door enclosed	\$571.43		
	PO#:	5510	Voucher #:	39561	Invoice	Invoice No: 13TC-4MK9-M6D7	9/8/2023	Paid Amt:	\$571.43
				E 01	020 255 000 000 430	Volkswagen Repair Manual	\$109.56		
				E 01	020 255 000 000 430	Shipping	\$7.99		
	PO#:		Voucher #:	39562	Invoice	Invoice No: 13TC-4MK9-KXJ9	9/8/2023	Paid Amt:	\$117.55
				E 01	020 260 255 000 430	Supplies	\$87.32		
	PO#:		Voucher #:	39563	Invoice	Invoice No: 13TC-4MK9-J74V	9/8/2023	Paid Amt:	\$87.32
				E 01	020 260 000 000 430	Supplies	\$64.19		
	PO#:		Voucher #:	39564	Invoice	Invoice No: 17JG-4TQQ-H36D	9/8/2023	Paid Amt:	\$64.19
				E 01	020 301 000 830 433	Batteries and charger	\$22.99		
				E 01	020 301 000 830 433	Shipping	\$6.99		
	PO#:		Voucher #:	39565	Invoice	Invoice No: 13HW-TWYT-LKP1	9/8/2023	Paid Amt:	\$29.98
				E 01	020 292 000 000 430	Oodles of Noodles	\$99.96		
	PO#:		Voucher #:	39566	Invoice	Invoice No: 1VTQ-GTYC-HDW7	9/8/2023	Paid Amt:	\$99.96
				E 01	020 211 000 302 406	Canon Camera	\$1,105.99		
	PO#:		Voucher #:	39570	Invoice	Invoice No: 1Y7W-MVCH-JXTH	9/8/2023	Paid Amt:	\$1,105.99
								Check Amount:	\$2,700.61
0485	PCB	75534	4466		BG INNOVATIONS		Check		
				E 01	005 690 690 153 555	Benq: RP7503 75,BLACK3840x2160,TV,350,	\$2,900.00		
				E 01	005 690 690 153 555	Balancebox@ 400 Medium DutyHeight Adjusta	\$1,067.00		
				E 01	005 690 690 153 555	BalanceBox@ 400 LAPTOP/KEYBOARD TRA'	\$39.95		
				E 01	005 690 690 153 555	Shipping	\$624.00		
				E 01	020 211 690 000 401	Balancebox@ 400 Medium DutyHeight Adjusta	\$1,067.00		
				E 01	020 211 690 000 401	BalanceBox@ 400 LAPTOP/KEYBOARD TRA'	\$39.95		
	PO#:	5483	Voucher #:	39507	Invoice	Invoice No: INV-3794	9/8/2023	Paid Amt:	\$5,737.90
								Check Amount:	\$5,737.90
0485	PCB	75535	4771		Brooklyn Publishers, LLC		Check		
				E 01	020 298 061 000 401	CSI-Wonderland Scripts-fall play	\$172.50		
				E 01	020 298 061 000 401	Royalties	\$130.00		
				E 01	020 298 061 000 401	Video Rights	\$30.00		
				E 01	020 298 061 000 401	Shipping and Handling	\$17.00		
	PO#:	5528	Voucher #:	39510	Invoice	Invoice No: 08.31.2023	9/8/2023	Paid Amt:	\$349.50
								Check Amount:	\$349.50
0485	PCB	75536	4359		BUYASSE ROOFING OF ST. CLOUD INC		Check		
				E 01	005 810 000 000 350	Roof Repairs	\$1,010.00		
	PO#:		Voucher #:	39511	Invoice	Invoice No: 5457	88 9/8/2023	Paid Amt:	\$1,010.00
								Check Amount:	\$1,010.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75537	4370		CAPITAL ONE		Check		
				E 01	020 301 000 830 433 Classroom Supplies			\$633.85	
	PO#:	Voucher #:	39545	Invoice	Invoice No: 08.19.2023	9/8/2023	Paid Amt:	\$633.85	
							Check Amount:	\$633.85	
0485	PCB	75538	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442 UNLEADED			\$939.64	
				E 01	005 760 000 720 442 Discount			(\$26.74)	
	PO#:	Voucher #:	39554	Invoice	Invoice No: 5500614	9/8/2023	Paid Amt:	\$912.90	
				E 01	005 760 000 720 442 DIESEL			\$2,775.59	
				E 01	005 760 000 720 442 Discount			(\$70.02)	
	PO#:	Voucher #:	39555	Invoice	Invoice No: 5500613	9/8/2023	Paid Amt:	\$2,705.57	
							Check Amount:	\$3,618.47	
0485	PCB	75539	4596		CENTRAL MCGOWAN, INC		Check		
				E 01	020 298 062 000 401 Cylinder Lease			\$252.00	
	PO#:	Voucher #:	39512	Invoice	Invoice No: 0000014493	9/8/2023	Paid Amt:	\$252.00	
							Check Amount:	\$252.00	
0485	PCB	75540	1086		CITY OF ROYALTON		Check		
				E 01	005 810 000 000 332 Acct 01-00003550-00-8 Water/Sewer			\$1,048.74	
	PO#:	Voucher #:	39513	Invoice	Invoice No: 08.31.2023	9/8/2023	Paid Amt:	\$1,048.74	
				E 01	005 810 000 000 332 Acct 01-00002863-00-6 Water/Sewer			\$648.48	
	PO#:	Voucher #:	39514	Invoice	Invoice No: 8.31.2023	9/8/2023	Paid Amt:	\$648.48	
							Check Amount:	\$1,697.22	
0485	PCB	75541	2602		CLIMATE AIR INC		Check		
				E 01	005 810 000 000 350 Elem HVAC service and repair			\$149.00	
	PO#:	Voucher #:	39515	Invoice	Invoice No: 55928	9/8/2023	Paid Amt:	\$149.00	
				E 01	005 810 000 000 350 Elem HVAC service and repair			\$802.99	
	PO#:	Voucher #:	39516	Invoice	Invoice No: 55930	9/8/2023	Paid Amt:	\$802.99	
							Check Amount:	\$951.99	
0485	PCB	75542	4778		Craig Brown		Check		
				E 01	020 294 054 000 420 Football Official			\$90.00	
	PO#:	Voucher #:	39568	Invoice	Invoice No: 09.05.2023	9/8/2023	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0485	PCB	75543	4777		David Robinson		Check		
				E 01	020 294 054 000 420 Football Official			\$90.00	
	PO#:	Voucher #:	39567	Invoice	Invoice No: 09.05.2023	9/8/2023	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75544	3256		DOUG ZIMMERMAN		Check		
				R 02	005 770 000 701 601			Lunch money refund	\$23.90
	PO#:	Voucher #:	39556	Invoice	Invoice No: 09.07.2023	9/8/2023	Paid Amt:	\$23.90	
							Check Amount:	\$23.90	
0485	PCB	75545	1132		ECKROTH MUSIC CO		Check		
				E 01	020 258 091 000 430			20" pair of cymbals	\$601.00
	PO#: 5498	Voucher #:	39579	Invoice	Invoice No: 4965066	9/8/2023	Paid Amt:	\$601.00	
				E 01	020 258 091 000 430			Crash cymbal straps	\$27.20
				E 01	020 258 091 000 430			Crash cymbal pads	\$40.80
	PO#: 5498	Voucher #:	39580	Invoice	Invoice No: 4973268	9/8/2023	Paid Amt:	\$68.00	
							Check Amount:	\$669.00	
0485	PCB	75546	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380			August 16 Work Session Minutes	\$27.84
	PO#:	Voucher #:	39551	Invoice	Invoice No: 963336	9/8/2023	Paid Amt:	\$27.84	
				E 01	005 110 000 000 380			July 24 Regular Minutes	\$122.88
	PO#:	Voucher #:	39552	Invoice	Invoice No: 963335	9/8/2023	Paid Amt:	\$122.88	
							Check Amount:	\$150.72	
0485	PCB	75547	4776		EDW High School		Check		
				E 01	020 292 052 000 425			CC Meet Entry Fee	\$100.00
	PO#:	Voucher #:	39557	Invoice	Invoice No: 09.07.2023	9/8/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	75548	4610		FP MAILING SOLUTIONS		Check		
				E 01	005 105 000 000 329			Mailing Machine/Supplies	\$114.00
	PO#:	Voucher #:	39517	Invoice	Invoice No: RI105898308	9/8/2023	Paid Amt:	\$114.00	
				E 01	005 105 000 000 329			Mailing Machine/Supplies	\$114.00
	PO#:	Voucher #:	39518	Invoice	Invoice No: RI105898309	9/8/2023	Paid Amt:	\$114.00	
				E 01	005 105 000 000 329			Mailing Machine/Supplies	\$114.00
	PO#:	Voucher #:	39519	Invoice	Invoice No: RI105898310	9/8/2023	Paid Amt:	\$114.00	
							Check Amount:	\$342.00	
0485	PCB	75549	1960		GARY TRIPP		Check		
				E 01	020 296 058 000 420			VB Official EVW	\$125.00
	PO#:	Voucher #:	39578	Invoice	Invoice No: 09.07.2023	9/8/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75550	1182		GOPHER		Check		
				E 01	020 240 000 000 430			12" Softballs	\$71.70
				E 01	020 240 000 000 430			6.3" Dodgeballs	\$278.00
				E 01	020 240 000 000 430			Footballs	\$74.85
				E 01	020 240 000 000 430			Volleyballs	\$134.85

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75550	1182		GOPHER		Check
				E 01	020 240 000 000 430	Softball Gloves	\$209.85
				E 01	020 240 000 000 430	Shuttlecocks	\$125.70
				E 01	020 240 000 000 430	Floor tape	\$31.80
				E 01	020 240 000 000 430	Pickleball Paddles	\$65.85
				E 01	020 240 000 000 430	Pickleballs	\$134.85
				E 01	020 240 000 000 430	Scoreboard	\$69.95
				E 01	020 240 000 000 430	Freight	\$143.69
	PO#: 5525	Voucher #: 39521	Invoice		Invoice No: #IN313556	9/8/2023	Paid Amt: \$1,341.09
							Check Amount: \$1,341.09
0485	PCB	75551	1215		HILLYARD INC		Check
				E 01	005 810 000 000 401	Cleaner, Tissue, Duster and Easy Fresh	\$577.93
	PO#:	Voucher #: 39522	Invoice		Invoice No: 605224498	9/8/2023	Paid Amt: \$577.93
				E 01	005 810 000 000 401	Tissue and Window Cleaner	\$173.71
	PO#:	Voucher #: 39523	Invoice		Invoice No: 605224499	9/8/2023	Paid Amt: \$173.71
							Check Amount: \$751.64
0485	PCB	75552	1220		HOLDINGFORD PUBLIC SCHOOL		Check
				E 01	020 292 052 000 425	CC ENTRY FEE	\$125.00
	PO#:	Voucher #: 39524	Invoice		Invoice No: 09.05.2023	9/8/2023	Paid Amt: \$125.00
							Check Amount: \$125.00
0485	PCB	75553	4769		Impero Solutions INC		Check
				E 01	020 211 000 000 406	Impero Education Pro device license	\$214.00
	PO#: 5533	Voucher #: 39548	Invoice		Invoice No: 10003334	9/8/2023	Paid Amt: \$214.00
							Check Amount: \$214.00
0485	PCB	75554	1238		INNOVATIVE OFFICE SOLUTION, LLC		Check
				E 01	020 211 000 302 530	SMINCO3083--SSLAMINATE-793860-SST MC	\$5,840.40
				E 01	020 211 000 302 530	SMINC17576	\$1,454.52
				E 01	020 211 000 302 530	SMGRV33849--SSPLASTIC-CHARCOAL-SSC	\$1,718.64
				E 01	020 211 000 302 530	SMGRV33889--SSPLASTIC-CHARCOAL-SSC	\$1,525.20
				E 01	020 211 000 302 530	FURNFREIGHT	\$1,385.00
	PO#: 5494	Voucher #: 39569	Invoice		Invoice No: CIN117394	9/8/2023	Paid Amt: \$11,923.76
							Check Amount: \$11,923.76
0485	PCB	75555	1241		ISCORP		Check
				E 01	005 110 000 000 305	Skyward hosting Student service for October 2	\$157.50
	PO#:	Voucher #: 39525	Invoice		Invoice No: 0734349	9/8/2023	Paid Amt: \$157.50
							Check Amount: \$157.50
0485	PCB	75556	1247		J W PEPPER & SON INC		Check
				E 01	020 258 000 000 430	#10095464-Groovee	\$65.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75556	1247		J W PEPPER & SON INC		Check		
				E 01	020 258 000 000 430	#10521011-Rippling Watercolors		\$55.00	
				E 01	020 258 000 000 430	#11001907-the Lost City of Shambhala		\$79.00	
				E 01	020 258 000 000 430	#10094114-A Jingle Bell Fantasy		\$74.00	
				E 01	020 258 000 000 430	#11518868-Cosmic March		\$70.00	
				E 01	020 258 000 000 430	#11400562-Naptown Blues		\$42.00	
				E 01	020 258 000 000 430	#11401759-In Other Words		\$35.00	
				E 01	020 258 000 000 430	#10593779-Steamy Punk		\$52.00	
				E 01	020 258 000 000 430	#11401162-Freedom		\$50.00	
				E 01	020 258 000 000 430	#2480780-Second Line		\$52.00	
	PO#: 5523	Voucher #:	39527	Invoice	Invoice No: 365564401	9/8/2023	Paid Amt:	\$574.00	
				E 01	020 258 000 000 430	shipping		\$29.99	
				E 01	020 258 000 000 430	#10032482-Aeolian Winds		\$55.70	
	PO#: 5523	Voucher #:	39528	Invoice	Invoice No: 365556786	9/8/2023	Paid Amt:	\$85.69	
				E 01	020 258 000 000 430	#11515717-Dragonstone		\$70.00	
				E 01	020 258 000 000 430	#10593759-Downtown Tango		\$48.00	
	PO#: 5523	Voucher #:	39546	Invoice	Invoice No: 365562465	9/8/2023	Paid Amt:	\$118.00	
							Check Amount:	\$777.69	
0485	PCB	75557	4686		JEREMY ALBRIGHT		Check		
				E 01	020 292 000 000 820	Coaches Association Due Reimbursement		\$80.00	
	PO#:	Voucher #:	39526	Invoice	Invoice No: 09.05.2023	9/8/2023	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
0485	PCB	75558	2062		JOHN LIESER		Check		
				E 01	020 294 054 000 420	Football Official		\$90.00	
	PO#:	Voucher #:	39520	Invoice	Invoice No: 09.07.2023	9/8/2023	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0485	PCB	75559	4687		LPGE HS		Check		
				E 01	020 292 052 000 425	CC Invitational		\$150.00	
	PO#:	Voucher #:	39529	Invoice	Invoice No: 09.06.2023	9/8/2023	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	75560	4540		MARCO		Check		
				E 01	005 690 690 302 555	Copiers		\$1,891.71	
	PO#:	Voucher #:	39530	Invoice	Invoice No: 34823652	9/8/2023	Paid Amt:	\$1,891.71	
							Check Amount:	\$1,891.71	
0485	PCB	75561	1326		MENARDS		Check		
				E 01	020 255 255 000 305	Lowers and countertops for Lifeskills Lab		\$809.84	
	PO#: 5515	Voucher #:	39581	Invoice	Invoice No: 16956	9/8/2023	Paid Amt:	\$809.84	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75561	1326		MENARDS		Check		
				E 01	020 255 255 000 430	Auto Shop Supplies		\$1,062.14	
	PO#: 5519	Voucher #: 39582		Invoice	Invoice No: 16968	9/8/2023	Paid Amt:	\$1,062.14	
							Check Amount:	\$1,871.98	
0485	PCB	75562	2524		MIDCONTINENT COMMUNICATIONS		Check		
				E 01	005 810 000 000 320	PHONE SERVICE		\$1,259.71	
	PO#:	Voucher #: 39531		Invoice	Invoice No: 14529320113546	9/8/2023	Paid Amt:	\$1,259.71	
							Check Amount:	\$1,259.71	
0485	PCB	75563	3115		MID-MINNESOTA DRUG TESTING INC		Check		
				E 01	005 760 000 720 305	Drug Test		\$50.00	
	PO#:	Voucher #: 39553		Invoice	Invoice No: 15513	9/8/2023	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
0485	PCB	75564	3941		MREA		Check		
				E 01	005 020 000 000 366	2023 Greater Education Summit		\$315.00	
	PO#:	Voucher #: 39549		Invoice	Invoice No: 5030	9/8/2023	Paid Amt:	\$315.00	
							Check Amount:	\$315.00	
0485	PCB	75565	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check		
				E 01	005 760 000 720 401	Brake Pedal Inconsistent Pressure		\$1,151.47	
	PO#:	Voucher #: 39533		Invoice	Invoice No: 801971	9/8/2023	Paid Amt:	\$1,151.47	
							Check Amount:	\$1,151.47	
0485	PCB	75566	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490	BREAD		\$204.38	
	PO#:	Voucher #: 39532		Invoice	Invoice No: 10000623248007	9/8/2023	Paid Amt:	\$204.38	
				E 02	005 770 000 701 490	BREAD		\$53.70	
	PO#:	Voucher #: 39558		Invoice	Invoice No: 10000623248008	9/8/2023	Paid Amt:	\$53.70	
							Check Amount:	\$258.08	
0485	PCB	75567	3926		PIONEER ATHLETICS		Check		
				E 01	005 810 000 000 401	Graco Pump Rebuild Kit		\$192.49	
	PO#:	Voucher #: 39534		Invoice	Invoice No: INV898143	9/8/2023	Paid Amt:	\$192.49	
							Check Amount:	\$192.49	
0485	PCB	75568	1439		PROJECT LEAD THE WAY INC		Check		
				E 01	010 218 000 388 430	K.1 Structure and Function Refill Kit		\$559.50	
				E 01	010 218 000 388 430	Launch Logs 2.1 - 5 pack		\$182.00	
	PO#: 5407	Voucher #: 39559		Invoice	Invoice No: 418539	9/8/2023	Paid Amt:	\$741.50	
							Check Amount:	\$741.50	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75569	4242		RADEMACHER COMPANIES, INC.		Check		
				E 04	005 570 000 000 490	MAP MILK		\$35.30	
	PO#:	Voucher #:	39550	Invoice	Invoice No: 00022207	9/8/2023	Paid Amt:	\$35.30	
							Check Amount:	\$35.30	
0485	PCB	75570	1460		RESOURCE TRAINING & SOL		Check		
				E 01	010 218 000 388 430	Gifted and Talented Network 23-24		\$242.00	
	PO#: 5379	Voucher #:	39535	Invoice	Invoice No: 38859	9/8/2023	Paid Amt:	\$242.00	
							Check Amount:	\$242.00	
0485	PCB	75571	1463		RICE HARDWARE HANK		Check		
				E 01	005 810 000 000 401	Custodial		\$14.98	
	PO#:	Voucher #:	39576	Invoice	Invoice No: 27672/3	9/8/2023	Paid Amt:	\$14.98	
							Check Amount:	\$14.98	
0485	PCB	75572	1477		ROYALTON LUMBER COMPANY		Check		
				E 01	005 760 000 720 401	BUS SUPPLIES		\$55.86	
				E 01	005 810 000 000 401	CUSTODIAN MAINT		\$1,604.83	
	PO#:	Voucher #:	39536	Invoice	Invoice No: 861977	9/8/2023	Paid Amt:	\$1,660.69	
							Check Amount:	\$1,660.69	
0485	PCB	75573	2513		RYAN MARWITZ		Check		
				E 01	020 240 000 000 430	Reimbursement for PE Equipment Bike		\$54.96	
	PO#:	Voucher #:	39547	Invoice	Invoice No: 08.28.2023	9/8/2023	Paid Amt:	\$54.96	
							Check Amount:	\$54.96	
0485	PCB	75574	4408		School Management Services		Check		
				E 01	005 810 000 000 305	Fed Grants Support July 16 - August 15, 2023		\$1,050.00	
	PO#:	Voucher #:	39537	Invoice	Invoice No: 101765	9/8/2023	Paid Amt:	\$1,050.00	
							Check Amount:	\$1,050.00	
0485	PCB	75575	4408		School Management Services		Check		
				E 01	005 810 000 000 305	Fed Grants Support Jan, Feb And March		\$375.00	
	PO#:	Voucher #:	39538	Invoice	Invoice No: 101664	9/8/2023	Paid Amt:	\$375.00	
							Check Amount:	\$375.00	
0485	PCB	75576	1510		SHIFFLER EQUIPMENT SALES		Check		
				E 01	005 810 000 000 401	Casters for tables		\$171.00	
				E 01	005 810 000 000 401	Fr		\$12.60	
	PO#:	Voucher #:	39539	Invoice	Invoice No: 2324101900	9/8/2023	Paid Amt:	\$183.60	
							Check Amount:	\$183.60	
0485	PCB	75577	3270		STAPLES MOTLEY ISD #2170		Check		
				E 01	020 296 058 000 425	C-VB TOURNAMENT ENTRY FEE		\$100.00	
	PO#:	Voucher #:	39540	Invoice	Invoice No: 09.05.2023	9/8/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75578	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 705 490 Breakfast			\$387.99	
PO#:	Voucher #:	39541	Invoice		Invoice No: 253463823	9/8/2023	Paid Amt:		\$387.99
				E 02	005 770 000 701 491 Commodity			\$990.00	
PO#:	Voucher #:	39542	Invoice		Invoice No: 253452645	9/8/2023	Paid Amt:		\$990.00
				E 02	005 770 000 701 490 LUNCH			\$710.93	
				E 02	005 770 000 701 401 Supplies			\$142.07	
PO#:	Voucher #:	39543	Invoice		Invoice No: 253463822	9/8/2023	Paid Amt:		\$853.00
							Check Amount:		\$2,230.99
0485	PCB	75579	1574		TODD NORMAN		Check		
				E 01	020 296 058 000 420 VB Official EVW \$125.00			\$125.00	
PO#:	Voucher #:	39577	Invoice		Invoice No: 09.07.2023	9/8/2023	Paid Amt:		\$125.00
							Check Amount:		\$125.00
0485	PCB	75580	2635		TONY'S CAT & BACKHOE		Check		
				E 01	005 810 000 000 410 Dug Hole for Boring			\$150.00	
PO#:	Voucher #:	39544	Invoice		Invoice No: 2016	9/8/2023	Paid Amt:		\$150.00
							Check Amount:		\$150.00
0485	PCB	75581	4438		ALLSTATE BENEFITS		Check		
				B 01	215 070 Allstate			\$254.59	
				B 04	215 070 Payroll Deductions			\$12.20	
PO#:	Voucher #:	39265	Invoice		Invoice No: S2023243	9/12/2023	Paid Amt:		\$266.79
				B 01	215 070 Allstate			\$104.69	
PO#:	Voucher #:	39283	Invoice		Invoice No: S2024030	9/12/2023	Paid Amt:		\$104.69
				B 01	215 070 Allstate			\$253.27	
				B 04	215 070 Payroll Deductions			\$12.20	
PO#:	Voucher #:	39468	Invoice		Invoice No: S2023244	9/12/2023	Paid Amt:		\$265.47
				B 01	215 070 Allstate			\$99.98	
				B 01	215 070 Allstate			\$406.04	
PO#:	Voucher #:	39486	Invoice		Invoice No: S2024040	9/12/2023	Paid Amt:		\$506.02
							Check Amount:		\$1,142.97
0485	PCB	75582	4497		ALLSTATE BENEFITS - HOSP		Check		
				B 01	215 070 Allstate			\$129.63	
				B 04	215 070 Payroll Deductions			\$29.45	
PO#:	Voucher #:	38958	Invoice		Invoice No: S2023241	9/12/2023	Paid Amt:		\$159.08
				B 01	215 070 Allstate			\$10.53	
PO#:	Voucher #:	38976	Invoice		Invoice No: S202324S0	9/12/2023	Paid Amt:		\$10.53
				B 01	215 070 Allstate	95		\$18.20	
PO#:	Voucher #:	38992	Invoice		Invoice No: S2024010	9/12/2023	Paid Amt:		\$18.20

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75582	4497		ALLSTATE BENEFITS - HOSP		Check		
				B 01	215 070 Allstate			\$28.73	
PO#:	Voucher #:	39153	Invoice		Invoice No: S2024020	9/12/2023	Paid Amt:		\$28.73
				B 01	215 070 Allstate			\$129.63	
				B 04	215 070 Payroll Deductions			\$29.45	
PO#:	Voucher #:	39171	Invoice		Invoice No: S2023242	9/12/2023	Paid Amt:		\$159.08
				B 01	215 070 Allstate			\$129.63	
				B 04	215 070 Payroll Deductions			\$29.45	
PO#:	Voucher #:	39266	Invoice		Invoice No: S2023243	9/12/2023	Paid Amt:		\$159.08
				B 01	215 070 Allstate			\$28.73	
PO#:	Voucher #:	39284	Invoice		Invoice No: S2024030	9/12/2023	Paid Amt:		\$28.73
				B 01	215 070 Allstate			\$129.27	
				B 04	215 070 Payroll Deductions			\$29.33	
PO#:	Voucher #:	39469	Invoice		Invoice No: S2023244	9/12/2023	Paid Amt:		\$158.60
				B 01	215 070 Allstate			\$28.73	
				B 01	215 070 Allstate			(\$127.48)	
PO#:	Voucher #:	39487	Invoice		Invoice No: S2024040	9/12/2023	Paid Amt:		(\$98.75)
							Check Amount:		\$623.28
0485	PCB	75583	4665		HARTFORD INSURANCE		Check		
				B 01	215 032 Life			\$366.12	
				B 04	215 032 Life			\$9.23	
PO#:	Voucher #:	39270	Invoice		Invoice No: S2023243	9/12/2023	Paid Amt:		\$375.35
				B 01	215 031 LTD			\$429.68	
				B 04	215 031 LTD			\$5.80	
PO#:	Voucher #:	39271	Invoice		Invoice No: S2023243	9/12/2023	Paid Amt:		\$435.48
				B 01	215 051 United Way			\$194.50	
				B 04	215 051 Payroll Deductions			\$12.41	
PO#:	Voucher #:	39274	Invoice		Invoice No: S2023243	9/12/2023	Paid Amt:		\$206.91
				B 01	215 032 Life			\$189.80	
				B 04	215 032 Life			\$7.07	
PO#:	Voucher #:	39288	Invoice		Invoice No: S2024030	9/12/2023	Paid Amt:		\$196.87
				B 01	215 031 LTD			\$151.97	
				B 04	215 031 LTD			\$4.00	
PO#:	Voucher #:	39289	Invoice		Invoice No: S2024030	9/12/2023	Paid Amt:		\$155.97
				B 01	215 051 United Way			\$67.17	
				B 04	215 051 Payroll Deductions			\$3.69	
PO#:	Voucher #:	39292	Invoice		Invoice No: S2024030	96 9/12/2023	Paid Amt:		\$70.86
				B 01	215 032 Life			\$366.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75583	4665		HARTFORD INSURANCE		Check		
				B 04	215 032	Life	\$9.23		
PO#:	Voucher #:	39473	Invoice		Invoice No: S2023244	9/12/2023	Paid Amt:	\$375.23	
				B 01	215 031	LTD	\$429.68		
				B 04	215 031	LTD	\$5.80		
PO#:	Voucher #:	39474	Invoice		Invoice No: S2023244	9/12/2023	Paid Amt:	\$435.48	
				B 01	215 051	United Way	\$194.50		
				B 04	215 051	Payroll Deductions	\$12.41		
PO#:	Voucher #:	39477	Invoice		Invoice No: S2023244	9/12/2023	Paid Amt:	\$206.91	
				B 01	215 032	Life	\$205.51		
				B 01	215 032	Life	\$464.24		
				B 04	215 032	Life	\$8.73		
PO#:	Voucher #:	39491	Invoice		Invoice No: S2024040	9/12/2023	Paid Amt:	\$678.48	
				B 01	215 031	LTD	\$187.55		
				B 01	215 031	LTD	\$266.18		
				B 04	215 031	LTD	\$4.00		
PO#:	Voucher #:	39492	Invoice		Invoice No: S2024040	9/12/2023	Paid Amt:	\$457.73	
				B 01	215 051	United Way	\$67.17		
				B 01	215 051	United Way	\$211.88		
				B 04	215 051	Payroll Deductions	\$3.69		
PO#:	Voucher #:	39495	Invoice		Invoice No: S2024040	9/12/2023	Paid Amt:	\$282.74	
Check Amount:								\$3,878.01	
0485	PCB	75584	4620		HealthPartners Inc		Check		
				B 01	215 035	Dental	\$1,034.24		
				B 04	215 035	Payroll Deductions	\$51.07		
PO#:	Voucher #:	39267	Invoice		Invoice No: S2023243	9/12/2023	Paid Amt:	\$1,085.31	
				B 01	215 030	Hospital	\$19,734.74		
				B 04	215 030	Hospital	\$672.85		
PO#:	Voucher #:	39268	Invoice		Invoice No: S2023243	9/12/2023	Paid Amt:	\$20,407.59	
				B 01	215 035	Dental	\$383.08		
				B 04	215 035	Payroll Deductions	\$25.53		
PO#:	Voucher #:	39285	Invoice		Invoice No: S2024030	9/12/2023	Paid Amt:	\$408.61	
				B 01	215 030	Hospital	\$8,167.38		
				B 04	215 030	Hospital	\$396.11		
PO#:	Voucher #:	39286	Invoice		Invoice No: S2024030	9/12/2023	Paid Amt:	\$8,563.49	
				B 01	215 035	Dental	\$1,021.52		
				B 04	215 035	Payroll Deductions 97	\$51.07		
PO#:	Voucher #:	39470	Invoice		Invoice No: S2023244	9/12/2023	Paid Amt:	\$1,072.59	
				B 01	215 030	Hospital	\$19,734.74		

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75584	4620		HealthPartners Inc		Check		
				B 04	215 030 Hospital			\$672.85	
PO#:	Voucher #:	39471	Invoice	Invoice No:	S2023244	9/12/2023	Paid Amt:	\$20,407.59	
				B 01	215 035 Dental			\$400.11	
				B 01	215 035 Dental			\$1,365.62	
				B 04	215 035 Payroll Deductions			\$25.53	
PO#:	Voucher #:	39488	Invoice	Invoice No:	S2024040	9/12/2023	Paid Amt:	\$1,791.26	
				B 01	215 030 Hospital			\$8,167.38	
				B 01	215 030 Hospital			\$19,489.93	
				B 04	215 030 Hospital			\$396.11	
PO#:	Voucher #:	39489	Invoice	Invoice No:	S2024040	9/12/2023	Paid Amt:	\$28,053.42	
							Check Amount:	\$81,789.86	
0485	PCB	75585	3684		ADA Sports & Rackets, LLC		Check		
				E 01	020 240 000 000 430 Badminton Rackets			\$140.00	
				E 01	020 240 000 000 430 Shipping			\$15.00	
PO#:	5524	Voucher #:	39601	Invoice	Invoice No:	K8079	9/18/2023	Paid Amt:	\$155.00
							Check Amount:	\$155.00	
0485	PCB	75586	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 301 000 830 433 Two Way Radio			\$61.60	
PO#:	Voucher #:	39593	Invoice	Invoice No:	137R-M3TG-6K9J	9/18/2023	Paid Amt:	\$61.60	
							Check Amount:	\$61.60	
0485	PCB	75587	1800		ARIC HURD		Check		
				E 01	020 294 054 000 420 FB OFFICIAL			\$125.00	
PO#:	Voucher #:	39605	Invoice	Invoice No:	09.08.2023	9/18/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75588	2016		BSN SPORTS		Check		
				E 01	020 296 059 000 430 SB Helmets			\$749.85	
				E 01	020 296 059 000 430 Credit			(\$976.94)	
				E 01	020 296 059 000 430 Freight			\$47.19	
PO#:	Voucher #:	39595	Invoice	Invoice No:	921224204	9/18/2023	Paid Amt:	(\$179.90)	
				E 01	020 294 054 000 412 FB Helmets			\$1,739.94	
				E 01	020 294 054 000 430 Freight			\$52.20	
PO#:	Voucher #:	39596	Invoice	Invoice No:	922082442	9/18/2023	Paid Amt:	\$1,792.14	
				E 01	020 294 054 000 412 FB Helmets			\$2,609.91	
				E 01	020 294 054 000 430 Freight			\$78.30	
PO#:	Voucher #:	39597	Invoice	Invoice No:	922160318	9/18/2023	Paid Amt:	\$2,688.21	
				E 01	020 294 054 000 412 FB Equipment	98		\$24.97	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75588	2016		BSN SPORTS		Check		
				E 01	020 294 054 000 430	Freight		\$8.00	
	PO#:	Voucher #:	39598	Invoice	Invoice No: 922469903	9/18/2023	Paid Amt:	\$32.97	
							Check Amount:	\$4,333.42	
0485	PCB	75589	1077		CENTRAL LOCKSMITHS		Check		
				E 01	005 810 000 000 401	KEYS		\$158.25	
	PO#:	Voucher #:	39600	Invoice	Invoice No: 376822	9/18/2023	Paid Amt:	\$158.25	
							Check Amount:	\$158.25	
0485	PCB	75590	4779		Claire Redman		Check		
				R 04	000 000 081 321 050	Fitness Center Refund		\$90.00	
	PO#:	Voucher #:	39583	Invoice	Invoice No: 09.15.2023	9/18/2023	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0485	PCB	75591	1238		INNOVATIVE OFFICE SOLUTION, LLC		Check		
				E 01	010 620 000 000 401	gbc3748204ez laminating film		\$177.51	
				E 01	010 620 000 000 401	durmn1500b24 AA batteries		\$42.88	
	PO#: 5538	Voucher #:	39592	Invoice	Invoice No: IN4320203	9/18/2023	Paid Amt:	\$220.39	
							Check Amount:	\$220.39	
0485	PCB	75592	1423		ISD #484		Check		
				E 01	020 292 052 000 425	CC MEET ENTRY FEE		\$110.00	
	PO#:	Voucher #:	39588	Invoice	Invoice No: 09.12.2023	9/18/2023	Paid Amt:	\$110.00	
							Check Amount:	\$110.00	
0485	PCB	75593	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 490	MILK		\$389.70	
	PO#:	Voucher #:	39602	Invoice	Invoice No: 4769908	9/18/2023	Paid Amt:	\$389.70	
				E 02	005 770 000 701 490	MILK		\$239.80	
	PO#:	Voucher #:	39603	Invoice	Invoice No: 4740729	9/18/2023	Paid Amt:	\$239.80	
							Check Amount:	\$629.50	
0485	PCB	75594	3682		Lincoln Electric Company		Check		
				E 01	020 301 000 830 433	Welding Shop Electrodes		\$1,060.50	
	PO#: 5516	Voucher #:	39586	Invoice	Invoice No: 912348919	9/18/2023	Paid Amt:	\$1,060.50	
				E 01	020 301 000 830 433	Welding Shop Electrodes		\$150.00	
	PO#: 5516	Voucher #:	39587	Invoice	Invoice No: 912361645	9/18/2023	Paid Amt:	\$150.00	
							Check Amount:	\$1,210.50	
0485	PCB	75595	4781		Logan Lunde		Check		
				E 01	020 294 054 000 420	FB Official Holdingford		\$125.00	
	PO#:	Voucher #:	39608	Invoice	Invoice No: 09.08.2023	9/18/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75596	3135		MEEKER & WRIGHT SPECIAL ED COOP #938		Check		
				E 01	998 211 000 000 390 Educational Services			\$443.52	
	PO#:	Voucher #:	39604	Invoice	Invoice No: 2992	9/18/2023	Paid Amt:	\$443.52	
							Check Amount:	\$443.52	
0485	PCB	75597	1325		MELROSE PUBLIC SCHOOLS		Check		
				E 01	020 296 058 000 425 JV/C VB ENRY FEE			\$150.00	
	PO#:	Voucher #:	39589	Invoice	Invoice No: 09.12.2023	9/18/2023	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	75598	4390		NORTHLAND KART KOUNTRY, INC.		Check		
				E 04	005 570 114 321 369 MAP FIELD TRIP			\$819.00	
	PO#:	Voucher #:	39599	Invoice	Invoice No: 210	9/18/2023	Paid Amt:	\$819.00	
							Check Amount:	\$819.00	
0485	PCB	75599	1392		OAK ELECTRIC SERVICE, INC		Check		
				E 01	020 292 000 302 530 Concessions Electric Work			\$716.28	
	PO#:	Voucher #:	39607	Invoice	Invoice No: 6313	9/18/2023	Paid Amt:	\$716.28	
							Check Amount:	\$716.28	
0485	PCB	75600	3940		ST. CLOUD ORTHOPEDICS		Check		
				E 01	020 292 000 000 305 Volleyball Invite			\$425.00	
				E 01	020 292 000 000 305 FB Scrimmage			\$112.50	
	PO#:	Voucher #:	39591	Invoice	Invoice No: 1	9/18/2023	Paid Amt:	\$537.50	
							Check Amount:	\$537.50	
0485	PCB	75601	4782		Tim Lunde		Check		
				E 01	020 294 054 000 420 FB Official Holdingford			\$125.00	
	PO#:	Voucher #:	39609	Invoice	Invoice No: 09.08.2023	9/18/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75602	1574		TODD NORMAN		Check		
				E 01	020 294 054 000 420 FB Official Holdingford			\$125.00	
	PO#:	Voucher #:	39606	Invoice	Invoice No: 09.08.2023	9/18/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75603	4780		Travis & Abby McDougall		Check		
				R 04	000 570 000 321 050 MAP Refund			\$273.00	
	PO#:	Voucher #:	39584	Invoice	Invoice No: 20243	9/18/2023	Paid Amt:	\$273.00	
							Check Amount:	\$273.00	
0485	PCB	75604	3486		UNIVERSAL ATHLETIC		Check		
				E 01	020 294 053 000 430 Maple S345 35" Fungo; Item # WBL2708010			\$180.00	
				E 01	020 294 053 000 430 Freight 100			\$20.00	
	PO#: 5203	Voucher #:	39594	Invoice	Invoice No: 104-0140925-01	9/18/2023	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75605	4353		WHA SCHOOLS		Check		
				E 01	020 296 058 000 425	VB TOURNAMENT ENTRY FEE		\$200.00	
PO#:	Voucher #:	39590	Invoice		Invoice No: 09.12.2023	9/18/2023	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0485	PCB	75606	4783		Will Etben		Check		
				E 01	020 294 054 000 420	FB Official Holdingford		\$125.00	
PO#:	Voucher #:	39610	Invoice		Invoice No: 09.08.2023	9/18/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75607	2486		WORDMASTERS LLC		Check		
				E 01	010 218 000 388 430	WMC Grade 3 Blue Division		\$105.00	
				E 01	010 218 000 388 430	WMC Grade 5 Blue Division		\$105.00	
PO#: 5537	Voucher #:	39585	Invoice		Invoice No: 8956860A	9/18/2023	Paid Amt:	\$210.00	
							Check Amount:	\$210.00	
0485	PCB	75608	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 301 096 830 430	Class Room Supplies		\$894.89	
PO#:	Voucher #:	39698	Invoice		Invoice No: 1VTQ-GTYC-QPRH	9/22/2023	Paid Amt:	\$894.89	
				E 01	020 301 096 830 430	Class Room Supplies		(\$1.27)	
PO#:	Voucher #:	39699	Invoice		Invoice No: 16C3-JJF4-WJKX	9/22/2023	Paid Amt:	(\$1.27)	
				E 01	020 301 096 830 430	Credit Shipping		(\$0.29)	
PO#:	Voucher #:	39700	Invoice		Invoice No: 1R4H-Q1QK-VXVX	9/22/2023	Paid Amt:	(\$0.29)	
				E 01	020 301 096 830 430	Credit Shipping		(\$0.10)	
PO#:	Voucher #:	39701	Invoice		Invoice No: 1HH6-PRHJ-VCYD	9/22/2023	Paid Amt:	(\$0.10)	
				E 01	020 301 096 830 430	Credit Shipping		(\$0.31)	
PO#:	Voucher #:	39702	Invoice		Invoice No: 1W79-M4X6-VQPK	9/22/2023	Paid Amt:	(\$0.31)	
				E 01	020 301 096 830 430	Credit Shipping		(\$1.51)	
PO#:	Voucher #:	39703	Invoice		Invoice No: 1V7V-YRTR-VPQ4	9/22/2023	Paid Amt:	(\$1.51)	
				E 01	020 301 096 830 430	Credit Shipping		(\$0.37)	
PO#:	Voucher #:	39704	Invoice		Invoice No: 1C13-HNMY-W19W	9/22/2023	Paid Amt:	(\$0.37)	
				E 01	020 301 096 830 430	Credit Shipping		(\$1.40)	
PO#:	Voucher #:	39705	Invoice		Invoice No: 1VTQ-GTYC--V4L7	9/22/2023	Paid Amt:	(\$1.40)	
				E 01	020 301 096 830 430	Credit Shipping		(\$1.24)	
PO#:	Voucher #:	39706	Invoice		Invoice No: 1RFY-RLJH-THNW	9/22/2023	Paid Amt:	(\$1.24)	
				E 01	020 301 096 830 430	Credit Shipping		(\$0.27)	
PO#:	Voucher #:	39707	Invoice		Invoice No: 1WRT-6FP7-T91V	9/22/2023	Paid Amt:	(\$0.27)	
				E 01	020 301 096 830 430	Credit Shipping		(\$0.23)	
PO#:	Voucher #:	39708	Invoice		Invoice No: 1M7M-649K-W3KG	9/22/2023	Paid Amt:	(\$0.23)	
				E 01	020 212 000 000 430	Supplies		\$293.33	
PO#:	Voucher #:	39639	Invoice		Invoice No: 11MV-F4QR-KYW9	9/22/2023	Paid Amt:	\$293.33	
				E 01	010 203 000 000 430	Computer Privacy Screen Filter		\$320.70	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75608	4295		AMAZON CAPITAL SERVICES		Check		
				E 01 010 203 000 000 430	Shipping		\$6.99		
PO#:	Voucher #:	39640	Invoice	Invoice No:	1VRG-FMRG-F39Y	9/22/2023	Paid Amt:	\$327.69	
				E 01 020 301 000 830 433	Wet Erase Marker Set		\$9.97		
				E 01 020 301 000 830 433	Shipping		\$1.38		
PO#:	Voucher #:	39641	Invoice	Invoice No:	1QJX-T9XV-HPDV	9/22/2023	Paid Amt:	\$11.35	
				E 01 020 255 000 000 430	Calculating Time Clock & Modern Marvels		\$182.48		
PO#:	Voucher #:	39644	Invoice	Invoice No:	1XKG-PDPW-WCR7	9/22/2023	Paid Amt:	\$182.48	
				E 01 020 260 255 000 430	Aquarium Test Strip Kit		\$32.97		
PO#:	Voucher #:	39645	Invoice	Invoice No:	1LK\$-LDTQ-43TR	9/22/2023	Paid Amt:	\$32.97	
				E 01 020 260 255 000 430	Arm Muscle Model		\$189.00		
PO#:	5385	Voucher #:	39646	Invoice	Invoice No:	13MK-CCDX-1YH9	9/22/2023	Paid Amt:	\$189.00
				E 01 005 720 000 000 401	ScanSnap iX1300 Compact Wireless or USB I		\$599.98		
				E 01 020 211 690 000 401	Satechi USB C Hub Slim Multiport Adapter		\$289.25		
				E 01 020 211 690 000 401	StarTech.com 10ft White Slim 3.5mm Stereo A		\$20.80		
				E 01 020 211 690 000 401	Shipping		\$12.85		
				E 01 020 211 690 000 401	Discount		(\$15.74)		
				E 01 020 211 690 000 401	StarTech.com 6 ft Slim 3.5mm Stereo Audio C		\$29.00		
PO#:	5532	Voucher #:	39647	Invoice	Invoice No:	1HH6-PRHJ-T31L	9/22/2023	Paid Amt:	\$936.14
				E 01 020 255 000 000 430	Key Fob Programming		\$1,094.10		
				E 01 020 255 000 000 430	shipping		\$6.99		
PO#:	Voucher #:	39648	Invoice	Invoice No:	1JGT-9PFK-QRKK	9/22/2023	Paid Amt:	\$1,101.09	
				E 01 020 212 000 000 430	Painting supplies		\$818.28		
PO#:	Voucher #:	39649	Invoice	Invoice No:	1NRG-7HRV-63Y4	9/22/2023	Paid Amt:	\$818.28	
				E 01 005 720 000 000 401	Hailang Mini Fridge		\$189.99		
PO#:	Voucher #:	39618	Invoice	Invoice No:	1NC1-WQL1-3YWH	9/22/2023	Paid Amt:	\$189.99	
				E 01 020 212 000 000 430	Gel Printing Plates		\$215.97		
PO#:	Voucher #:	39690	Invoice	Invoice No:	1JK6-3XJM-G44W	9/22/2023	Paid Amt:	\$215.97	
								Check Amount:	\$5,186.19
0485	PCB	75609	4791		Amber Holroyd		Check		
				E 08 020 960 000 340 898	Scholarship Royalton American Legion		\$500.00		
PO#:	Voucher #:	39721	Invoice	Invoice No:	09.14.2023	9/22/2023	Paid Amt:	\$500.00	
								Check Amount:	\$500.00
0485	PCB	75610	3752		BREAKOUT, INC.		Check		
				E 01 010 218 000 388 406	Digital Subscription Renewal		\$99.00		
PO#:	5543	Voucher #:	39623	Invoice	Invoice No:	47129	9/22/2023	Paid Amt:	\$99.00
								Check Amount:	\$99.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75611	3283		BRRR EQUIPMENT SERVICE		Check		
				E 02	005 770 000 701 350	Replace Filters		\$313.00	
	PO#:	Voucher #:	39691	Invoice	Invoice No: 09.07.2023	9/22/2023	Paid Amt:	\$313.00	
				E 02	005 770 000 701 350	Ignightor and filters		\$977.00	
	PO#:	Voucher #:	39692	Invoice	Invoice No: 08.08.2023	9/22/2023	Paid Amt:	\$977.00	
							Check Amount:	\$1,290.00	
0485	PCB	75612	4761		CANS R US, LLC		Check		
				E 01	005 810 000 000 305	Toilet Rental		\$770.00	
	PO#:	Voucher #:	39627	Invoice	Invoice No: 2775	9/22/2023	Paid Amt:	\$770.00	
							Check Amount:	\$770.00	
0485	PCB	75613	2558		CARL SIMMONS		Check		
				E 01	020 296 058 000 420	VB OFFICIAL Maple Lake		\$125.00	
	PO#:	Voucher #:	39634	Invoice	Invoice No: 09.14.2023	9/22/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75614	3344		CDW-GOVERNMENT		Check		
				E 01	020 215 000 000 430	Microsoft Access License		\$52.90	
	PO#: 5502	Voucher #:	39626	Invoice	Invoice No: LQ25596	9/22/2023	Paid Amt:	\$52.90	
							Check Amount:	\$52.90	
0485	PCB	75615	1079		CENTRAL MN ALARMS INC		Check		
				E 01	005 865 000 363 305	Alarm Service Repair		\$205.00	
	PO#:	Voucher #:	39722	Invoice	Invoice No: 93080	9/22/2023	Paid Amt:	\$205.00	
							Check Amount:	\$205.00	
0485	PCB	75616	4790		Central States Conference		Check		
				E 01	020 640 000 316 366	Conference		\$150.00	
	PO#:	Voucher #:	39720	Invoice	Invoice No: 09.19.2023	9/22/2023	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	75617	3347		CHRIS COPPICUS		Check		
				E 01	020 292 000 000 820	Coaches Association		\$53.50	
	PO#:	Voucher #:	39696	Invoice	Invoice No: 09.20.2023	9/22/2023	Paid Amt:	\$53.50	
							Check Amount:	\$53.50	
0485	PCB	75618	2602		CLIMATE AIR INC		Check		
				E 01	005 810 000 000 350	Elem HVAC service and repair		\$1,477.28	
	PO#:	Voucher #:	39625	Invoice	Invoice No: 56004	9/22/2023	Paid Amt:	\$1,477.28	
							Check Amount:	\$1,477.28	
0485	PCB	75619	1090		CMERDC		Check		
				E 01	005 110 000 000 305	ACCOUNTING FEE103		\$525.00	
				E 01	005 110 000 000 305	SMART SYSYEM		\$3,240.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75619	1090		CMERDC		Check
				E 01	005 110 000 000 305 HOSTED		\$825.00
PO#:	Voucher #:	39684	Invoice	Invoice No:	194079	9/22/2023	Paid Amt: \$4,590.00
							Check Amount: \$4,590.00
0485	PCB	75620	1152		EVERGREEN LAWN IRRIGATION		Check
				E 01	005 811 000 000 305 Repair irrigation		\$667.80
PO#:	Voucher #:	39643	Invoice	Invoice No:	6754	9/22/2023	Paid Amt: \$667.80
							Check Amount: \$667.80
0485	PCB	75621	2328		FISHER SCIENCE EDUCATION		Check
				E 01	020 260 255 000 430 1916729-Medium vinyl gloves		\$36.28
				E 01	020 260 255 000 430 1916730-Large vinyl gloves		\$14.52
				E 01	020 260 255 000 430 1916731-XLarge vinyl gloves		\$35.90
PO#: 5535	Voucher #:	39723	Invoice	Invoice No:	6069832	9/22/2023	Paid Amt: \$86.70
							Check Amount: \$86.70
0485	PCB	75622	4673		FROG STREET PRESS, LLC		Check
				E 04	005 582 000 344 430 Virtual Training		\$2,998.00
PO#:	Voucher #:	39688	Invoice	Invoice No:	0247922-N	9/22/2023	Paid Amt: \$2,998.00
							Check Amount: \$2,998.00
0485	PCB	75623	1183		GOPHER SPORT		Check
				E 01	020 292 000 000 430 Deluxe Vinyl Floor Tape		\$100.69
PO#: 5545	Voucher #:	39619	Invoice	Invoice No:	#IN317848	9/22/2023	Paid Amt: \$100.69
							Check Amount: \$100.69
0485	PCB	75624	1215		HILLYARD INC		Check
				E 01	005 810 000 000 401 Duster Polywool Extended		\$9.38
PO#:	Voucher #:	39650	Invoice	Invoice No:	605231536	9/22/2023	Paid Amt: \$9.38
				E 01	005 810 000 000 401 Duster Polywool Extended & Easy Fresh		\$413.68
PO#:	Voucher #:	39651	Invoice	Invoice No:	605231537	9/22/2023	Paid Amt: \$413.68
							Check Amount: \$423.06
0485	PCB	75625	4789		Hinckley-Finlayson School District		Check
				E 01	020 292 052 000 425 CC Entry Fee		\$160.00
PO#:	Voucher #:	39694	Invoice	Invoice No:	09.20.2023	9/22/2023	Paid Amt: \$160.00
							Check Amount: \$160.00
0485	PCB	75626	1238		INNOVATIVE OFFICE SOLUTION, LLC		Check
				E 01	010 203 000 000 430 PAC103061 black 12x18		\$18.66
				E 01	010 203 000 000 430 PAC103431 red 9x12		\$8.85
				E 01	010 203 000 000 430 PAC103016 sky blue 9x12		\$8.25
				E 01	010 203 000 000 430 PAC103004 yellow 9x12		\$9.05
				E 01	010 203 000 000 430 PAC103002 orange 9x12		\$9.35

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75626	1238		INNOVATIVE OFFICE SOLUTION, LLC		Check		
				E 01	010 203 000 000 430	PAC103017 royal blue 9x12		\$9.15	
				E 01	010 203 000 000 430	PAC102960 holiday green 9x12		\$9.85	
				E 01	010 203 000 000 430	PAC103006 festive green 9x12		\$10.00	
				E 01	010 203 000 000 430	PAC103025 warm brown 9x12		\$8.20	
				E 01	010 203 000 000 430	PAC103024 drak brown 9x12		\$8.65	
				E 01	010 203 000 000 430	PAC102998 gold 12x18		\$18.60	
	PO#: 5540	Voucher #:	39642	Invoice	Invoice No: IN4321579	9/22/2023	Paid Amt:	\$118.61	
				E 01	010 203 000 000 430	PAC103058 white 12x18		\$15.30	
	PO#: 5540	Voucher #:	39635	Invoice	Invoice No: IN4323705	9/22/2023	Paid Amt:	\$15.30	
							Check Amount:	\$133.91	
0485	PCB	75627	1511		JOHNSON CONTROLS		Check		
				E 01	005 810 000 000 350	Replaced Duct Detector		\$1,615.16	
	PO#:	Voucher #:	39614	Invoice	Invoice No: 51247967	9/22/2023	Paid Amt:	\$1,615.16	
							Check Amount:	\$1,615.16	
0485	PCB	75628	3049		JT UPHOLSTERY		Check		
				E 01	005 810 000 000 350	RECOVER CHAIRS		\$1,112.51	
	PO#:	Voucher #:	39709	Invoice	Invoice No: 495472	9/22/2023	Paid Amt:	\$1,112.51	
							Check Amount:	\$1,112.51	
0485	PCB	75629	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 490	MILK		\$314.75	
	PO#:	Voucher #:	39656	Invoice	Invoice No: 4777553	9/22/2023	Paid Amt:	\$314.75	
				E 02	005 770 000 701 490	MILK		\$450.90	
	PO#:	Voucher #:	39657	Invoice	Invoice No: 4781520	9/22/2023	Paid Amt:	\$450.90	
				E 02	005 770 000 701 490	MILK		\$405.75	
	PO#:	Voucher #:	39658	Invoice	Invoice No: 4781659	9/22/2023	Paid Amt:	\$405.75	
				E 02	005 770 000 701 490	MILK		\$330.70	
	PO#:	Voucher #:	39711	Invoice	Invoice No: 4787089	9/22/2023	Paid Amt:	\$330.70	
				E 02	005 770 000 701 490	MILK		\$285.65	
	PO#:	Voucher #:	39712	Invoice	Invoice No: 4788091	9/22/2023	Paid Amt:	\$285.65	
							Check Amount:	\$1,787.75	
0485	PCB	75630	4758		LIBERTY MUTUAL INSURANCE		Check		
				E 01	005 760 000 720 340	AUTO		\$1,951.89	
				E 01	005 940 000 000 340	UMBRELL/PACKAGE		\$6,304.15	
	PO#:	Voucher #:	39631	Invoice	Invoice No: 14674766	9/22/2023	Paid Amt:	\$8,256.04	
							Check Amount:	\$8,256.04	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75631	1300		MACNEIL ENVIRONMENTAL, INC		Check		
				E 01	005 865 000 352 305 HEALTH & SAFETY			\$1,500.00	
	PO#:	Voucher #:	39689	Invoice	Invoice No: 9490	9/22/2023	Paid Amt:	\$1,500.00	
							Check Amount:	\$1,500.00	
0485	PCB	75632	4792		Magnetic Spark		Check		
				E 01	020 296 058 000 430 Volleyball Tourney Shirts			\$426.56	
	PO#:	Voucher #:	39726	Invoice	Invoice No: 017130	9/22/2023	Paid Amt:	\$426.56	
							Check Amount:	\$426.56	
0485	PCB	75633	2098		MARK RICKER		Check		
				E 01	020 294 054 000 420 FB OFFICIAL Maple Lake			\$90.00	
	PO#:	Voucher #:	39616	Invoice	Invoice No: 09.18.2023	9/22/2023	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0485	PCB	75634	1752		MASA		Check		
				E 01	005 020 000 000 820 Workshop Get Out The Vote			\$60.00	
	PO#:	Voucher #:	39613	Invoice	Invoice No: 07.25.2023	9/22/2023	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
0485	PCB	75635	2862		MATH MASTERS		Check		
				E 01	010 218 000 388 430 4th Grade Team Registration			\$240.00	
				E 01	010 218 000 388 430 5th Grade Team Registration			\$240.00	
				E 01	010 218 000 388 430 6th Grade Team Registration			\$240.00	
	PO#:	Voucher #:	39697	Invoice	Invoice No: MM2024	9/22/2023	Paid Amt:	\$720.00	
							Check Amount:	\$720.00	
0485	PCB	75636	2065		MATTHEW M HEIER		Check		
				E 01	020 296 058 000 420 VB OFFICIAL Maple Lake			\$125.00	
	PO#:	Voucher #:	39633	Invoice	Invoice No: 0.14.2023	9/22/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75637	4351		MBCA CLINIC		Check		
				E 01	020 294 055 000 366 BBB COACHES CLINIC			\$375.00	
	PO#:	Voucher #:	39693	Invoice	Invoice No: 09.20.2023	9/22/2023	Paid Amt:	\$375.00	
							Check Amount:	\$375.00	
0485	PCB	75638	1338		MICHAEL BUKOWSKI		Check		
				E 01	020 294 054 000 420 FB OFFICIAL Maple Lake			\$90.00	
	PO#:	Voucher #:	39615	Invoice	Invoice No: 09.18.2023	9/22/2023	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0485	PCB	75639	4788		Michael J Strack		Check		
				E 01	005 810 000 000 320 Locating school fiber	10/6		\$300.00	
	PO#:	Voucher #:	39686	Invoice	Invoice No: 022703	9/22/2023	Paid Amt:	\$300.00	
							Check Amount:	\$300.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75640	2454		MIDWEST MACHINERY CO		Check		
				E 01	005 811 000 000 401	JOHN DEERE PARTS		\$169.50	
PO#:	Voucher #:	39713	Invoice		Invoice No: 9771783	9/22/2023	Paid Amt:	\$169.50	
							Check Amount:	\$169.50	
0485	PCB	75641	3258		MINNESOTA CLAY USA		Check		
				E 01	020 212 000 000 430	MB stoneware cone		\$289.50	
				E 01	020 212 000 000 430	White earthenware cone		\$270.00	
				E 01	020 212 000 000 430	KIT 3 stroke and coat		\$39.95	
				E 01	020 212 000 000 430	Black Designer Liner		\$4.25	
				E 01	020 212 000 000 430	White Designer Liner		\$4.25	
				E 01	020 212 000 000 430	Red Designer Liner		\$4.25	
				E 01	020 212 000 000 430	Blue Designer Liner		\$4.25	
				E 01	020 212 000 000 430	Green Designer Liner		\$4.25	
				E 01	020 212 000 000 430	Brown Designer Liner		\$4.25	
				E 01	020 212 000 000 430	Yellow Designer Liner		\$4.25	
				E 01	020 212 000 000 430	Orange Designer Liner		\$4.25	
				E 01	020 212 000 000 430	Pallet and shrinkwrap charge		\$17.50	
				E 01	020 212 000 000 430	Freight		\$142.43	
PO#: 5536	Voucher #:	39637	Invoice		Invoice No: 139478	9/22/2023	Paid Amt:	\$793.38	
				E 01	020 212 000 000 430	Shimpo VL-WHIS 1/2 HP W/Pan		\$1,460.00	
				E 01	020 212 000 000 430	Shimpo Adjustable Padded Stool		\$94.00	
				E 01	020 212 000 000 430	Freight		\$0.00	
PO#: 5529	Voucher #:	39638	Invoice		Invoice No: 139479	9/22/2023	Paid Amt:	\$1,554.00	
							Check Amount:	\$2,347.38	
0485	PCB	75642	1346		MINNESOTA POWER		Check		
				E 01	020 810 000 000 331	Acct 0191115490		\$194.08	
PO#:	Voucher #:	39630	Invoice		Invoice No: 019835106232	9/22/2023	Paid Amt:	\$194.08	
							Check Amount:	\$194.08	
0485	PCB	75643	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490	BREAD		\$129.10	
PO#:	Voucher #:	39652	Invoice		Invoice No: 10000623261002	9/22/2023	Paid Amt:	\$129.10	
				E 02	005 770 000 701 490	BREAD		\$96.62	
PO#:	Voucher #:	39653	Invoice		Invoice No: 10000623254001	9/22/2023	Paid Amt:	\$96.62	
				E 02	005 770 000 701 490	BREAD		\$71.38	
PO#:	Voucher #:	39654	Invoice		Invoice No: 10000623261003	9/22/2023	Paid Amt:	\$71.38	
				E 02	005 770 000 701 490	BREAD		\$161.88	
PO#:	Voucher #:	39655	Invoice		Invoice No: 10000623254002	9/22/2023	Paid Amt:	\$161.88	
							Check Amount:	\$458.98	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75644	3926		PIONEER ATHLETICS		Check		
				E 01	005 810 000 000 401	Graco Pump Rebuild Kit		\$126.50	
PO#:	Voucher #:	39628	Invoice	Invoice No:	INV900327	9/22/2023	Paid Amt:	\$126.50	
							Check Amount:	\$126.50	
0485	PCB	75645	1463		RICE HARDWARE HANK		Check		
				E 01	005 810 000 000 401	Custodial Keys		\$29.88	
PO#:	Voucher #:	39622	Invoice	Invoice No:	28038/3	9/22/2023	Paid Amt:	\$29.88	
							Check Amount:	\$29.88	
0485	PCB	75646	4591		ROBERT PLOMBON		Check		
				E 01	005 010 000 000 305	Robert Plombon AP		\$553.14	
				E 04	005 570 000 000 305	Robert Plombon AP		\$92.18	
				E 04	005 582 000 344 305	Robert Plombon AP		\$92.18	
PO#:	Voucher #:	39611	Invoice	Invoice No:	8/16-8/31/2023	9/22/2023	Paid Amt:	\$737.50	
				E 01	005 010 000 000 305	Robert Plombon AP		\$637.50	
				E 04	005 570 000 000 305	Robert Plombon AP		\$106.25	
				E 04	005 582 000 344 305	Robert Plombon AP		\$106.25	
PO#:	Voucher #:	39612	Invoice	Invoice No:	9/01-9/15/2023	9/22/2023	Paid Amt:	\$850.00	
							Check Amount:	\$1,587.50	
0485	PCB	75647	3461		Saint John's Preparatory School		Check		
				E 01	020 292 052 000 425	CC ENTRY FEE		\$125.00	
PO#:	Voucher #:	39695	Invoice	Invoice No:	09.20.2023	9/22/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75648	1489		SCHOLASTIC		Check		
				E 01	010 203 000 000 460	Let's Find Out, Ms. Larson		\$143.76	
				E 01	010 203 000 000 460	Let's Find Out, Mrs. Shaughnessy		\$137.77	
				E 01	010 203 000 000 460	Let's Find Out, Mrs. Seguin		\$143.76	
				E 01	010 203 000 000 460	Scholastic News 1, Mrs. Hemminger		\$143.76	
				E 01	010 203 000 000 460	Scholastic News 1, Mrs. Wiersgalla		\$143.76	
				E 01	010 203 000 000 460	Scholastic News 1, Mrs. Hamers		\$131.78	
				E 01	010 203 000 000 460	Scholastic News 2, Mr. Marschel		\$131.78	
				E 01	010 203 000 000 460	Scholastic News 2, Mrs. Tonderum		\$137.77	
				E 01	010 203 000 000 460	Scholastic News 3, Mrs. Beaman		\$143.76	
				E 01	010 203 000 000 460	Scholastic News 3, Mrs. Scott		\$143.76	
				E 01	010 203 000 000 460	Scholastic News 3, Ms. Gangl		\$149.75	
				E 01	010 203 000 000 460	Free shipping		\$0.00	
PO#:	5361	Voucher #:	39629	Invoice	Invoice No:	M7399315	9/22/2023	Paid Amt:	\$1,551.41
							Check Amount:	\$1,551.41	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75649	4522		SENTRA-SOTA SHEET METAL, INC.		Check		
				E 01	005 810 000 000 350			Fabricated and installed Dark Bronze covers	\$965.00
PO#:	Voucher #:	39636	Invoice		Invoice No: 34092	9/22/2023	Paid Amt:	\$965.00	
							Check Amount:	\$965.00	
0485	PCB	75650	2550		SKYWARD USERS OF MINNESOTA		Check		
				E 01	005 640 000 316 366			SKYWARD CONFERENCE	\$675.00
PO#:	Voucher #:	39687	Invoice		Invoice No: 09.18.2023	9/22/2023	Paid Amt:	\$675.00	
							Check Amount:	\$675.00	
0485	PCB	75651	4755		SQUIRES, WALDSPURGER & MACE		Check		
				E 01	005 020 000 000 313			Legal	\$1,643.00
PO#:	Voucher #:	39632	Invoice		Invoice No: 18329	9/22/2023	Paid Amt:	\$1,643.00	
							Check Amount:	\$1,643.00	
0485	PCB	75652	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 491			Commodity	\$54.07
PO#:	Voucher #:	39659	Invoice		Invoice No: 253468438	9/22/2023	Paid Amt:	\$54.07	
				E 02	005 770 000 701 491			Commodity	\$73.87
PO#:	Voucher #:	39660	Invoice		Invoice No: 253472972	9/22/2023	Paid Amt:	\$73.87	
				E 02	005 770 000 701 490			LUNCH	\$213.59
PO#:	Voucher #:	39661	Invoice		Invoice No: 253468439	9/22/2023	Paid Amt:	\$213.59	
				E 02	005 770 000 701 490			LUNCH	\$4,317.86
PO#:	Voucher #:	39662	Invoice		Invoice No: 253468437	9/22/2023	Paid Amt:	\$4,661.60	
				E 02	005 770 000 705 490			Breakfast	\$739.03
PO#:	Voucher #:	39663	Invoice		Invoice No: 253468436	9/22/2023	Paid Amt:	\$739.03	
				E 02	005 770 000 701 490			LUNCH	\$168.11
PO#:	Voucher #:	39664	Invoice		Invoice No: 253468485	9/22/2023	Paid Amt:	\$168.11	
				E 02	005 770 000 701 490			LUNCH	\$1,665.33
				E 02	005 770 000 705 490			BREAKFAST	\$1,873.26
				E 02	005 770 000 701 401			SUPPLIES	\$226.55
PO#:	Voucher #:	39665	Invoice		Invoice No: 253472971	9/22/2023	Paid Amt:	\$3,765.14	
				E 02	005 770 000 701 491			Commodity	\$43.53
PO#:	Voucher #:	39714	Invoice		Invoice No: 253472976	9/22/2023	Paid Amt:	\$43.53	
				E 02	005 770 000 701 491			Commodity	\$87.01
PO#:	Voucher #:	39715	Invoice		Invoice No: 253468434	9/22/2023	Paid Amt:	\$87.01	
				E 02	005 770 000 705 490			Breakfast	\$270.65
PO#:	Voucher #:	39716	Invoice		Invoice No: 253472975	9/22/2023	Paid Amt:	\$270.65	
				E 02	005 770 000 701 490			LUNCH	\$3,821.54
				E 02	005 770 000 705 490			BREAKFAST	\$503.39
PO#:	Voucher #:	39717	Invoice		Invoice No: 253472974	9/22/2023	Paid Amt:	\$4,324.93	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75652	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 490 LUNCH			\$2,200.74	
				E 02	005 770 000 705 490 BREAKFAST			\$1,150.27	
PO#:	Voucher #:	39718	Invoice		Invoice No: 253468435	9/22/2023		Paid Amt:	\$3,351.01
				E 02	005 770 000 705 490 BREAKFAST			\$558.08	
PO#:	Voucher #:	39719	Invoice		Invoice No: 253472973	9/22/2023		Paid Amt:	\$558.08
				E 02	005 770 000 701 490 LUNCH			\$111.78	
PO#:	Voucher #:	39710	Invoice		Invoice No: 253474958	9/22/2023		Paid Amt:	\$111.78
Check Amount:								\$18,422.40	
0485	PCB	75653	1556		TEACHER DIRECT		Check		
				E 01	010 203 000 000 430 348-9042NS traditional cursive adhesive desk			\$15.88	
				E 01	010 203 000 000 430 348-546054 SC grade 3 comprehension skills			\$10.88	
				E 01	010 203 000 000 430 348-7164 number line bullet in board			\$14.88	
				E 01	010 203 000 000 430 348-2913 TCR grade 3 Paired passages:linkin			\$15.88	
				E 01	010 203 000 000 430 348-2112279 DD grade 3 Problem solving pra			\$14.88	
				E 01	010 203 000 000 430 348-77136 ST CLI plastic ruler schools- dozen			\$10.96	
				E 01	010 203 000 000 430 348-50005 F3 Flip easel			\$22.88	
				E 01	010 203 000 000 430 348-581 EMC grade 3 daily language review			\$23.88	
				E 01	010 203 000 000 430 348-211744 DD grades2-3 number sleuth			\$14.88	
				E 01	010 203 000 000 430 Free shipping			\$0.00	
PO#: 5372	Voucher #:	39675	Invoice		Invoice No: INV/2023/5103	9/22/2023		Paid Amt:	\$145.00
				E 01	010 203 000 000 430 Masonite letter size clipboard			\$27.28	
				E 01	010 203 000 000 430 553078 SC Number line -20 to 100			\$14.88	
				E 01	010 203 000 000 430 5624 TCR Chalkboard Brights flat name plates			\$5.98	
				E 01	010 203 000 000 430 5466 TCR Chalkboard brights happy birthday :			\$5.88	
				E 01	010 203 000 000 430 9005 NS Traditional cursive desk plates 36ct.			\$10.78	
				E 01	010 203 000 000 430 10164 FS 12 count 9.5x12 dry erase boards			\$57.84	
				E 01	010 203 000 000 430 29010 CLI 10 count dry erase pockets			\$20.38	
				E 01	010 203 000 000 430 5619 TCR chalkboard brights straight border			\$4.88	
				E 01	010 203 000 000 430 Free shipping			\$0.00	
PO#: 5394	Voucher #:	39676	Invoice		Invoice No: INV/2023/5104	9/22/2023		Paid Amt:	\$147.90
				E 01	010 203 000 000 430 348-711D DOW Magnets			\$36.48	
				E 01	010 203 000 000 430 348-710D DOW Magnets			\$45.48	
				E 01	010 203 000 000 430 348-120562 CD Motivational pencil cutouts			\$6.88	
				E 01	010 203 000 000 430 348-8505 TCR Mini buletin board			\$13.88	
				E 01	010 203 000 000 430 348-GSM609 BLK BIC pens			\$9.88	
				E 01	010 203 000 000 430 348-8340 TCR border 10			\$4.88	
				E 01	010 203 000 000 430 348-4642 TCR border			\$4.88	
				E 01	010 203 000 000 430 348-849337 EU			\$10.88	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75653	1556		TEACHER DIRECT		Check		
				E 01	010 203 000 000 430	348-1112 PRE checkers	\$6.48		
				E 01	010 203 000 000 430	348-80772 CLI sharpeners	\$8.28		
PO#: 5389	Voucher #:	39677	Invoice		Invoice No: INV/2023/5193	9/22/2023	Paid Amt:	\$148.00	
				E 01	010 203 000 000 430	348-9005 NS Cursive desk plates (36)	\$10.78		
				E 01	010 203 000 000 430	348-126961 SHE 180 days of social emotional	\$22.88		
				E 01	010 203 000 000 430	348-AC2083 Foam magnet eraser	\$5.98		
				E 01	010 203 000 000 430	348-106011 Neon Paws pencils	\$11.34		
				E 01	010 203 000 000 430	348-716847 SC Sticky situation cards	\$34.88		
				E 01	010 203 000 000 430	348-2886E MC Language fundamentals grade	\$29.88		
				E 01	010 203 000 000 430	348-833012 SC 5 min science cards	\$26.88		
				E 01	010 203 000 000 430	348-8528 TRC happy birthday 30 ct	\$5.88		
				E 01	010 203 000 000 430	Free shipping	\$0.00		
PO#: 5355	Voucher #:	39678	Invoice		Invoice No: INV/2023/5242	9/22/2023	Paid Amt:	\$148.50	
				E 01	010 203 000 000 430	6490 T Praise Words Stinky Stickers Variety P	\$15.88		
				E 01	010 203 000 000 430	1075 CTP It's My Birthday Star Badge Pack o	\$6.98		
				E 01	010 203 000 000 430	81017 T Happy Birthday Cake Recognition Aw	\$6.48		
				E 01	010 203 000 000 430	101021 CD Happy Birthday Crowns	\$12.88		
				E 01	010 203 000 000 430	20666 TCR 10 ct Happy Birthday Slap Bracele	\$17.64		
				E 01	010 203 000 000 430	469 JL Base Ten Flips	\$9.88		
				E 01	010 203 000 000 430	210 JL Counting Flashcards	\$9.88		
				E 01	010 203 000 000 430	9293 LERSTEM Explorers Geomakers	\$15.88		
				E 01	010 203 000 000 430	4040 TCR 36ct Colorful Paw Prints Left/Right	\$5.88		
				E 01	010 203 000 000 430	90000 POP 150 Piece Playstix Set	\$32.88		
				E 01	010 203 000 000 430	823958 SC Alphabet Learning Mats	\$14.88		
				E 01	010 203 000 000 430	Free shipping	\$0.00		
PO#: 5402	Voucher #:	39679	Invoice		Invoice No: INV/2023/5408	9/22/2023	Paid Amt:	\$149.14	
				E 01	010 203 000 000 430	348-1638 EI Magnet letters	\$27.88		
				E 01	010 203 000 000 430	348-9005 NS Name Tags	\$10.78		
				E 01	010 203 000 000 430	348-0038 LER Calculators	\$49.88		
				E 01	010 203 000 000 430	348-9040 NS Adhesive name deskplates	\$15.88		
				E 01	010 203 000 000 430	348-8475 TCR geometric terrariums	\$6.88		
				E 01	010 203 000 000 430	348-8464 TCR positive sayings	\$6.88		
				E 01	010 203 000 000 430	348-8416 TCR amazing things	\$8.88		
				E 01	010 203 000 000 430	J 348-8905 TCR border	\$4.88		
				E 01	010 203 000 000 430	348-4642 TCR black paw prints	\$9.76		
				E 01	010 203 000 000 430	348-46916T everyday favorites stickers	\$9.88		
				E 01	010 203 000 000 430	348-46914T seasons stickers	\$9.88		
				E 01	010 203 000 000 430	348-1210 confetti happy birthday crowns	\$14.88		

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75653	1556		TEACHER DIRECT		Check
				E 01	010 203 000 000 430	Free shipping	\$0.00
	PO#: 5347	Voucher #:	39680	Invoice	Invoice No: INV/2023/4973	9/22/2023	Paid Amt: \$176.34
				E 01	010 203 000 000 430	348-58030 CL C-Line XL Reusable envelopes	\$97.86
				E 01	010 203 000 000 430	348-735007 DOW magnetic hold its	\$5.48
				E 01	010 203 000 000 430	348-9128 TCR Name tags/labels	\$9.76
				E 01	010 203 000 000 430	348-9145 TCR positive saying accents	\$6.88
				E 01	010 203 000 000 430	348-9143 TCR let the adventure begin	\$8.88
				E 01	010 203 000 000 430	348-9144 TCR together, we can move	\$4.88
				E 01	010 203 000 000 430	348-D1356 MSG birthday pencils	\$7.56
				E 01	010 203 000 000 430	348-9026 NS desk plates	\$10.78
				E 01	010 203 000 000 430	348-101085 CD birthday crown	\$12.88
				E 01	010 203 000 000 430	348-46916 T stickers	\$9.88
				E 01	010 203 000 000 430	348-9148 TCR border trim blue straight	\$4.88
				E 01	010 203 000 000 430	348-5188 PAC Dry erase sentence strips	\$6.08
				E 01	010 203 000 000 430	348-7123 TCR everyone is welcome bday	\$8.88
				E 01	010 203 000 000 430	348-89243 CLI clipboards	\$4.96
				E 01	010 203 000 000 430	free shipping	\$0.00
	PO#: 5366	Voucher #:	39681	Invoice	Invoice No: INV/2023/5050	9/22/2023	Paid Amt: \$199.64
				E 01	010 203 101 000 430	8898 LER Headfull of numbers	\$17.88
				E 01	010 203 101 000 430	348-481 JL Match and Learn Addition Dominoi	\$12.88
				E 01	010 203 101 000 430	348-482 JL Match and Learn Subtraction Dom	\$12.88
				E 01	010 203 101 000 430	5052L ER Sum Swamp	\$19.88
				E 01	010 203 101 000 430	348-100 JL Spelligator	\$29.88
				E 01	010 203 101 000 430	860316 SC Inference Task Cards	\$12.88
				E 01	010 203 101 000 430	120 JL Word Families Interactive Game	\$29.88
				E 01	010 203 101 000 430	9781427654441 AD The Reading Game	\$34.88
				E 01	010 203 101 000 430	7815 TCR I Have...Who Has?	\$16.88
				E 01	010 203 101 000 430	348-684 JL CVCC Builders	\$14.88
				E 01	010 203 101 000 430	348-95396 H2M Reading Rods (Prefixes, Suffi	\$22.88
				E 01	010 203 101 000 430	348-7233 LER Retell a Story Cubes	\$13.88
				E 01	010 203 101 000 430	Free shipping	\$0.00
	PO#: 5364	Voucher #:	39682	Invoice	Invoice No: INV/2023/4974	9/22/2023	Paid Amt: \$239.56
				E 01	010 203 101 000 430	63759 TCR Splat addion	\$12.88
				E 01	010 203 101 000 430	1764 LER Spot on 10	\$15.88
				E 01	010 203 101 000 430	1238 LER Skill builder	\$18.88
				E 01	010 203 101 000 430	AS81022 CTU Kaboom Blocks	\$28.88
				E 01	010 203 101 000 430	5202PRE Smath	\$21.48
				E 01	010 203 101 000 430	AS81019 CTU Kloak	\$28.88

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75653	1556		TEACHER DIRECT		Check
				E 01	010 203 101 000 430	409 JL six phone mic awareness games	\$29.88
				E 01	010 203 101 000 430	100 JL spelligator	\$29.88
				E 01	010 203 101 000 430	63063 TCR inferencing	\$11.88
				E 01	010 203 101 000 430	63757 TCR sight word splat	\$12.88
				E 01	010 203 101 000 430	9781427654441 AD the reading game	\$34.88
				E 01	010 203 101 000 430	716845 SC Sticky situation cards	\$34.88
				E 01	010 203 101 000 430	6096 EMC Social and emotional	\$21.98
				E 01	010 203 101 000 430	126957SHE 180 days of social emotional learn	\$22.88
				E 01	010 203 101 000 430	9096 TCR Daily warm ups	\$18.88
	PO#: 5374	Voucher #:	39683	Invoice	Invoice No: INV/2023/4975	9/22/2023	Paid Amt: \$344.90
							Check Amount: \$1,698.98
0485	PCB	75654	4672		THE ART OF EDUCATION UNIVERSITY, LLC		Check
				B 01	131 000	Curriculum Suite	\$899.00
	PO#: 5299	Voucher #:	39620	Invoice	Invoice No: 321858	9/22/2023	Paid Amt: \$899.00
							Check Amount: \$899.00
0485	PCB	75655	4176		TIM TROSEN		Check
				E 01	020 296 058 000 420	VB OFFICIAL Paynesville	\$125.00
	PO#:	Voucher #:	39724	Invoice	Invoice No: 09.21.2023	9/22/2023	Paid Amt: \$125.00
							Check Amount: \$125.00
0485	PCB	75656	3897		TIMOTHY MACKEY		Check
				E 01	020 296 058 000 420	VB OFFICIAL Paynesville	\$125.00
	PO#:	Voucher #:	39725	Invoice	Invoice No: 09.21.2023	9/22/2023	Paid Amt: \$125.00
							Check Amount: \$125.00
0485	PCB	75657	1582		UHL COMPANY, INC		Check
				E 01	005 810 000 000 350	Replaced 2 bad MNB-300's	\$3,417.80
	PO#:	Voucher #:	39621	Invoice	Invoice No: 55856A	9/22/2023	Paid Amt: \$3,417.80
							Check Amount: \$3,417.80
0485	PCB	75658	1592		VERIZON WIRELESS		Check
				E 01	005 810 000 000 320	PHONE SERVICE	\$200.00
	PO#:	Voucher #:	39624	Invoice	Invoice No: 9944206132	9/22/2023	Paid Amt: \$200.00
							Check Amount: \$200.00
0485	PCB	75659	2279		VEX ROBOTICS, INC		Check
				E 04	005 505 053 321 401	VIQRC Full Volume Full Game & Field Elemer	\$269.98
				E 04	005 505 053 321 401	Shipping	\$36.74
	PO#: 5541	Voucher #:	39727	Invoice	Invoice No: 684190	113 9/22/2023	Paid Amt: \$306.72
							Check Amount: \$306.72

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75660	4785		William F Haws		Check		
				E 01	020 294 054 000 420	FB OFFICIAL Maple Lake		\$90.00	
	PO#:	Voucher #:	39617	Invoice	Invoice No: 09.18.2023	9/22/2023	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0485	PCB	75661	4767		95 Percent Group LLC		Check		
				E 01	020 407 000 619 433	PH4000 95 Phonics Core Program: Grade Kin		\$995.00	
				E 01	020 407 000 619 433	PH4001 95 Phonics Core Program: Grade 1		\$1,095.00	
				E 01	020 407 000 619 433	PH4002 95 Phonics Core Program: Grade 2		\$1,095.00	
				E 01	020 407 000 619 433	Freight		\$318.50	
	PO#: 5504	Voucher #:	39810	Invoice	Invoice No: INV138123	9/29/2023	Paid Amt:	\$3,503.50	
							Check Amount:	\$3,503.50	
0485	PCB	75662	4560		AARON LARSEN		Check		
				E 01	020 294 054 000 420	FB OFFICIAL Kimball		\$125.00	
	PO#:	Voucher #:	39797	Invoice	Invoice No: 09.22.2023	9/29/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75663	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 050 000 000 401	Credit Scientific Calculator		(\$47.19)	
	PO#:	Voucher #:	39785	Invoice	Invoice No: 1HLH-GR1T-Y3G1	9/29/2023	Paid Amt:	(\$47.19)	
				E 01	020 050 000 000 401	Metal Detector Wand		\$58.58	
	PO#:	Voucher #:	39786	Invoice	Invoice No: 1NVF-VDX1-9TRQ	9/29/2023	Paid Amt:	\$58.58	
				E 01	020 220 000 000 430	Books		\$44.90	
	PO#:	Voucher #:	39787	Invoice	Invoice No: 1FHJ-Y3LY-CGFR	9/29/2023	Paid Amt:	\$44.90	
				E 02	005 770 000 701 401	Kitchen Supplies		\$112.06	
	PO#:	Voucher #:	39793	Invoice	Invoice No: 1T6Q-NG11-3369	9/29/2023	Paid Amt:	\$112.06	
							Check Amount:	\$168.35	
0485	PCB	75664	4794		Cherie Ploof		Check		
				E 01	020 259 000 000 430	Conga Drums		\$200.00	
	PO#:	Voucher #:	39790	Invoice	Invoice No: 09.27.2023	9/29/2023	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0485	PCB	75665	2602		CLIMATE AIR INC		Check		
				E 01	005 810 000 000 350	HVAC repair in the HS Media Center IT room		\$248.50	
	PO#:	Voucher #:	39728	Invoice	Invoice No: 56044	9/29/2023	Paid Amt:	\$248.50	
							Check Amount:	\$248.50	
0485	PCB	75666	1792		CORY ANDERSON		Check		
				E 01	020 294 054 000 420	FB OFFICIAL Kimball		\$125.00	
	PO#:	Voucher #:	39800	Invoice	Invoice No: 09.22.2023	9/29/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75667	3177		CORY PLOEGER		Check		
				E 01	020 294 054 000 420	FB OFFICIAL Kimball		\$125.00	
PO#:	Voucher #:	39798	Invoice	Invoice No:	09.22.2023	9/29/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75668	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	September 25 Agenda		\$62.40	
PO#:	Voucher #:	39729	Invoice	Invoice No:	965903	9/29/2023	Paid Amt:	\$62.40	
							Check Amount:	\$62.40	
0485	PCB	75669	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401	Pad Hand 9650 Scrubbing Cen Purp		\$38.15	
PO#:	Voucher #:	39730	Invoice	Invoice No:	605248806	9/29/2023	Paid Amt:	\$38.15	
				E 01	005 810 000 000 401	Pad Hand 9650 Scrubbing Cen Purp		\$38.15	
PO#:	Voucher #:	39731	Invoice	Invoice No:	605248807	9/29/2023	Paid Amt:	\$38.15	
				E 01	005 810 000 000 401	Brush Toilet Bowl Delux		\$38.64	
PO#:	Voucher #:	39732	Invoice	Invoice No:	605247212	9/29/2023	Paid Amt:	\$38.64	
				E 01	005 810 000 000 401	Hose Drain		\$107.87	
PO#:	Voucher #:	39733	Invoice	Invoice No:	700558101	9/29/2023	Paid Amt:	\$107.87	
				E 01	005 810 000 000 401	Cleaner Polish		\$74.28	
PO#: 5495	Voucher #:	39734	Invoice	Invoice No:	605247214	9/29/2023	Paid Amt:	\$74.28	
				E 01	005 810 000 000 401	Brush Toilet Bowl Delux		\$38.64	
PO#:	Voucher #:	39745	Invoice	Invoice No:	605247213	9/29/2023	Paid Amt:	\$38.64	
							Check Amount:	\$335.73	
0485	PCB	75670	4139		INTRADO INTERACTIVE SERVICES CORP.		Check		
				E 01	010 203 000 000 820	Renewal School Messenger Complete		\$850.43	
				E 01	020 211 000 000 820	renewal		\$850.43	
				E 01	005 110 000 000 820	renewal		\$850.43	
PO#:	Voucher #:	39813	Invoice	Invoice No:	380377	9/29/2023	Paid Amt:	\$2,551.29	
							Check Amount:	\$2,551.29	
0485	PCB	75671	1247		J W PEPPER & SON INC		Check		
				E 01	020 258 000 000 430	#11218378-Into the Blue		\$50.00	
				E 01	020 258 000 000 430	#10095503-A Thousand Heroes		\$60.00	
PO#: 5523	Voucher #:	39735	Invoice	Invoice No:	365634638	9/29/2023	Paid Amt:	\$110.00	
							Check Amount:	\$110.00	
0485	PCB	75672	4581		JAKE IVERSON		Check		
				R 02	005 770 000 701 601	Lunch Money Refund		\$181.95	
PO#:	Voucher #:	39784	Invoice	Invoice No:	09.19.2023	9/29/2023	Paid Amt:	\$181.95	
							Check Amount:	\$181.95	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75673	3771		JOHN BROBERG		Check		
				E 01	020 294 054 000 420	FB OFFICIAL Kimball		\$125.00	
	PO#:	Voucher #:	39801	Invoice	Invoice No: 09.22.2023	9/29/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75674	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 490	MILK		\$390.90	
	PO#:	Voucher #:	39802	Invoice	Invoice No: 4794014	9/29/2023	Paid Amt:	\$390.90	
				E 02	005 770 000 701 490	MILK		\$466.05	
	PO#:	Voucher #:	39803	Invoice	Invoice No: 4794096	9/29/2023	Paid Amt:	\$466.05	
							Check Amount:	\$856.95	
0485	PCB	75675	4793		Lisa Popp		Check		
				R 02	005 770 000 701 601	Lunch Money Refund		\$100.00	
	PO#:	Voucher #:	39783	Invoice	Invoice No: 09.22.2023	9/29/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	75676	1316		MCEA		Check		
				E 01	005 640 000 316 366	COMM ED CONFERENCE		\$499.00	
	PO#:	Voucher #:	39809	Invoice	Invoice No: 09.29.2023	9/29/2023	Paid Amt:	\$499.00	
							Check Amount:	\$499.00	
0485	PCB	75677	3634		MINNESOTA HISTORICAL SOCIETY		Check		
				E 01	020 211 000 302 406	Northern Lights E-books		\$1,075.00	
	PO#: 5508	Voucher #:	39814	Invoice	Invoice No: 29680	9/29/2023	Paid Amt:	\$1,075.00	
							Check Amount:	\$1,075.00	
0485	PCB	75678	1346		MINNESOTA POWER		Check		
				E 01	020 810 000 000 331	Acct 6691032130 Elect		\$76.35	
	PO#:	Voucher #:	39737	Invoice	Invoice No: 669437646481	9/29/2023	Paid Amt:	\$76.35	
				E 01	010 810 000 000 331	ES		\$3,751.39	
	PO#:	Voucher #:	39739	Invoice	Invoice No: 401602374045	9/29/2023	Paid Amt:	\$3,751.39	
							Check Amount:	\$3,827.74	
0485	PCB	75679	1346		MINNESOTA POWER		Check		
				E 01	020 810 000 000 331	Acct 5091115490 MS/HS		\$14,631.16	
	PO#:	Voucher #:	39736	Invoice	Invoice No: 509968891019	9/29/2023	Paid Amt:	\$14,631.16	
							Check Amount:	\$14,631.16	
0485	PCB	75680	4797		Mulching Mania LLC		Check		
				E 01	005 810 000 000 305	Land Clearing		\$1,500.00	
	PO#:	Voucher #:	39815	Invoice	Invoice No: 7618	9/29/2023	Paid Amt:	\$1,500.00	
							Check Amount:	\$1,500.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75681	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490 BREAD			\$107.40	
	PO#:	Voucher #:	39740	Invoice	Invoice No: 10000623268006	9/29/2023	Paid Amt:	\$107.40	
							Check Amount:	\$107.40	
0485	PCB	75682	3178		RANDY JOHNSON		Check		
				E 01	020 294 054 000 420 FB OFFICIAL Kimball			\$125.00	
	PO#:	Voucher #:	39799	Invoice	Invoice No: 09.22.2023	9/29/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75683	3896		RIVERSIDE INSIGHTS		Check		
				E 01	010 218 000 388 406 QN007424 CogAT Screening Form 7 Online 1			\$1,769.00	
	PO#: 5542	Voucher #:	39741	Invoice	Invoice No: INV181216	9/29/2023	Paid Amt:	\$1,769.00	
							Check Amount:	\$1,769.00	
0485	PCB	75684	4254		SAMANTHA RIPPLINGER		Check		
				R 04	000 000 000 344 050 Refund Pre K Registration Fees			\$100.00	
	PO#:	Voucher #:	39795	Invoice	Invoice No: 09.22.2023	9/29/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	75685	4755		SQUIRES, WALDSPURGER & MACE		Check		
				E 01	005 020 000 000 313 Legal			\$424.00	
	PO#:	Voucher #:	39812	Invoice	Invoice No: 18427	9/29/2023	Paid Amt:	\$424.00	
							Check Amount:	\$424.00	
0485	PCB	75686	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 491 Commodity			\$48.22	
	PO#:	Voucher #:	39742	Invoice	Invoice No: 253477961	9/29/2023	Paid Amt:	\$48.22	
				E 04	005 570 000 000 490 MAP			\$498.19	
	PO#:	Voucher #:	39743	Invoice	Invoice No: 253477960	9/29/2023	Paid Amt:	\$498.19	
				E 02	005 770 000 701 490 LUNCH			\$1,029.35	
				E 02	005 770 000 705 490 BREAKFAST			\$1,559.82	
				E 02	005 770 000 701 401 SUPPLIES			\$261.19	
	PO#:	Voucher #:	39744	Invoice	Invoice No: 253477962	9/29/2023	Paid Amt:	\$2,850.36	
							Check Amount:	\$3,396.77	
0485	PCB	75687	3604		T & M SHOOTING SPORTS INC.		Check		
				E 01	020 292 087 000 401 CLAY TARGETS			\$911.04	
	PO#:	Voucher #:	39789	Invoice	Invoice No: 74414	9/29/2023	Paid Amt:	\$911.04	
							Check Amount:	\$911.04	
0485	PCB	75688	1933		TERRY GORECKI		Check		
				E 01	020 292 000 000 820 COACHES ASSOC. MEMB			\$79.75	
	PO#:	Voucher #:	39796	Invoice	Invoice No: 09.25.2023	9/29/2023	Paid Amt:	\$79.75	
							Check Amount:	\$79.75	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75689	2279		VEX ROBOTICS, INC		Check
				E 12	020 298 053 301 401	VRC Over Under Full Game and Field Elemen	\$574.99
				E 12	020 298 053 301 401	Shipping	\$84.35
	PO#: 5554	Voucher #:	39788	Invoice	Invoice No: 1215452	9/29/2023	Paid Amt: \$659.34
							Check Amount: \$659.34
0485	PCB	75690	4796		Vitamin K12, LLC		Check
				E 01	005 640 000 316 366	ESST Workgroup Registration	\$150.00
	PO#:	Voucher #:	39811	Invoice	Invoice No: 1262	9/29/2023	Paid Amt: \$150.00
							Check Amount: \$150.00
							Report Total: \$793,788.85

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$480,960.69
02	Food Service	\$33,135.92
04	Community Service	\$8,726.04
08	Scholarships	\$500.00
12	Student Activities	\$13,845.43
Report Total		\$537,168.08

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

ROYALTON | September 30, 2023

REVENUE CATEGORIES						September 30, 2023	September 30, 2022	September 30, 2021				
	June 30, 2022	June 30, 2023	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	September 30, 2022	September 30, 2021
STATE	8,706,214	8,726,391	9,641,139	9,654,603	1,947,352	7,693,787	20.20%	27.61%	17.66%	(462,213)	2,409,565	1,537,565
FEDERAL	740,079	692,715	240,999	241,518	150	240,849	0.06%	-1.35%	0.85%	9,522	(9,372)	6,300
PROPERTY TAXES	921,774	0	670,365	666,990	0	670,365	0.00%	0.00%	0.18%	0	0	1,643
LOCAL SALES, INS RECOVERY & JUDGEMENTS	41,182	113,760	78,384	94,829	21,821	56,563	27.84%	10.53%	5.78%	9,840	11,981	2,382
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.)	314,372	1,354,883	703,005	627,977	77,291	625,714	10.99%	11.37%	35.36%	(76,779)	154,070	111,152
TOTALS	10,723,621	10,887,748	11,333,892	11,285,918	2,046,614	9,287,278	18.06%	23.57%	15.47%	(519,630)	2,566,245	1,659,042

EXPENDITURES (OBJECT SERIES)						September 30, 2023	September 30, 2022	September 30, 2021				
	June 30, 2022	June 30, 2023	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	September 30, 2022	September 30, 2021
SALARIES & WAGES	6,082,205	6,263,417	6,007,286	6,111,074	781,967	5,225,319	13.02%	11.91%	10.66%	36,048	745,919	648,611
EMPLOYEE BENEFITS	1,683,469	1,732,242	1,969,060	1,992,141	241,072	1,727,988	12.24%	12.18%	13.08%	30,107	210,965	220,277
PURCHASED SERVICES	1,598,356	1,806,043	1,650,947	1,708,916	419,416	1,231,531	25.40%	25.36%	20.52%	(38,578)	457,994	328,010
SUPPLIES	889,350	938,297	893,919	951,568	268,862	625,056	30.08%	30.53%	18.07%	(17,627)	286,489	160,716
EQUIPMENT	527,519	1,014,689	328,969	330,076	116,506	212,463	35.42%	43.05%	45.71%	(320,345)	436,851	241,106
DEBT SERVICE	0	0	734	550	0	734	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	30,464	40,854	10,950	4,325	8,530	2,420	77.90%	44.94%	83.69%	(9,828)	18,358	25,496
OTHER FINANCING USES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	10,811,364	11,795,542	10,861,864	11,098,650	1,836,353	9,025,511	16.91%	18.28%	15.02%	(320,222)	2,156,576	1,624,217

EXPENDITURES (PROGRAM SERIES)						September 30, 2023	September 30, 2022	September 30, 2021				
	June 30, 2022	June 30, 2023	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	September 30, 2022	September 30, 2021
SITE ADMINISTRATION	397,922	469,610	465,651	465,301	90,233	375,418	19.38%	20.62%	18.29%	(6,580)	96,813	72,799
DISTRICT ADMINISTRATION	263,764	284,088	317,230	293,011	53,351	263,879	16.82%	20.98%	19.76%	(6,255)	59,606	52,111
SUPPORT SERVICES	395,362	391,317	464,398	460,825	79,286	385,112	17.07%	24.83%	21.88%	(17,887)	97,173	86,517
REGULAR INSTRUCTION	4,435,760	4,395,094	4,350,628	4,433,183	523,751	3,826,877	12.04%	12.11%	12.40%	(8,592)	532,343	549,925
EXTRA-CURRICULAR ACTIVITIES	537,657	692,591	354,977	355,833	83,070	271,907	23.40%	13.21%	11.23%	(8,403)	91,473	60,400
VOCATIONAL INSTRUCTION	204,454	227,610	207,367	206,375	26,896	180,471	12.97%	17.56%	7.49%	(13,067)	39,963	15,310
SPECIAL EDUCATION	1,367,343	1,440,784	1,402,754	1,420,565	103,985	1,298,769	7.41%	7.82%	5.36%	(8,700)	112,685	73,224
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	559,543	662,746	443,731	484,180	155,439	288,291	35.03%	30.74%	16.82%	(48,303)	203,742	94,116
PUPIL SUPPORT SERVICES	994,887	1,228,504	1,032,763	987,379	135,306	897,456	13.10%	8.45%	16.78%	31,516	103,791	166,914
FACILITIES	1,576,339	1,850,099	1,654,704	1,843,341	527,868	1,126,836	31.90%	40.54%	24.50%	(222,128)	749,996	386,144
OTHER FINANCING USES	78,332	153,098	167,663	148,658	57,168	110,495	34.10%	45.06%	85.22%	(11,823)	68,991	66,757
TOTALS	10,811,364	11,795,542	10,861,864	11,098,650	1,836,353	9,025,511	16.91%	18.28%	15.02%	(320,222)	2,156,576	1,624,217

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

ROYALTON | September 30, 2023

ACTIVITY - OTHER FUNDS												September	September	September
	June 30, 2022	June 30, 2023	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	September 30, 2022	September 30, 2021		
REVENUE														
FOOD SERVICE	740,391	623,780	569,685	559,990	5,138	564,547	0.90%	11.43%	5.02%	(66,137)	71,276	37,137		
COMMUNITY EDUCATION	455,861	434,610	425,509	390,355	66,165	359,345	15.55%	26.15%	24.53%	(47,500)	113,665	111,820		
CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0		
DEBT SERVICE	1,971,085	1,823,033	2,010,909	1,901,177	192,596	1,818,313	9.58%	6.52%	16.07%	73,673	118,923	316,842		
TRUST	17,300	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	3,184,637	2,881,424	3,006,104	2,851,521	263,899	2,742,204	8.78%	10.55%	14.63%	(39,964)	303,864	465,799		
EXPENDITURES	June 30, 2022	June 30, 2023	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	September 30, 2022	September 30, 2021		
FOOD SERVICE	576,854	612,639	568,645	583,562	58,737	509,908	10.33%	10.13%	8.84%	(3,301)	62,038	51,010		
COMMUNITY EDUCATION	370,907	421,895	393,884	426,912	100,414	293,471	25.49%	16.34%	16.28%	31,479	68,935	60,376		
CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0		
DEBT SERVICE	2,015,883	2,020,583	2,020,608	2,035,930	373,629	1,646,979	18.49%	19.96%	21.38%	(29,675)	403,304	430,929		
TRUST	12,550	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	2,976,193	3,055,116	2,983,137	3,046,404	532,779	2,450,358	17.86%	17.49%	18.22%	(1,497)	534,276	542,315		
SUMMARY - ALL FUNDS	June 30, 2022	June 30, 2023	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	September 30, 2022	September 30, 2021		
SUMMARY														
REVENUE	13,908,258	13,769,172	14,339,996	14,137,439	2,310,514	12,029,482	16.11%	20.84%	15.28%	(559,594)	2,870,108	2,124,841		
EXPENDITURES	13,787,557	14,850,658	13,845,001	14,145,054	2,369,133	11,475,869	17.11%	18.12%	15.71%	(321,719)	2,690,852	2,166,531		
SPENDING VARIANCE	120,700	(1,081,486)	494,994	(7,615)	(58,619)	N/A	N/A	N/A	N/A	(237,875)	179,256	(41,691)		

GENERAL FUND - REVENUE SUMMARY

ROYALTON | September 30, 2023



DESCRIPTION	June 30, 2022	June 30, 2023	Adopted Budget	Projected End Of Year	Revenue YTD	Budget Remaining	September 30, 2023	September 30, 2022	September 30, 2021	Current YTD vs. Prior YTD	September 30, 2022	September 30, 2021
							% of Budget Received	% of Actuals Received	% of Actuals Received			
LOCAL REVENUES												
001 PROPERTY TAX LEVY-GENERAL	909,943	0	644,245	643,866	0	644,245	0.00%	0.00%	0.00%	0	0	0
004 MUNICIPAL/TAX INCR FINANCE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
010 COUNTY APPORTIONMENT	13,607	0	26,120	23,124	0	26,120	0.00%	0.00%	0.00%	0	0	0
019 MISC TAX REV PAID BY COUNTY	(1,777)	0	0	0	0	0	0.00%	0.00%	-92.49%	0	0	1,643
021 TUITION/REIMB MN DISTRICTS	0	154,826	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
040 TUITION FROM PATRONS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
050 FEES FROM PATRONS	3,183	2,819	910	972	80	830	8.79%	9.22%	0.00%	(180)	260	0
060 ADMISSIONS & STUDENT ACTIVITY REV	102,135	236,938	148,867	122,386	24,550	124,317	16.49%	21.83%	33.13%	(27,176)	51,726	33,835
071 MA REV/DEPT OF HUMAN SVCS	11,103	17,031	15,000	16,714	2,777	12,223	18.51%	5.21%	38.10%	1,890	887	4,231
092 INTEREST EARNINGS	4,828	140,478	90,080	99,702	32,490	57,590	36.07%	16.50%	9.79%	9,310	23,179	473
096 GIFTS AND BEQUESTS	51,565	23,650	17,963	14,307	278	17,685	1.55%	15.27%	7.76%	(3,335)	3,613	4,000
099 MISC REV FROM LOCAL SOURCES	141,559	779,140	430,185	373,895	17,117	413,068	3.98%	9.55%	48.47%	(57,289)	74,405	68,613
Total LOCAL REVENUES	1,236,146	1,354,883	1,373,370	1,294,967	77,291	1,296,078	5.63%	11.37%	9.12%	(76,779)	154,070	112,795
STATE REVENUES												
201 ENDOWMENT FUND APPORTIONMENT	38,256	43,794	41,614	48,392	27,207	14,407	65.38%	47.51%	50.42%	6,400	20,807	19,288
211 GENERAL EDUCATION AID	7,614,525	7,567,846	8,338,503	8,305,022	1,760,783	6,577,720	21.12%	28.24%	17.59%	(376,110)	2,136,893	1,339,262
212 LITERACY INCENTIVE AID	43,678	43,034	49,267	47,407	(3,449)	52,716	-7.00%	-3.03%	-3.39%	(2,143)	(1,306)	(1,480)
213 SHARED TIME AID	0	4,239	4,239	4,239	0	4,239	0.00%	0.00%	0.00%	0	0	0
227 ABATEMENT AID	599	219	259	302	89	171	34.23%	87.88%	0.97%	(104)	193	6
229 DISPARITY REDUCTION AID	21	137	28	14	(0)	28	-0.72%	81.64%	0.00%	(112)	112	0
234 AGRICULTURE MARKET VALUE CR	3,197	21,278	4,343	2,341	0	4,342	0.01%	81.63%	0.00%	(17,370)	17,370	0
258 OTHER STATE CR/EXEMPT PROP REIMB	0	74,296	0	0	0	0	0.00%	100.00%	0.00%	(74,296)	74,296	0
300 STATE AID (REQUIRES FIN CODE)	13,984	28,387	23,690	22,333	(1,511)	25,200	-6.38%	-1.47%	-2.25%	(1,094)	(417)	(315)
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	132,747	209,822	123,619	132,075	24,456	99,162	19.78%	46.98%	-2.24%	(74,109)	98,565	(2,976)
360 STATE AID FOR SPECIAL EDUCATION	854,209	726,189	1,048,429	1,085,585	139,676	908,752	13.32%	8.68%	21.51%	76,625	63,051	183,779
370 OTHER-MN DEPT OF EDUCATION	4,998	7,150	7,150	6,893	101	7,049	1.41%	0.00%	0.00%	101	0	0
397 TRA & PERA SPEC SITUATIONS PENSION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total STATE REVENUES	8,706,214	8,726,391	9,641,139	9,654,603	1,947,352	7,693,787	20.20%	27.61%	17.66%	(462,213)	2,409,565	1,537,565
FEDERAL REVENUES RECEIVED FROM STATE												
400 FEDERAL AID/MDE (REQUIRES FIN)	629,401	588,087	240,371	240,533	150	240,221	0.06%	-1.70%	1.00%	10,150	(10,000)	6,300
405 FEDERAL AID THRU OTHER AGENCY	0	628	628	985	0	628	0.00%	100.00%	0.00%	(628)	628	0
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 VENUES RECEIVED FROM STATE	629,401	588,715	240,999	241,518	150	240,849	0.06%	-1.59%	1.00%	9,522	(9,372)	6,300
FEDERAL REVENUES RECEIVED FROM FED SOURCES												
500 DIRECT FEDERAL AID (REQUIRES FIN)	110,678	104,000	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total FEDERAL REVENUES RECEIVED FROM FED SOURCES	110,678	104,000	0	0	0	0	0.00%	0.00%	0.00%	0	0	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)	(3,579)	1,536	1,120	1,194	0	1,120	0.00%	0.00%	0.00%	0	0	0
620 SALES/REV PRODUCING ACTIVITIES	44,761	90,017	74,264	69,669	0	74,264	0.00%	12.20%	5.32%	(10,981)	10,981	2,382
622 SALES OF MATERIALS (NET OF TX)	0	1,000	3,000	11,340	9,195	(6,195)	306.49%	100.00%	0.00%	8,195	1,000	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	12,626	12,626	(12,626)	0.00%	0.00%	0.00%	12,626	0	0
628 JUDGMENT FOR DISTRICT	0	21,208	0	122	0	0	0.00%	0.00%	0.00%	0	0	0
Total LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS	41,182	113,760	78,384	94,829	21,821	56,563	27.84%	10.53%	5.78%	9,840	11,981	2,382
GENERAL FUND TOTAL	10,723,621	10,887,748	11,333,892	11,285,918	2,046,614	9,287,278	18.06%	23.57%	15.47%	(519,630)	2,566,245	1,659,042

GENERAL FUND - EXPENDITURES BY PROGRAM CODE

ROYALTON | September 30, 2023



DESCRIPTION	June 30, 2022	June 30, 2023	Adopted Budget	Projected End Of		Budget Remaining	September	September	September	Current YTD vs. Prior YTD	September 30, 2022	September 30, 2021
				Year	Expenses YTD		30, 2023	30, 2022	30, 2021			
							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
DISTRICT ADMINISTRATION												
010 BOARD OF EDUCATION	98,168	102,891	121,986	88,513	3,749	118,238	3.07%	13.36%	5.66%	(9,996)	13,745	5,561
020 OFFICE OF THE SUPERINTENDENT	165,596	181,197	195,244	204,498	49,603	145,641	25.41%	25.31%	28.11%	3,741	45,862	46,550
TOTAL - DISTRICT ADMINISTRATION	263,764	284,088	317,230	293,011	53,351	263,879	16.82%	20.98%	19.76%	(6,255)	59,606	52,111
SITE ADMINISTRATION												
050 SCHOOL ADMINISTRATION	397,922	469,610	465,651	465,301	90,233	375,418	19.38%	20.62%	18.29%	(6,580)	96,813	72,799
TOTAL - SITE ADMINISTRATION	397,922	469,610	465,651	465,301	90,233	375,418	19.38%	20.62%	18.29%	(6,580)	96,813	72,799
SUPPORT SERVICES												
105 GENERAL ADMINISTRATIVE SUPPORT	82,465	112,936	122,359	116,584	15,699	106,659	12.83%	20.79%	20.46%	(7,782)	23,481	16,869
108 ADMINISTRATIVE TECHNOLOGY SVC	6,621	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
110 BUSINESS SUPPORT SERVICES	306,276	278,381	342,039	344,241	63,586	278,453	18.59%	26.47%	22.74%	(10,106)	73,692	69,647
TOTAL - SUPPORT SERVICES	395,362	391,317	464,398	460,825	79,286	385,112	17.07%	24.83%	21.88%	(17,887)	97,173	86,517
REGULAR INSTRUCTION												
201 EDUCATION-KINDERGARTEN	138,700	135,522	140,673	139,917	10,277	130,397	7.31%	7.52%	5.07%	82	10,195	7,033
203 EDUCATION-ELEMENTARY GENERAL	1,637,191	1,522,878	1,656,489	1,661,038	187,192	1,469,297	11.30%	14.05%	16.64%	(26,759)	213,952	272,468
204 TITLE II-A TRAINING & RECRUITING	14,414	17,617	15,926	16,998	2,451	13,476	15.39%	12.91%	6.52%	176	2,274	939
211 EDUCATION-SECONDARY GENERAL	468,192	544,500	601,510	660,547	115,679	485,831	19.23%	18.81%	17.06%	13,276	102,403	79,864
212 VISUAL ART	119,138	140,004	131,097	127,501	13,384	117,712	10.21%	13.71%	10.30%	(5,815)	19,199	12,272
215 BUSINESS	7,369	2,410	2,500	11,060	9,501	(7,001)	380.04%	22.57%	70.98%	8,957	544	5,231
216 TITLE I-A IMPROVE ACHIEVE/DISADV	88,817	92,231	87,111	88,994	8,782	78,329	10.08%	8.59%	6.17%	862	7,920	5,481
218 GIFTED & TALENTED	15,938	27,470	18,394	19,070	4,754	13,640	25.84%	15.71%	22.75%	438	4,316	3,626
220 ENGLISH (LANGUAGE ARTS)	301,052	300,112	263,523	264,127	24,259	239,263	9.21%	8.37%	6.30%	(864)	25,124	18,978
230 FOREIGN/NATIVE LANGUAGE	130,530	131,201	120,842	120,829	10,867	109,975	8.99%	8.43%	7.87%	(193)	11,060	10,279
240 HEALTH, PHYSICAL ED & RECREATION	288,281	289,270	263,358	267,328	26,959	236,399	10.24%	8.35%	7.89%	2,803	24,156	22,746
255 INDUSTRIAL EDUCATION	12,629	12,863	14,500	13,859	4,435	10,065	30.58%	49.37%	75.26%	(1,915)	6,350	9,505
256 MATHEMATICS	315,613	254,613	219,902	225,512	24,496	195,406	11.14%	8.53%	7.82%	2,768	21,728	24,666
258 MUSIC	218,968	222,307	196,856	195,664	21,511	175,345	10.93%	11.55%	10.67%	(4,170)	25,681	23,372
260 NATURAL SCIENCES	250,735	256,027	224,183	226,234	23,587	200,596	10.52%	8.14%	7.98%	2,736	20,851	20,020
270 SOCIAL SCIENCES/SOCIAL STUDIES	301,285	288,240	246,571	247,888	23,265	223,306	9.44%	8.29%	7.67%	(620)	23,885	23,099
275 KINDERGARTEN INDIVIDUALIZED INSTRUCTION	126,908	157,832	147,192	146,616	12,353	134,839	8.39%	8.05%	8.15%	(353)	12,705	10,348
TOTAL - REGULAR INSTRUCTION	4,435,760	4,395,094	4,350,628	4,433,183	523,751	3,826,877	12.04%	12.11%	12.40%	(8,592)	532,343	549,925
EXTRA-CURRICULAR												
292 BOYS/GIRLS ATHLETICS	170,318	159,404	150,067	141,793	31,852	118,215	21.23%	22.40%	19.93%	(3,854)	35,707	33,945
294 BOYS ATHLETICS	138,517	163,976	100,826	98,947	18,352	82,474	18.20%	11.70%	9.38%	(827)	19,179	12,996
296 GIRLS ATHLETICS	88,756	98,666	62,884	61,981	11,729	51,155	18.65%	7.44%	11.83%	4,384	7,345	10,499
298 EXTRA-CURRICULAR ACTIVITIES	140,066	270,545	41,200	53,112	21,137	20,063	51.30%	10.81%	2.11%	(8,106)	29,243	2,959
TOTAL - EXTRA-CURRICULAR ACTIVITIES	537,657	692,591	354,977	355,833	83,070	271,907	23.40%	13.21%	11.23%	(8,403)	91,473	60,400
VOCATIONAL INSTRUCTION												
301 AGRICULTURAL EDUCATION	135,598	155,303	143,537	141,158	19,702	123,835	13.73%	21.29%	9.12%	(13,357)	33,058	12,364
341 BUSINESS & OFFICE EDUCATION	68,856	72,307	63,830	65,217	7,194	56,636	11.27%	9.55%	4.28%	289	6,905	2,946
TOTAL - VOCATIONAL INSTRUCTION	204,454	227,610	207,367	206,375	26,896	180,471	12.97%	17.56%	7.49%	(13,067)	39,963	15,310
SPECIAL ED INSTRUCTION												
400 GENERAL SPECIAL EDUCATION	106,026	50,485	147,778	134,073	0	147,778	0.00%	0.36%	0.00%	(180)	180	0
401 SPEECH/LANGUAGE IMPAIRED	114,457	127,780	125,493	130,282	0	125,493	0.00%	3.61%	0.23%	(4,614)	4,614	268
402 MILD-MODERATE COGNITIVE DISAB	79,034	85,173	85,282	86,611	8,588	76,694	10.07%	8.85%	9.66%	1,050	7,538	7,632
403 SEVERE-PROFOUND COGNITIVE DISAB	941	1,107	1,107	1,109	75	1,033	6.74%	6.33%	3.96%	5	70	37
404 PHYSICALLY IMPAIRED	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
405 DEAF, HARD OF HEARING	21,428	21,382	18,658	19,717	726	17,932	3.89%	-37.91%	2.68%	8,832	(8,106)	574
407 SPECIFIC LEARNING DISABILITY	283,928	305,908	284,344	366,584	106,536	177,809	37.47%	7.80%	7.30%	82,670	23,866	20,724
408 EMOTIONAL/BEHAVIORAL DISORDER	272,110	295,846	275,142	278,045	25,938	249,204	9.43%	7.98%	6.68%	2,317	23,621	18,171
410 OTHER HEALTH DISABILITIES	106,415	111,079	100,101	101,905	10,441	89,661	10.43%	8.12%	7.74%	1,417	9,024	8,236
411 AUTISTIC SPECTRUM DISORDERS	150,984	184,403	180,729	112,274	(52,397)	233,127	-28.99%	9.91%	8.14%	(70,675)	18,278	12,294
412 DEVELOPMENTALLY DELAYED	161,421	128,213	110,393	112,320	4,046	106,347	3.66%	4.96%	3.28%	(2,311)	6,357	5,288
420 SPECIAL ED-AGGREGATE (3)	70,491	129,410	73,725	77,645	33	73,692	0.04%	21.05%	0.00%	(27,211)	27,244	0
422 SPECIAL ED-STUDENTS W/O DISABILITIES	108	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL - SPECIAL ED INSTRUCTION	1,367,343	1,440,784	1,402,754	1,420,565	103,985	1,298,769	7.41%	7.82%	5.36%	(8,700)	112,685	73,224
COMMUNITY EDUCATION												

DESCRIPTION				Projected End Of		Budget	September 30, 2023	September 30, 2022	September 30, 2021	Current YTD vs. Prior YTD	September 30, 2022	September 30, 2021
	June 30, 2022	June 30, 2023	Adopted Budget	Year	Expenses YTD	Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
505 GENERAL COMMUNITY EDUCATION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
570 SCHOOL AGE CARE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
580 EARLY CHILDHOOD & FAMILY ED	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
582 SCHOOL READINESS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
583 EARLY CHILDHOOD SCREENING	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
585 YOUTH DEV/AFTER SCHOOL ENRICH	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
590 OTHER COMMUNITY PROGRAMS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL - COMMUNITY EDUCATION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT												
605 GENERAL INSTRUCTIONAL SUPPORT	175,015	0	0	0	0	0	0.00%	0.00%	28.87%	0	0	50,534
620 LIBRARY MEDIA CENTER	48,522	68,612	72,379	71,395	4,060	68,319	5.61%	7.33%	1.82%	(971)	5,032	881
630 INSTRUCTION-RELATED TECHNOLOGY	278,187	544,156	322,298	349,121	126,984	195,314	39.40%	32.72%	9.58%	(51,091)	178,075	26,643
640 STAFF DEVELOPMENT	57,818	49,978	49,054	63,664	24,395	24,659	49.73%	41.29%	27.77%	3,760	20,635	16,059
TOTAL - INSTRUCTIONAL SUPPORT	559,543	662,746	443,731	484,180	155,439	288,291	35.03%	30.74%	16.82%	(48,303)	203,742	94,116
PUPIL SUPPORT SERVICES												
710 SECONDARY COUNSELING/GUIDANCE	113,760	113,736	100,102	99,851	10,118	89,984	10.11%	9.71%	8.74%	(929)	11,047	9,948
715 SCHOOL SECURITY	6,265	2,025	30,000	24,701	0	30,000	0.00%	0.00%	0.00%	0	0	0
718 OTHER SCHOOL SAFETY	0	0	0	4,053	4,053	(4,053)	0.00%	0.00%	0.00%	4,053	0	0
720 HEALTH SERVICES	136,729	110,010	163,338	147,050	8,929	154,409	5.47%	6.83%	4.14%	1,418	7,511	5,665
730 PSYCHOLOGICAL AND MENTAL HEALTH SVCS	859	23,650	30,000	22,500	0	30,000	0.00%	24.99%	0.00%	(5,911)	5,911	0
740 SOCIAL WORK SERVICES	107,879	111,600	100,583	100,715	9,227	91,356	9.17%	9.02%	7.99%	(839)	10,066	8,620
760 PUPIL TRANSPORTATION	629,395	867,483	608,740	588,510	102,980	505,760	16.92%	7.98%	22.67%	33,724	69,256	142,681
770 FOOD SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL - PUPIL SUPPORT SERVICES	994,887	1,228,504	1,032,763	987,379	135,306	897,456	13.10%	8.45%	16.78%	31,516	103,791	166,914
FACILITIES												
810 OPERATIONS & MAINTENANCE	1,295,205	1,608,139	1,467,898	1,587,268	385,874	1,082,024	26.29%	36.12%	26.23%	(194,931)	580,805	339,761
850 CAPITAL FACILITIES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
865 LTFM NOT PRO 866,867,868	281,133	241,960	186,806	256,072	141,995	44,812	76.01%	69.93%	16.50%	(27,196)	169,191	46,383
870 BUILDING CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL - FACILITIES	1,576,339	1,850,099	1,654,704	1,843,341	527,868	1,126,836	31.90%	40.54%	24.50%	(222,128)	749,996	386,144
OTHER FINANCING USES												
910 RETIRE LONG TERM OBLIGATIONS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
920 RETIRE NON-BONDED OBLIGATIONS	0	0	734	550	0	734	0.00%	0.00%	0.00%	0	0	0
930 EMPLOYEE BENEFITS (CLEARING)	1,317	48,145	75,829	73,441	35,023	40,806	46.19%	42.21%	1989.05%	14,702	20,321	26,194
940 INSURANCE	77,016	103,152	78,000	61,067	21,645	56,355	27.75%	47.18%	52.67%	(27,025)	48,670	40,563
960 OTHER NONRECURRING ITEMS	0	1,800	13,100	13,600	500	12,600	3.82%	0.00%	0.00%	500	0	0
TOTAL - OTHER FINANCING USES	78,332	153,098	167,663	148,658	57,168	110,495	34.10%	45.06%	85.22%	(11,823)	68,991	66,757
GENERAL FUND TOTAL	10,811,364	11,795,542	10,861,864	11,098,650	1,836,353	9,025,511	16.91%	18.28%	15.02%	(320,222)	2,156,576	1,624,217

GENERAL FUND - EXPENDITURES BY OBJECT CODE

ROYALTON | September 30, 2023



DESCRIPTION	Budget Management Analytics		Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	September 30, 2023	September 30, 2022	September 30, 2021	Current YTD vs. Prior YTD	September 30, 2022	September 30, 2021
	June 30, 2022	June 30, 2023					% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
110 ADMINISTRATION/SUPERVISION	453,804	483,435	502,840	488,286	100,914	401,926	20.07%	23.83%	25.71%	(14,305)	115,219	116,671
140 LICENSED CLASSROOM TEACHER	3,216,179	3,184,837	2,872,178	2,931,048	300,326	2,571,852	10.46%	8.72%	8.56%	22,757	277,569	275,186
141 NON-LIC CLASSROOM PERSONNEL	191,628	206,426	221,807	222,840	13,303	208,504	6.00%	6.18%	3.09%	537	12,766	5,922
143 LICENSED INSTRUCTIONAL SUPPORT	37,098	28,543	43,260	44,418	3,215	40,045	7.43%	10.94%	0.00%	94	3,122	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	137,572	153,129	167,472	167,209	7,960	159,512	4.75%	5.39%	1.30%	(294)	8,254	1,784
146 SUBSTITUTE NON-LIC CLASSROOM	13,983	30,725	26,965	28,676	2,166	24,800	8.03%	3.73%	0.00%	1,021	1,145	0
154 SCHOOL NURSE	67,272	72,385	71,847	72,540	6,965	64,882	9.69%	7.70%	6.38%	1,391	5,574	4,289
155 LICENSED NURSING SERVICES	1,490	90	1,638	1,550	0	1,638	0.00%	0.00%	36.01%	0	0	537
156 SOCIAL WORKER	87,199	93,882	84,611	85,106	7,892	76,719	9.33%	8.93%	8.01%	(490)	8,382	6,987
161 CERTIFIED PARA/PCA	213,709	246,436	241,195	245,775	18,079	223,116	7.50%	6.07%	4.20%	3,108	14,971	8,975
162 CERTIFIED ONE ON ONE PARA	76,950	78,036	77,436	78,876	7,872	69,565	10.17%	7.43%	5.85%	2,075	5,797	4,499
165 SCHOOL COUNSELOR	72,636	71,805	62,110	63,231	6,266	55,844	10.09%	8.48%	8.06%	173	6,092	5,856
170 NON-INSTRUCTIONAL SUPPORT	1,098,215	1,189,538	1,280,770	1,298,471	230,233	1,050,537	17.98%	17.67%	15.25%	20,079	210,154	167,445
174 REC SERVICES/DAPE SPECIALIST	12,931	0	0	0	0	0	0.00%	0.00%	21.42%	0	0	2,769
175 CULTURAL LIAISON	577	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
185 OTHER LICENSED/CERTIFIED SALARY	152,888	196,750	162,365	180,716	48,162	114,203	29.66%	27.72%	10.59%	(6,378)	54,540	16,198
186 OTHER NON LICENSED SALARY	168,469	163,815	140,512	152,021	27,115	113,397	19.30%	13.63%	16.76%	4,780	22,335	28,243
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	79,606	63,584	50,279	50,311	1,500	48,779	2.98%	0.00%	4.08%	1,500	0	3,250
TOTAL SALARIES AND WAGES	6,082,205	6,263,417	6,007,286	6,111,074	781,967	5,225,319	13.02%	11.91%	10.66%	36,048	745,919	648,611
EMPLOYEE BENEFITS												
210 FICA/MEDICARE	438,318	451,034	427,914	436,470	56,488	371,426	13.20%	12.09%	10.74%	1,970	54,518	47,060
214 PERA	131,655	142,740	148,670	148,125	20,891	127,779	14.05%	14.95%	13.23%	(443)	21,334	17,416
218 TRA	329,502	334,771	301,089	313,823	42,684	258,405	14.18%	10.77%	9.50%	6,642	36,042	31,298
220 HEALTH INSURANCE	552,020	607,923	586,484	577,848	59,426	527,057	10.13%	11.49%	16.51%	(10,436)	69,862	91,133
230 LIFE INSURANCE	24,839	11,168	11,400	11,376	1,212	10,189	10.63%	12.49%	9.53%	(183)	1,395	2,367
240 LONG TERM DISABILITY INSURANCE	19,101	20,315	21,495	21,089	2,124	19,371	9.88%	11.40%	10.59%	(191)	2,315	2,022
250 TSA/DEFERRED COMP	77,836	77,430	77,591	83,075	5,682	71,909	7.32%	0.00%	0.00%	5,682	0	0
251 TAX ADVANTAGE EMPLOYER HLTH AF	35,406	38,696	38,588	37,186	2,175	36,412	5.64%	13.33%	7.87%	(2,982)	5,157	2,788
270 WORKERS COMPENSATION	49,865	48,145	75,829	73,441	35,023	40,806	46.19%	42.21%	52.53%	14,702	20,321	26,194
280 UNEMPLOYMENT COMPENSATION	3,527	21	280,000	289,707	15,367	264,633	5.49%	100.00%	0.00%	15,346	21	0
295 INTERDEPART BENEFITS (CHGBK)	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
299 OTHER EMPLOYEE BENEFITS	21,403	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL EMPLOYEE BENEFITS	1,683,469	1,732,242	1,969,060	1,992,141	241,072	1,727,988	12.24%	12.18%	13.08%	30,107	210,965	220,277
PURCHASED SERVICES												
303 FEDERAL SUB AWARD <=\$25000	0	0	25,000	18,750	0	25,000	0.00%	0.00%	0.00%	0	0	0
304 FEDERAL SUB AWARD >\$25000	0	0	5,000	3,750	0	5,000	0.00%	0.00%	0.00%	0	0	0
305 CONSULTING FEES/FEES FOR SERVIC	330,679	345,587	385,733	338,756	75,575	310,158	19.59%	24.72%	23.50%	(9,842)	85,417	77,710
311 OTHER CONTRACTED SECURITY SER	13,527	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
315 REPAIRS & MAINT FOR TECHNOLOGY	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
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	6,265	2,025	30,000	24,701	0	30,000	0.00%	0.00%	0.00%	0	0	0
320 COMMUNICATION SERVICES	23,527	18,728	20,000	38,722	23,084	(3,084)	115.42%	24.88%	19.38%	18,425	4,660	4,560
329 POSTAGE & PARCEL SERVICES	3,845	5,335	3,150	3,539	842	2,308	26.73%	14.10%	4.70%	90	752	181
330 UTILITY SERVICES	202,030	253,421	224,000	265,014	80,692	143,308	36.02%	22.76%	18.45%	23,020	57,672	37,273
340 INSURANCE	94,727	124,144	94,954	75,491	27,500	67,454	28.96%	46.84%	51.65%	(30,643)	58,143	48,923
350 REPAIRS & MAINTENANCE	373,251	410,713	370,789	424,773	200,232	170,557	54.00%	49.46%	40.21%	(2,913)	203,145	150,085
356 INTERPRETER/DEAF >\$25000	7,428	0	0	0	0	0	0.00%	0.00%	14.31%	0	0	1,063
360 TRANSPORT CONTR <=\$25,000	1,700	8,076	3,155	1,662	125	3,155	0.00%	78.95%	0.00%	(6,376)	6,376	0
362 MENTAL HLTH PRACTITIONER <=\$250	859	18,503	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
365 INTERDEPART TRANSPORT (CHGBK)	0	1,395	(13,249)	(13,249)	0	(13,249)	0.00%	0.00%	0.00%	0	0	0
366 TRAVEL CONVENTIONS/CONFERENCE	20,517	22,597	11,322	12,227	3,012	8,310	26.60%	12.55%	21.04%	175	2,836	4,317
369 ENTRY FEES/STUDENT TRAVEL ALLO!	23,880	104,977	4,790	7,927	3,290	1,500	68.68%	2.11%	5.90%	1,080	2,210	1,410

DESCRIPTION							September 30, 2023	September 30, 2022	September 30, 2021	Current YTD vs. Prior YTD	September 30, 2022	September 30, 2021
	June 30, 2022	June 30, 2023	Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
373 SPEECH SERVICES <=\$25000	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
379 MENTAL HLTH PROFESSIONAL <=\$250	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
380 ST LEASE COMPUTER/TECH HDWR RI	3,616	0	0	0	0	0	0.00%	0.00%	13.06%	0	0	472
390 PYMT FOR ED PURPOSE TO MN DISTF	40,737	2,184	40,500	40,695	1,617	38,883	3.99%	88.33%	4.63%	(312)	1,929	1,885
391 PYMT TO MN SCHOOL (COST SHARE)	111,523	178,456	141,000	144,707	3,571	137,429	2.53%	6.18%	0.00%	(7,462)	11,034	0
392 PYMT FOR ED PURP OUT OF STATE/C	0	567	575	575	0	575	0.00%	0.00%	0.00%	0	0	0
394 PYMT FOR ED TO OTHER AGENCY	120,346	108,566	132,136	135,642	0	132,136	0.00%	5.65%	0.11%	(6,129)	6,129	131
396 SPEC ED SALARY/OTHER DISTRICT	176,222	170,006	145,721	156,480	0	145,721	0.00%	9.26%	0.00%	(15,741)	15,741	0
397 SPEC ED BENEFITS/OTHER DISTRICT	43,677	30,763	26,371	28,753	0	26,371	0.00%	6.34%	0.00%	(1,950)	1,950	0
TOTAL PURCHASED SERVICES	1,598,356	1,806,043	1,650,947	1,708,916	419,416	1,231,531	25.40%	25.36%	20.52%	(38,578)	457,994	328,010
SUPPLIES												
401 SUPPLIES-NON INSTRUCTIONAL	344,100	470,931	471,346	495,554	138,250	333,097	29.33%	31.73%	18.28%	(11,198)	149,447	62,887
405 NON-INSTRUCTIONAL SOFTWARE LIC	6,954	12,914	21,875	20,789	4,160	17,715	19.02%	94.10%	0.00%	(7,992)	12,153	0
406 INSTRUCTIONAL SOFTWARE LICENSE	64,440	85,750	56,500	89,782	61,306	(4,806)	108.51%	36.22%	56.66%	30,250	31,057	36,513
430 SUPPLIES & MATERIALS NON INDIV IN	96,878	129,518	131,593	132,654	50,589	81,004	38.44%	53.68%	27.03%	(18,937)	69,526	26,191
433 SUPPLIES & MATERIALS INDIV INSTRL	18,235	18,833	18,004	20,932	6,707	11,297	37.25%	43.89%	9.85%	(1,559)	8,266	1,797
440 FUELS	192,325	202,154	185,000	182,613	5,463	179,537	2.95%	6.51%	2.16%	(7,706)	13,169	4,149
460 TEXTBOOKS & WORKBOOKS	53,663	5,293	5,000	4,061	1,551	3,449	31.03%	0.00%	54.79%	1,551	0	29,405
461 STANDARDIZED TESTS	672	1,165	100	48	0	100	0.00%	0.00%	0.00%	0	0	0
465 NONINSTRUCTIONAL TECH DEVICES	0	4,890	0	433	433	(433)	0.00%	0.00%	0.00%	433	0	0
466 INSTRUCTIONAL TECH DEVICES	107,502	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
470 MEDIA RESOURCES	4,581	4,336	4,500	4,299	0	4,500	0.00%	8.29%	-4.91%	(359)	359	(225)
490 FOOD	0	2,513	0	404	404	(404)	0.00%	100.00%	0.00%	(2,109)	2,513	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	889,350	938,297	893,919	951,568	268,862	625,056	30.08%	30.53%	18.07%	(17,627)	286,489	160,716
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	169,200	330,067	89,040	81,794	41,201	47,839	46.27%	89.18%	18.95%	(253,158)	294,359	32,065
533 EQUIP SP ED DIRECT INSTRUCTION	0	86	129	0	0	129	0.00%	100.00%	0.00%	(86)	86	0
548 PUPIL TRANSPORT VEHICLES	89,346	281,186	0	(99)	(99)	99	0.00%	0.00%	100.00%	(99)	0	89,346
550 OTHER VEHICLES-PURCHASE	0	53,898	136,000	136,000	0	136,000	0.00%	0.00%	0.00%	0	0	0
555 CAPITAL NONINSTR TECH HARDWARE	268,974	349,453	103,800	112,381	75,404	28,396	72.64%	40.75%	43.31%	(67,002)	142,406	116,486
580 PRINCIPAL ON CAPITAL LEASE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	3,066
581 INTEREST ON LONG TERM CAPITAL LI	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	145
TOTAL SUPPLIES & EQUIPMENT	527,519	1,014,689	328,969	330,076	116,506	212,463	35.42%	43.05%	45.71%	(320,345)	436,851	241,106
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	550	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	550	0	734	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES												
820 DUES, MEMBERSHIP, LICENSE, FEES	28,693	37,134	24,550	17,425	8,030	16,520	32.71%	49.44%	88.86%	(10,328)	18,358	25,496
891 TRA & PERA SPEC SITUATION PENSIC	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
895 FED/NONPUBLIC INDIRECT (CHGBK)	0	0	(28,500)	(28,500)	0	(28,500)	0.00%	0.00%	0.00%	0	0	0
898 SCHOLARSHIPS	1,771	3,720	14,900	15,400	500	14,400	3.36%	0.00%	0.00%	500	0	0
TOTAL OTHER EXPENDITURES	30,464	40,854	10,950	4,325	8,530	2,420	77.90%	44.94%	83.69%	(9,828)	18,358	25,496
GENERAL FUND TOTAL	10,811,364	11,795,542	10,861,864	11,098,650	1,836,353	9,025,511	16.91%	18.28%	15.02%	(320,222)	2,156,576	1,624,217

Royalton Public Schools
Timecard Archive Detail

Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unii Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created By
Id: 1013 Dropps , Diane														
09/30/2023	S202406-0	P	EBENONW2	0.00		64.00	\$64.00		1	09/15/2023	02	Uniform Reimburse		1038
			Units Subtotal:	0.00			EBENONW2 Total:	\$64.00						
			Units:	0.00			Emp Pay:	\$64.00						
Id: 1033 Ebnet , Thomas														
09/30/2023	S202406-0	P	EBENONW2	0.00		30.40	\$30.40		1	09/15/2023	02	Science Reimburse		1038
			Units Subtotal:	0.00			EBENONW2 Total:	\$30.40						
			Units:	0.00			Emp Pay:	\$30.40						
Id: 777 Gerads , Alyssa														
09/15/2023	S202405-0	P	EBENONW2	0.00		25.00	\$25.00		1	08/31/2023	02	Class room supplies		1038
			Units Subtotal:	0.00			EBENONW2 Total:	\$25.00						
			Units:	0.00			Emp Pay:	\$25.00						
Id: 165 Graczyk , Tammy														
09/15/2023	S202405-0	P	EBENONW2	0.00		17.00	\$17.00		1	08/31/2023	02	Uniform Allowance		1038
09/30/2023	S202406-0	P	EBENONW2	0.00		24.98	\$24.98		1	09/15/2023	02	Uniform Reimburse		1038
			Units Subtotal:	0.00			EBENONW2 Total:	\$41.98						
			Units:	0.00			Emp Pay:	\$41.98						
Id: 1003 Kiley , Sharon														
09/30/2023	S202406-0	P	EBENONW2	0.00		42.00	\$42.00		1	09/15/2023	02	Uniform Reimburse		1038
			Units Subtotal:	0.00			EBENONW2 Total:	\$42.00						
			Units:	0.00			Emp Pay:	\$42.00						
Id: 1037 Krystosek , Anne														
09/30/2023	S202406-0	P	EBENONW2	0.00		90.00	\$90.00	01-005-760-000-720-401	1	09/15/2023	02	DOT Physical		1038
			Units Subtotal:	0.00			EBENONW2 Total:	\$90.00						
			Units:	0.00			Emp Pay:	\$90.00						
Employee Count	6		Totals:	0.00			\$293.38							

Resignations/Terminations 10.23.23

Gerad Zilkoski	Bus Driver
Dean Kloek	Bus Driver
Scott Gorecki	Assistant Wrestling Coach
Dylan Kummet	JV Girls Basketball Coach
Sharon Menden	Speech Coach
Adam Snyder	Assistant Boys Basketball Coach
Brittney Meehl	Pre K Teacher
Tabitha Stevenson	Sped Teacher
Lisa Anez	Paraprofessional

New Hires 10.23.23

Hannah Leisenheimer	ES Building Substitute
Curtis Gregory	Bus Driver
Joseph Wiser	Transportation Director
Glenda Prom	JV 2 Volleyball Coach
Jacob Helmin	Asst. Wrestling Coach
Mindy Klosowski	JV GBB
Patricia Witucki	Kitchen Helper



ROYALTON
PUBLIC SCHOOLS

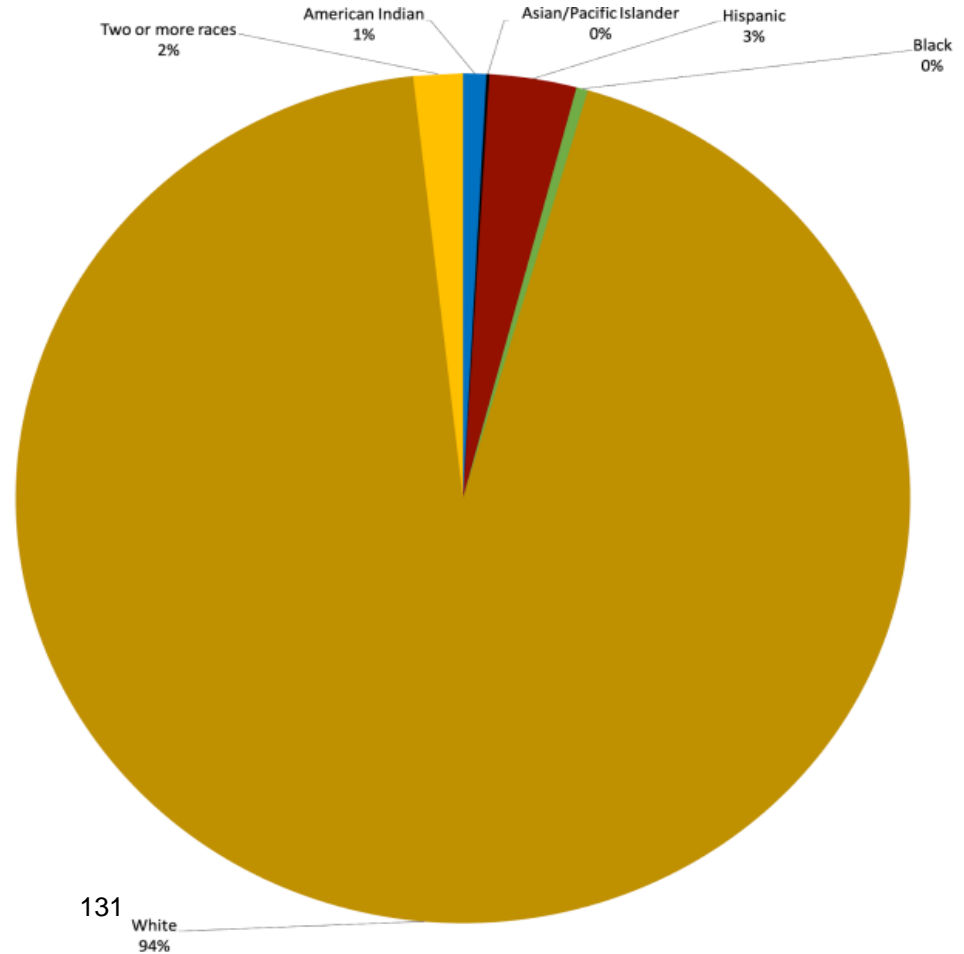
Home of the Royals

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

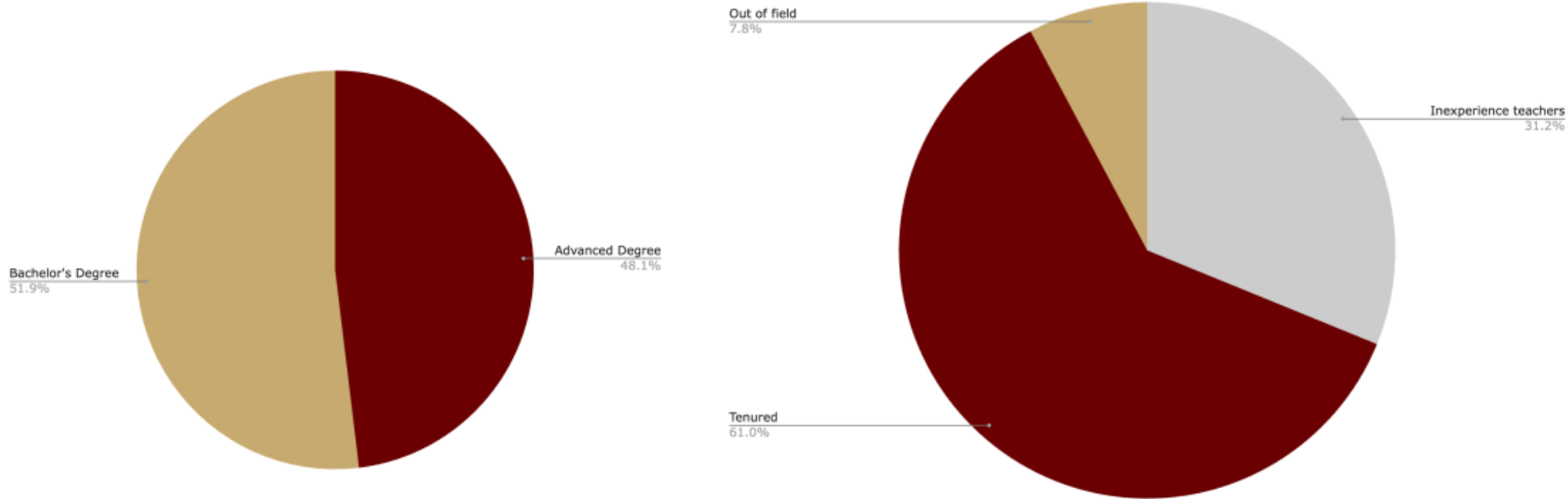
World's Best Workforce Report

2023-2024

Who makes up our student population?



Who makes up our teaching population?



Ineffective: defined as a teacher who is not meeting professional standards as defined in the local teacher development and evaluation system

Inexperienced: licensed teacher who has taught for three or fewer years

Out of Field: licensed teacher who is providing instruction in an area that they are not licensed in

Tenured: licensed teacher who has successfully completed a three year probationary period

Kindergarten Readiness

Goal 22-23

When assessed in Spring 2023, 70% of Kindergarten students who attended Royalton preschool in the 21-22 school year will score in or above the “low risk” category as measured by FastBridge earlyReading assessment.

Result

When assessed in Spring 2023, 80.4% of Kindergarten students who attended Royalton preschool in the 21-22 school year scored in or above the “low risk” category as measured by FastBridge earlyReading assessment.

Goal Recommendation for 2023-2024

At the end of the 2023-2024 school year, 80% of preschool students attending the 4-year-old program will score at a proficient level on the 9 identified social-emotional progressions as indicated by the FrogStreet AIM assessment.

Kindergarten Readiness

Goal Recommendation for 2023-2024

At the end of the 2023-2024 school year, 80% of preschool students attending the 4-year-old program will score at a proficient level on the 9 identified social-emotional progressions as indicated by the FrogStreet AIM assessment.

Strategies to Achieve Goal

We will utilize our new Frog Street Curriculum to realize positive outcomes for our students.

PLC Goals - data focused

Third Grade Literacy Proficiency

Goal 22-23

The percentage of 3rd grade students meeting or exceeding the standards in reading on all state accountability tests (MCA, MTAS) will increase from 40.7% to 60%.

Result

The percentage of 3rd grade students who met or exceeded the standards in reading on all state accountability tests (MCA, MTAS) increased to 43.9%.

Goal Recommendation for 2023-2024

The percentage of 3rd grade students meeting or exceeding the standards in reading on all state accountability tests (MCA, MTAS) will be above 50%.

Third Grade Literacy Proficiency

Goal Recommendation for 2023-2024

The percentage of 3rd grade students meeting or exceeding the standards in reading on all state accountability tests (MCA, MTAS) will be above 50%.

Strategies to Achieve Goal

PLC Goals - data focused

Reading challenges (classroom and/or school wide)

Aligning Priority Standards with Benchmarks

Closing the Achievement Gap

Goal 22-23

The percent of students receiving special education services at Royalton Public Schools who earn partially meets, meets, or exceeds the standards in mathematics as measured by MCAs will increase from 52.6% to 55%.

Result

The percent of students receiving special education services at Royalton Public schools who earned an achievement level of partially meets, meets, or exceeds the standards in mathematics on MCA tests decreased to 46.7%.

Goal Recommendation for 2023-2024

The percent of students receiving special education services at Royalton Public Schools who earn meets or exceeds the standards in mathematics as measured by MCAs will be above 50%.

Closing the Achievement Gap

Goal Recommendation for 2023-2024

The percent of students receiving special education services at Royalton Public Schools who earn meets or exceeds the standards in mathematics as measured by MCAs will be above 50%.

Strategies to Achieve Goal

PLC Goals - data focused

HRS Implementation focusing on the Royal Commitments of Learning Targets, Assessments, Procedures, Engagement, High Expectations, and Relationships.

Work on student specific interventions

Closing the Achievement Gap

Goal 22-23

Students who qualify for Free and Reduced Priced lunch services at Royalton Public Schools who earn an achievement level of partially meets, meets, or exceeds the standards in mathematics on MCA tests will increase from 65.9% to 70%.

Result

All students who qualify for Free and Reduced Priced lunch services at Royalton Public Schools who earn an achievement level of partially meets, meets, or exceeds the standards in mathematics on the MCAs decreased to 60.2%.

Goal Recommendation for 2023-2024

Students who qualify for Free and Reduced Priced lunch services at Royalton Public Schools who earn an achievement level of meets or exceeds the standards in mathematics on MCA tests will be above 50%.

Closing the Achievement Gap

Goal Recommendation for 2023-2024

Students who qualify for Free and Reduced Priced lunch services at Roylton Public Schools who earn an achievement level of meets or exceeds the standards in mathematics on MCA tests will be above 50%.

Strategies to Achieve Goal

PLC Goals - data focused

HRS Implementation focusing on the Royal Commitments of Learning Targets, Assessments, Procedures, Engagement, High Expectations, Relationships.

Work on student specific interventions

College and Career Ready

Goal 22-23

The percentage of all students who earn an achievement level in meets or exceeds the standards in Reading as measured by the MCA will increase from 52.4% to 55%.

Result

The percentage of students who achieved meets or exceeds as measured by the MCAs on Reading decreased to 50.2%.

College and Career Ready

Goal 22-23

The percentage of all students who earn an achievement level in meets or exceeds the standards in Math will increase from 51.5% to 55%.

Result

The percentage of students who achieved meets or exceeds as measured by the MCAs on Math decreased to 45.2%.

College and Career Ready

Goal 22-23

The percentage of all students who earn an achievement level in meets or exceeds the standards in Science as measured by the MCA will increase from 50.3% to 55%.

Result

The percentage of students who achieved meets or exceeds as measured by the MCAs in Science decreased to 45.1%.

College and Career Ready

Goal Recommendation for 2023-2024

By the time of graduation, 100% of Seniors will develop a post-graduation plan demonstrating career and college readiness and present it to a graduation committee in the spring of 2024.

Strategies to Achieve Goal

Work with Leadership Team to determine artifacts to meet this goal.

Students will meet with teachers and advisors for guidance in preparing for the presentation.

Graduation Rates

Goal 22-23

All students who are eligible to graduate at Royalton Public Schools in four years will remain above 90%.

Result

The percent of students who successfully graduated in four years was 94.1%.

Goal Recommendation for 2023-2024

All students who are eligible to graduate at Royalton Public Schools in four years will remain above 90%.



Graduation Rates

Goal Recommendation for 2023-2024

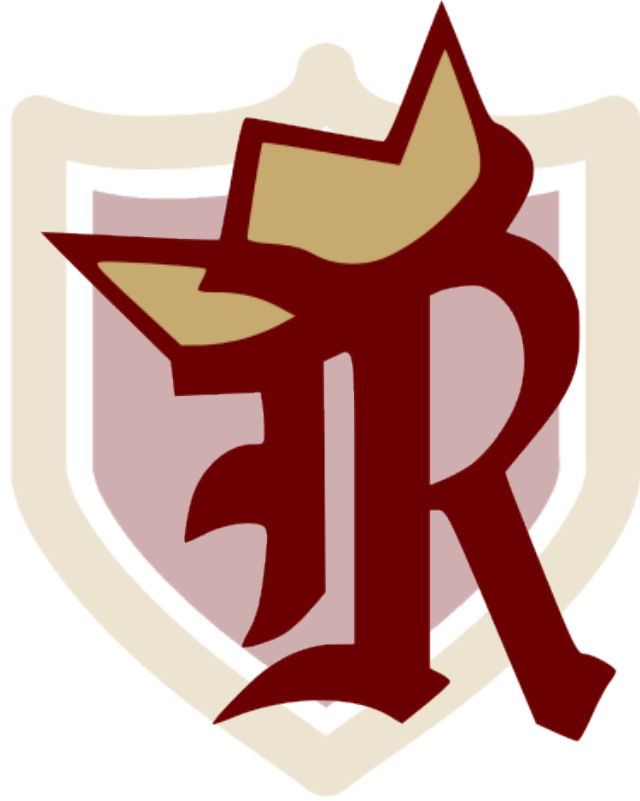
All students who are eligible to graduate at Royalton Public Schools in four years will remain above 90%.

Strategies to Achieve Goal

Offer options for credit recovery in the summer and throughout the year to ensure all students graduate on time.

Implement other targeted strategies such as the WIN and ZAP programs to ensure student success.

Utilize Royal Ambassadors as peer to peer support both academically and socially.



Thank you!

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FORM A

**RESOLUTION OF GOVERNING BOARD SUPPORTING
FORM A APPLICATION TO MINNESOTA
STATE HIGH SCHOOL LEAGUE FOUNDATION**

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota’s high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Royalton Public High School recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Royalton Public School District supports the school’s application to the Minnesota State High School League Foundation for a **FORM A** grant to offset student activity fees.

October 23, 2023
Date

Board Chair/Head of School

October 23, 2023
Date

Board Clerk – Treasurer/ Finance Director

Resolution for Acceptance of Gifts to the Royalton School District

Member _____ introduced the following resolution and moved its adoption:

WHEREAS all information is included in your packet;

Zoetis has generously offered to donate \$146 to the FFA to support the agricultural leaders of tomorrow.

The Royals Wrestling Club has generously donated \$250 to the Royalton Girls Basketball program to be used towards supplies and materials.

The Royalton Wrestling Club has generously donated \$1,000 to the Royalton Robotics program to be used for supplies and materials.

The American Legion has generously donated \$1,000 towards improvements on the Varsity Baseball Field.

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

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

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

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

following voted

in favor thereof:

following voted against:

and the following abstained:

The foregoing resolution was approved this _ day of _____, 2023.

_____ Board Chair, Rian Hofstad

_____ Board Clerk, Angela Roering

Adopted: _____

MSBA/MASA Model Policy 103

Orig. 1995

Revised: _____

Rev. 202205

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin "I" (School Records -
Privacy - Access to Data)

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MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 210

Orig. 1995

Revised: _____

Rev. 202208

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

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

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes ~~of the school board~~. Disclosure ~~must shall~~ be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and ~~must~~ need only be made once;
 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:

- a. The school board ~~must~~ shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
- b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
- c. Before a claim is paid, the interested school board member shall ~~must~~ file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
- 5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. **(Note: This section applies only when the school district has a population of 1,000 or less according to the last federal census.)**
- 6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting ~~where at which~~ all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee ~~where only if~~ there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$208,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting ~~where at which~~ all school board members are present, that employment ~~must be~~ immediately terminated and that school board member ~~will have~~ has no further rights to employment while serving as a school board member in the school district.

[Note: The \$8,000 figure increased to \$20,000 effective July 1, 2022]
- D. The school board may contract with a class of school district employees, such as teachers or custodians, ~~where when~~ the spouse of a school board member is a member

of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. ~~In order for~~ For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting ~~where-in which~~ the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board ~~can~~ must hire or dismiss teachers only at duly called meetings. ~~Where~~ When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (~~Employment; Contracts; Termination~~)~~Teacher Hiring, Dismissal~~
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)
~~MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties~~

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (*Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.*)
6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

C.

The Royalton School Board Memebers will not be employed by the school district or receive compensation in any capacity other than school board duties.

- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)

Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
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Minn. Stat. § 471.89 (Contract, When Void)
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Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties

Adopted: _____

MSBA/MASA Model Policy 404

Orig. 1995

Revised: _____

Rev. 2018-2022

404 EMPLOYMENT BACKGROUND CHECKS

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on 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, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. 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.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. §Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. 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, except for an enrolled student volunteer, 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 a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the [Minnesota Commissioner of Education](#) within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. 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. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history

background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.

- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (~~Rights of Subjects of Data Inaccurate or Incomplete Data~~)
Minn. Stat. § 13.87, Subd. 1 (Criminal ~~Justice~~History Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, ~~Elder, and Individuals with Disabilities~~ Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on 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, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. 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.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history

background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. 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, except for an enrolled student volunteer, 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 a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless it is a volunteer or student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 - 3. the individual executes a written consent form giving the school district access to the results of the check; and
 - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.

- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. 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. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Adopted: _____

MSBA/MASA Model Policy 417

Orig. 1995

Revised: _____

Rev. 2022~~15~~

417 CHEMICAL USE AND ABUSE

[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, ~~toxic substances~~, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in ~~the school setting in~~ accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The ~~policy of this~~ school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement. ~~is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.~~
- C. ~~Every~~The school ~~district that participates in a school district chemical abuse program~~ shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- ~~D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.~~
- ED. The school district shall establish and maintain a drug-free awareness program to for educate and assist its employees, and may establish a students, and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

[Note: School districts are required to establish a drug-free awareness program for school district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, school districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law. Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]

III. DEFINITIONS

- A. “Chemical abuse,” as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor’s student’s normal function in academic, school, or social activities is chronically impaired.
- ~~B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.~~
- B. “Controlled substances,” as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9; but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, “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. “Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.~~
- ~~C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.~~
- ~~D. “School location” includes any school building or on any school premises; on 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.~~
- D. “Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

AB. Programs and Activities Instruction

14. EveryThe school district shall develop, implement, and evaluate comprehensive provide an instructional programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes, in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff,

and members of the community in developing the curriculum.

[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district's mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which that may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. Through 6. Below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]

2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

2. Each school shall have age-appropriate and developmentally based activities that:

a. address the consequences of violence and the illegal use of drugs, as appropriate;

b. promote a sense of individual responsibility;

c. teach students that most people do not illegally use drugs;

d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;

e. teach students about the dangers of emerging drugs;

f. engage students in the learning process; and

g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.

3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.

4. Each school shall disseminate drug and violence prevention information within the school and to the community.

5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.

6. Each school shall have drug and violence prevention activities that may include the following:

a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.

b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.

c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and

~~a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.~~

~~d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.~~

~~e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.~~

CB. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance~~Chemical Use and Abuse~~

~~1. 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 preassessment 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.~~

~~2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:~~

~~a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.~~

~~b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.~~

- ~~1. 1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.~~

[Note: School districts are not required to participate in a chemical abuse program

or establish a chemical abuse preassessment team pursuant to state law. Schools are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that schools establish these programs and activities. For those schools that do not establish a chemical abuse preassessment team, those obligations could be assigned to a specified staff member such a school counselor or administrator.]

32. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals ~~shall~~ may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section ~~§~~ 121A.40-121A.56, and proposed for expulsion.
43. Searches by school district officials in connection with the ~~abuse, possession, or transfer, distribution, or sale~~ of alcohol or a controlled substance chemicals will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

DC. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall ~~establish~~ have a chemical abuse preassessment team designated by the superintendent or designee. The team ~~must~~ will be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff ~~to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.~~ For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

ED. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section § 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.

- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. ~~This section shall govern~~ Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding ~~provisions of the Records Management Act, Minnesota Statutes section~~ § 138.163 (Preservation and Disposal of Public Records).

FE. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

[Note: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grants law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]

F. School and Community Advisory Team

1. ~~The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.~~

2. ~~The advisory team shall:~~

a. ~~build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and~~

b. ~~develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.~~

V. EMPLOYEES

A. ~~The school district shall establish~~ superintendent or designee shall undertake and maintain a drug-free awareness ~~and prevention~~ program to inform employees, ~~students, and others~~ about:

- 1. The dangers ~~and health risks of chemical~~ of drug abuse in the workplace/school.
- 2. The school district's ~~drug-free workplace/drug-free school~~ policy of maintaining a drug-free workplace.
- 3. ~~Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or employee assistance programs available to employees and/or students.~~

4. The penalties that may be imposed on employees for drug abuse violations.

- B. The ~~school district superintendent or designee~~ shall notify ~~any~~ federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice ~~from the employee or otherwise receiving actual notice~~ of ~~any criminal drug statute~~ conviction ~~of an employee for a criminal drug statute violation~~ occurring in the workplace. ~~To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.~~

~~[Note: Notification to the federal granting agency within ten (10) days is required by the Drug-Free Workplace Act. 41 U.S.C. § 8103.]~~

Legal References:

Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
Minn. Stat. § 126C.44 (Safe Schools Levy)
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records) ~~Records Management Act~~
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
Minn. Stat. § 152.22 (~~Medical Cannabis~~; Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (~~Medical Cannabis~~; Limitations; Medical Cannabis)
Minn. Stat. § 299A.33 (DARE Program)
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-716522 (Student Support and Academic Enrichment Grants)~~Safe and Drug-Free Schools and Communities Act~~
20 U.S.C. § 5812 (National Education Goals)
20 U.S.C. § 7175 (Local Activities)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-~~w~~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 418 (Drug-Free Workplace/Drug Free School)
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 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

417 CHEMICAL USE AND ABUSE

[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The policy of this school district is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

[Note: Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]

III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on 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. STUDENTS

A. Instruction

1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.

[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district’s mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. through 6. below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]

2. Each school shall have age-appropriate and developmentally based

activities that:

- a. address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of emerging drugs;
 - f. engage students in the learning process; and
 - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Royalton Schools shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
 4. Royalton Schools shall disseminate drug and violence prevention information within the school and to the community.
 5. Royalton Schools shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
 6. Royalton Schools shall have drug and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
 - c. Conflict resolution programs, including peer mediation programs

that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.

- d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

- 1. 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 preassessment 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.
- 2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:
 - a. The employee shall notify the building administrator or a member

of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.

b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.

3. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution, or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records

- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. **EMPLOYEES**

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:
1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug-free workplace/drug-free school policy.
 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or assistance programs available to employees and/or students.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act. 41 U.S.C. § 8103.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 138.163 (Records Management Act)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
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 418 (Drug-Free Workplace/Drug Free School)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Adopted: _____

MSBA/MASA Model Policy 506

Orig. 1995

Revised: _____

Rev. 2023

506 STUDENT DISCIPLINE

[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 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, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 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. DEFINITIONS

A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services,

school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.

C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.

D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:

1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and

3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. 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 ~~to~~ prevent imminent bodily harm or death to the student or 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 ~~to~~ prevent imminent bodily harm or death to the student or 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 ~~to~~ prevent bodily harm or death to the student or 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.

I. Reasonable Force Reports

- 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the

definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).

2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

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

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

policy;

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

VIII. CODE OF STUDENT CONDUCT

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

intoxicating substances or look-alike substances;

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

25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;

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 the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. 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.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 1. a student causes or is likely to cause serious physical harm to other students or staff;
 2. the student's parent or guardian specifically consents to the use of recess detention; or
 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The

school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.

G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. 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 code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

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

- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. 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.

A student must be removed from class immediately if the student engages in assault or violent behavior. “Assault” is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student’s tenth 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.

[Note: The following Sections C. - J. must be developed and inserted by each school

district based upon individual district practices, procedures, and preferences. School districts may consider developing and inserting procedures identified in Sections K-N.]

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

1. Specify procedures to remove a student from a class to be followed by a teacher, school administrator, or other school district employee ~~to remove a student from a class~~;
2. Specify required approvals necessary;
3. Specify paperwork and reporting procedures.

D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. Responsibility for and Custody of a Student Removed from Class.

1. Designation of where student is to go when removed;
2. Designation of how student is to get to designated destination;
3. Whether student must be accompanied;
4. Statement of what student is to do when and while removed;
5. Designation of who has control over and responsibility for student after removal from class.

F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.

1. Specification of procedures;
2. Actions or approvals required such as notes, conferences, readmission plans.

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. ~~Specification of Procedures; Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;~~
2. Actions or approvals required, such as notes, conferences, readmission plans.

H. Disabled Students; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled

student who is removed from class or disciplined; and

3. Any procedures determined appropriate for referring students in need of special education services to those services.

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

1. Establishment of a chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.26;
2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.29.

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

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

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

M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services; and

N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031.

XII. 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~~ use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, 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. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:

a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or

b. kindergarten through Grade 3.

2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.

3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. 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. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

3. 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 student'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.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. 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.
5. 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.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. 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 Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
7. 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.

8. 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 encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
9. 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, Minnesota Statutes, sections 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.)
10. 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.
11. 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.
12. 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) consecutive school days.

E. 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, Minnesota Statutes, sections 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, Minnesota Statutes, sections 121A.40-121A.56; describe ~~alternative educational services~~ the nonexclusionary disciplinary practices 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~~ must 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) and is posted on its website.
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 the Minnesota Department 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 Minnesota Statutes section 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.

XIII. ADMISSION OR READMISSION PLAN

A school administrator ~~shall~~must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan ~~may~~must include measures to improve the student's behavior, ~~including which may include~~ completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and

emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain -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.

XIV. 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 exclusion or expulsion, each physical assault of a school district employee by a student-pupil, and each pupil withdrawal agreement within thirty (30) days of the assault effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the alternative educational services nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the student-pupil 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-pupil's age, grade, gender, race, and special education status.

XV. 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, Minnesota Statutes chapter 13.

XVI. STUDENTS WITH DISABILITIES

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

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

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

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 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 (Minnesota Statutes chapter 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 seventeen (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.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. 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.

XX. 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 and Graduation Requirements 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 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
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)

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' 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)

Adopted: September 21, 2017
Revised: November 26, 2019

Royalton School District Policy 620
Reviewed: February 27, 2023

620 CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes, section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).

B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.

C. "Course" means a course or program.

D. "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota. An eligible institution must not require a faith statement from a secondary student seeking to enroll in a postsecondary course under this section during the application process or base any part of the admission decision on a student's race, creed, ethnicity, disability, gender, or sexual orientation or religious beliefs or affiliations.

E. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.

F. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage

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Deleted: B.-> "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, (... [1])

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when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least **[insert number]** credits from the school district.

B. Transfer of Academic Requirements from Other Schools

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

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- c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
- e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

C. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

V. POSTSECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes, section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 - 3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 - 4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 - 6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

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D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11.

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VII. ADVANCED ACADEMIC CREDIT

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

VIII. WEIGHTED GRADES

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

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student

Deleted: VI. → CREDIT FROM ONLINE LEARNING COURSES ¶

A. → Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards. ¶

Deleted: B. → Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student. ¶

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

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

Deleted: [or] ¶

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

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

1. → A grade awarded in an Advanced Placement course will be multiplied by a factor of ____ (i.e., 1.07). ¶

2. → A grade awarded in an Honors course will be multiplied by a factor of ____.

3. → A grade awarded in a College In the Schools course will be multiplied by a factor of ____.

4. → A grade awarded in a course taken through a Post-Secondary/Postsecondary Enrollment Options program will be multiplied by a factor of ____.

5. → A grade awarded in a course in a dual enrollment course will be multiplied by a factor of ____.

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

or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.

- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular postsecondary enrollment course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Deleted: post-secondary

Deleted: online learning course,

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
[Minn. Stat. § 124D.094 \(Online Instruction Act\)](#)

Deleted: Minn. Stat. § 124D.095 (Online Learning Option)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

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

Deleted: Learning Options

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621 LITERACY AND THE READ ACT

[Note: By the 2026-2027 school year, the school district must provide evidence-based reading instruction through a focus on student mastery of the foundational reading skills of phonemic awareness, phonics, and fluency, as well as the development of oral language, vocabulary, and reading comprehension skills. Students must receive evidence-based instruction that is proven to effectively teach children to read, consistent with Minnesota Statutes, sections 120B.1117 to 120B.124.]

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.
- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the

Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.

- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "spoken language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading,

and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by the Minnesota Department of Education (MDE).
- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
 - 1. the student's reading proficiency as measured by a screener approved by MDE;
 - 2. reading-related services currently being provided to the student and the student's progress; and
 - 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.

- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner by June 15 in the form and manner determined by the MDE Commissioner.
- E. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
 - 1. a summary of the school district's efforts to screen for dyslexia;
 - 2. the number of students universally screened for that reporting year;
 - 3. the number of students demonstrating characteristics of dyslexia for that year; and
 - 4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.1118, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.1118.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide reading intervention until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular

classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner of MDE by June 15 each year. The plan must be consistent with the Read Act, and include the following:
1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 2. a process to notify and involve parents;
 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 5. identification of staff development needs, including a plan to meet those needs;
 6. the curricula used by school site and grade level;
 7. a statement of whether the school district has adopted a MTSS framework;
 8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a. students in kindergarten through grade 3;
 - b. students who demonstrate characteristics of dyslexia; and

- c. students in grades 4 to 12 who are identified as not reading at grade level; and
 - 9. the number of teachers and other staff that have completed training approved by the department.
- B. The school district must post its literacy plan on the official school district website and submit it to the Commissioner of MDE using the template developed by the Commissioner beginning June 15, 2024.

VIII. STAFF TRAINING

- A. Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:
 - 1. intervention teachers working with students in kindergarten through grade 12;
 - 2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
 - 3. special education teachers;
 - 4. curriculum directors;
 - 5. instructional support staff who provide reading instruction; and
 - 6. employees who select literacy instructional materials for a district.
- B. The school district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner of MDE may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.

- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.1118 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

1. training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;
2. evidence-based training using a training program approved by MDE;
3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.1118;
4. materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

Legal References: Minn. Stat. § 120B.1118 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None

Adopted: _____

Royalton School District Policy 624
Orig. 2023

Revised: _____

624 ONLINE INSTRUCTION

[Note: In 2023, the Minnesota Legislature repealed the Online Learning Option Act (Minnesota Statutes, section 124D.095) and replaced it with the Online Instruction Act (Minnesota Statutes, section 124D.094). This policy fully replaces the old Model Policy 624].

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online instruction.
- B. The school district shall grant academic credit for completing the requirements of an online instruction course or program.

III. DEFINITIONS

- A. "Blended instruction" means a form of digital instruction that occurs when a student learns part time in a supervised physical setting and part time through online instruction under paragraph (E).
- B. "Digital instruction" means instruction facilitated by technology that offers students an element of control over the time, place, path, or pace of learning and includes blended and online instruction.
- C. "Enrolling district" means the school district in which a student is enrolled under Minnesota Statutes, section 120A.22, subdivision 4.
- D. "Online course syllabus" means a written document that identifies the state academic standards taught and assessed in a supplemental online course under paragraph (I); course content outline; required course assessments; instructional methods; communication procedures with students, guardians, and the enrolling district under paragraph (C); and supports available to the student.
- E. "Online instruction" means a form of digital instruction that occurs when a student learns primarily through digital technology away from a supervised physical setting.
- F. "Online instructional site" means a site that offers courses using online instruction under paragraph (E) and may enroll students receiving online instruction under paragraph (E).
- G. "Online teacher" means an employee of the enrolling district under paragraph (C) or the supplemental online course provider under paragraph (J) who holds the appropriate

licensure under Minnesota Rules, chapter 8710, and is trained to provide online instruction under paragraph (E).

- H. "Student" means a Minnesota resident enrolled in a school defined under Minnesota Statutes, section 120A.22, subdivision 4, in kindergarten through grade 12 up to the age of 21.
- I. "Supplemental online course" means an online learning course taken in place of a course provided by the student's enrolling district under paragraph (C).
- J. "Supplemental online course provider" means a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that is authorized by the Minnesota Department of Education (MDE) to provide supplemental online courses under paragraph (I).

IV. DIGITAL INSTRUCTION

- A. An enrolling district may provide digital instruction, including blended instruction and online instruction, to the district's own enrolled students. Enrolling districts may establish agreements to provide digital instruction, including blended instruction and online instruction, to students enrolled in the cooperating schools.
- B. When online instruction is provided, an online teacher shall perform all duties of teacher of record under Minnesota Rules, part 8710.0310. Unless the Commissioner of MDE grants a waiver, a teacher providing online instruction shall not instruct more than 40 students in any one online learning course or section.
- C. Students receiving online instruction full time shall be reported as enrolled in an online instructional site.
- D. Curriculum used for digital instruction shall be aligned with Minnesota's current academic standards and benchmarks.
- E. Digital instruction shall be accessible to students under section 504 of the federal Rehabilitation Act and Title II of the federal Americans with Disabilities Act.
- F. An enrolling district providing digital instruction and a supplemental online course provider shall assist an enrolled student whose family qualifies for the education tax credit under Minnesota Statutes, section 290.0674 to acquire computer hardware and educational software so they may participate in digital instruction. Funds provided to a family to support digital instruction or supplemental online courses may only be used for qualifying expenses as determined by the provider. Nonconsumable materials purchased with public education funds remain the property of the provider. Records for any funds provided must be available for review by the public or MDE.
- G. An enrolling district providing digital instruction shall establish and document procedures for determining attendance for membership and keep accurate records of daily attendance under Minnesota Statutes, section 120A.21.

V. SUPPLEMENTAL ONLINE COURSES

- A. Notwithstanding Minnesota Statutes, sections 124D.03 and 124D.08 and Minnesota Statutes, chapter 124E, procedures for applying to take supplemental online courses

other than those offered by the student's enrolling district are as provided in this subdivision.

- B. Any kindergarten through grade 12 student may apply to take a supplemental online course. The student, or the student's parent or guardian for a student under age 17, must submit an application for the proposed supplemental online course or courses. A student may:
 - 1. apply to take an online course from a supplemental online course provider that meets or exceeds the academic standards of the course in the enrolling district they are replacing;
 - 2. apply to take supplemental online courses for up to 50 percent of the student's scheduled course load; and
 - 3. apply to take supplemental online courses no later than 15 school days after the student's enrolling district's term has begun. An enrolling district may waive the 50 percent course enrollment limit or the 15-day time limit.
- C. A student taking a supplemental online course must have the same access to the computer hardware and education software available in a school as all other students in the enrolling district.
- D. A supplemental online course provider must have a current, approved application to be listed by MDE as an approved provider. The supplemental online course provider must:
 - 1. use an application form specified by MDE;
 - 2. notify the student, the student's guardian if they are age 17 or younger, and enrolling district of the accepted application to take a supplemental online course within ten days of receiving a completed application;
 - 3. notify the enrolling district of the course title, credits to be awarded, and the start date of the online course. A supplemental online course provider must make the online course syllabus available to the enrolling district;
 - 4. request applicable academic support information for the student, including a copy of the IEP, EL support plan, or 504 plan; and
 - 5. track student attendance and monitor academic progress and communicate with the student, the student's guardian if they are age 17 or younger, and the enrolling district's designated online learning liaison.
- E. A supplemental online course provider may limit enrollment if the provider's school board or board of directors adopts by resolution specific standards for accepting and rejecting students' applications. The provisions may not discriminate against any protected class or students with disabilities.
- F. A supplemental online course provider may request that MDE review an enrolling district's written decision to not accept a student's supplemental online course application. The student may participate in the supplemental online course while the application is under review. Decisions shall be final and binding for both the enrolling district and the supplemental online course provider.

- G. A supplemental online course provider must participate in continuous improvement cycles with MDE.

VI. ENROLLING DISTRICT

- A. An enrolling district may not restrict or prevent a student from applying to take supplemental online courses.
- B. An enrolling district may request an online course syllabus to review whether the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district.
- C. Within 15 days after receiving notice of a student applying to take a supplemental online course, the enrolling district must notify the supplemental online course provider whether the student, the student's guardian, and the enrolling district agree that academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district. If the enrolling district does not agree that the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district, then:
 - 1. the enrolling district must provide a written explanation of the district's decision to the student, the student's guardian, and the supplemental online course provider; and
 - 2. the online provider must provide a response to the enrolling district explaining how the course or program meets the graduation requirements of the enrolling district.
- D. An enrolling district may reduce the course schedule of a student taking supplemental online courses in proportion to the number of supplemental online learning courses the student takes.
- E. An enrolling district must appoint an online learning liaison who:
 - 1. provides information to students and families about supplemental online courses;
 - 2. provides academic support information including IEPs, EL support plans, and 504 plans to supplemental online providers; and
 - 3. monitors attendance and academic progress, and communicates with supplemental online learning providers, students, families, and enrolling district staff.
- F. An enrolling district must continue to provide support services to students taking supplemental online courses as they would for any other enrolled student including support for English learners, case management of an individualized education program, and meal and nutrition services for eligible students.
- G. An online learning student must receive academic credit for completing the requirements of a supplemental online learning course. If a student completes an online learning course that meets or exceeds a graduation standard or the grade progression requirement at the enrolling district, that standard or requirement is met.
- H. Secondary credits granted to a supplemental online learning student count toward the

graduation and credit requirements of the enrolling district. The enrolling district must apply the same graduation requirements to all students, including students taking supplemental online courses.

- I. An enrolling district must provide access to extracurricular activities for students taking supplemental online courses on the same basis as any other enrolled student.

VII. REPORTING

Courses that include blended instruction and online instruction must be reported in the manner determined by the Commissioner of MDE.

LEGAL REFERENCES: Minn. Stat. § 120A.21 (Enrollment of a Student in Foster Care)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 124D.03 (Enrollment Options Act)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Rules Ch. 8710 (Teacher and Other School Professional Licensing)

CROSS REFERENCES: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: August 8, 2011
Revised: October 24, 2022

Royalton School District Policy 709
Reviewed:

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity

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of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.

5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

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C. Active Transportation Safety Training

1. Training required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
 - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique; and
 - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.

2. Deadlines.

- a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.
- b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.

c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.

d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.

3. Instruction

a. The school district may provide active transportation safety training through distance learning.

b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
 - 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 - 2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. 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.

- i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
- a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.
 - f. No fighting, harassment, intimidation, or horseplay.
 - g. Do not throw any object.
 - h. No eating, drinking, or use of alcohol, tobacco, or drugs.
 - i. Do not bring any weapons or dangerous objects on the school bus.
 - j. Do not damage the bus.
 - k. No kneeling, crawling under seats or lying down on the bus floor.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified by their principal of any suspension of bus privileges.

(1)

- 1st offense - warning
- 2nd offense - 2 school-day suspension from riding the bus
- 3rd offense - 5 school-day suspension from riding the bus
- 4th offense - at least 8 school-day suspension from riding the bus.

Students may be suspended for longer periods of time, including the remainder of the school year for severe or continued problems.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(2) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

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1st offense - warning

2nd offense - 5 school-day suspension from riding the bus

3rd offense - 10 school-day suspension from riding the bus

4th offense - 20 school-day suspension from riding the bus/meeting with parent

5th offense - suspended from riding the bus for the remainder of the school year...

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(3) Records

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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 student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(4) Vandalism/Bus Damage

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Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(5) Notice

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School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(6) Criminal Conduct

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In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;

5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in

any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

- 1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
- 2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

- 1. Safely operate the type of school bus the driver will be driving;
- 2. Understand student behavior, including issues relating to students with disabilities;
- 3. Ensure orderly conduct of students on the bus and handling incidents

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of misconduct appropriately;

4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured

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to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. [Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.](#)

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

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11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a

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vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;

- (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
- (d) placing the type III vehicle in "park" during loading and unloading;
- (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

(9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
- g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
- h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or

offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

- i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).

- f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre- school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 - 3. A school bus operated under this section must bear a current certificate of inspection.
 - 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within [one \(1\)](#) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

- Legal References:**
- Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
 - Minn. Stat. § 123B.03 (Background Check)
 - Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
 - Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 - Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
 - Minn. Stat. § 123B.90 (School Bus Safety Training)
 - Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
 - [Minn. Stat. § 123B.935 \(Active Transportation Safety Training\)](#)
 - Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
 - Minn. Stat. Ch. 169 (Traffic Regulations)

Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
 Minn. Stat. § 169.02 (Scope)
 Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
 Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
 Minn. Stat. § 169.454 (Type III Vehicle Standards)
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
 Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
 Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
 Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
 Minn. Stat. Ch. 245C (Human Services Background Studies)
 Minn. Stat. § 609.02 (Definitions)
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
 49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
 49 C.F.R. § 383.5 (Transportation Definitions)
 49 C.F.R. § 383.51 (Disqualification of Drivers)
[49 C.F.R. Part 571 \(Federal Motor Vehicle Safety Standards\)](#)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 707 (Transportation of Public Students)
 MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: November 2, 2015
Revised: May 15, 2018

Royalton Public Schools Policy 806
Reviewed: May 22, 2023

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in

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[Note: The Commissioner of the Minnesota Department of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minnesota Statutes section 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort among the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

Deleted: For purposes of this Policy, the term, "school districts," shall include charter schools.

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the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[Note: State law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes, section 121A.035.]

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[Note: State law requires a minimum of five school fire drills, consistent with Minnesota Statutes, section 299F.30, and one school tornado drill each school year. See Minnesota Statutes section 121A.035.]

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific

Deleted: [Note: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities." A website link is provided in the resource section of this Policy.]

Deleted: [Note: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

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procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

3. School Emergency Response Teams

a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

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[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]¶

Deleted: [Note: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]¶
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III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and

practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes section 299F.30. See Minnesota Statutes, section 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Deleted: [Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

Deleted: [Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]

Deleted: [Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

Deleted: [Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

Deleted: [Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans and on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minnesota Statutes section 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

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[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]¶

Deleted: [Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]¶

Deleted: [Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]¶

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:

Deleted: [Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

- a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
- b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.

4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.

5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

- 1. accessible;
- 2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
- 3. culturally aware;
- 4. trauma-informed; and
- 5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be

accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.

3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:

- a. student opportunities for leadership related to prevention and safety;
- b. encouragement and support to students in establishing clubs and programs focused on safety; and
- c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

- 1. the effect of active shooter drills on the safety of students and staff; and
- 2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

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Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats

- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Deleted: *[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]*

Deleted: *[Note: The Every Student Succeeds Act, 20 United States Code section 6301, et seq.; Title IX, 20 United States Code section 1681, et seq.; and the Unsafe School Choice Option, 20 United States Code section 7912, require school districts to establish such transfer procedures.]*

- Legal References:**
- Minn. Stat. Ch. 12 (Emergency Management)
 - Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 - Minn. Stat. § 121A.035 (Crisis Management Policy)
 - [Minn. Stat. § 121A.038 \(Students Safe at School\)](#)
 - Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 - Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)

Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
Comprehensive School Safety Guide
[Minnesota School Safety Center - Resources \(mn.gov\)](https://www.mn.gov/education/school-safety)

Adopted: [September 8, 2003](#)
Revised: [October 28, 2019](#)

[Roylton School District Policy 102](#)
Reviewed: [December 20, 2021](#)

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, 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.](#)

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[Note: School districts are required by statute to have a policy addressing these issues.]¶

- 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)

Adopted: March 8, 2004
Revised: February 24, 2020

Royalton School District Policy 418
Reviewed:

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, nonintoxicating cannabinoids, ~~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, ~~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, ~~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.
- 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

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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.

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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.

Deleted: 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.

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.

- 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.
- 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.](#)

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[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."]¶

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[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.]¶

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. 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. Students may be referred to 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. [§ 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 \(Definitions\)](#)

Deleted: 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.),

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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.¶

Deleted: 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.

[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: December 8, 2003
Revised: October 24, 2022

Royalton School District Policy 419
Reviewed:

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

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[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.]

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[Note: The following language is not required by law, but is recommended by MSBA for inclusion in this policy.]¶

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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.

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)

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→ [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.] ¶

Adopted: December 20, 2021
Revised: _____

Royalton School District Policy 507
Reviewed: December 20, 2021

507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a student.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student.

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 the 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).

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Deleted: 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.

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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)

Adopted: November 14, 2005
Revised: July 16, 2018

Royalton School District Policy 514
Reviewed: May 22, 2023

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:
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,

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→ [Note: School districts are required by statute to have a policy addressing bullying.]...

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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 (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.

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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, and sexual exploitation.~~

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- 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.~~

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- 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, cyberbullying, ~~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.~~
- 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.

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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 (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.

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- 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 (Policy 515) in the student handbook.

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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 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, to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (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.

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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)
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)

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Revised: _____

Royalton School District Policy 516.5
Reviewed: _____

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516.5 OVERDOSE MEDICATION

[Note: The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists. 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 medication. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]

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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 the School Nurse/RN.
- 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.

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- 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. [Building Crisis](#) 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 [Building Crisis](#) 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 [Building Crisis](#) 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.

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3. The [Building Crisis 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 [Building Crisis 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.

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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. ¶

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[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.] ¶

V. NALOXONE STORAGE

- A. The [Building Crisis 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.).
- 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.

516.5-3

- 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. § 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

¹ 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."

Deleted: Minn. Stat. § 152.212 (Labeling of Prescription Drug Containers)

601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Antiracist" means actively working to identify and eliminate racism in all forms in order to change policies, behaviors, and beliefs that perpetuate racist ideas and actions.
- C. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- D. "Culturally sustaining" means integrating content and practices that infuse the culture and language of Black, Indigenous, and People of Color.
- E. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- F. "Ethnic studies" as defined in Minnesota Statutes, section 120B.25, has the same meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.
- G. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.
- H. "Institutional racism" means structures, policies, and practices within and across institutions that produce outcomes that disadvantage those who are Black, Indigenous, and People of Color.
- I. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and experiential learning.

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

- J. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
1. the size of the academic achievement gap; rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
 2. student performance on the Minnesota Comprehensive Assessments;
 3. high school graduation rates; and
 4. career and college readiness under Minnesota Statutes, section 120B.30, subdivision 1.
- K. "World's best workforce" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

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IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;
 2. a process to assess and evaluate each student's progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;
 3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, subdivision 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minnesota Statutes section 120B.35, subdivision 3(b)(2), and teacher evaluations under Minnesota Statutes section 122A.40, Subd. 8, or 122A.41, subdivision 5;
 4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
 5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;

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[Note: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 address this requirement.]¶

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Deleted: [Note: MSBA/MASA Model Policy 616 addresses this requirement.]¶
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[Note: MSBA/MASA Model Policy 616 addresses this requirement.]¶

6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
 7. an annual budget for continuing to implement the school district plan.
- B. School district site and school site goals shall include the following:
1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.* These skills include the following:
 - a. ~~reading, writing, speaking, listening, and viewing in the English language;~~
 - b. mathematical and scientific concepts;
 - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
 - d. creative and critical thinking, decision making, and study skills;
 - e. work readiness skills;
 - f. global and cultural understanding.
 2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
 - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
 - b. bring many perspectives, including historical, to contemporary issues;
 - c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;
 - e. practice stewardship of the land, natural resources, and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
 3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
 4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
 - a. establishing and achieving personal and career goals;
 - b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;

Deleted: - [*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]¶

- d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner;
 - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
- a. appreciate, understand, and accept human diversity and interdependence;
 - b. address human problems through team effort;
 - c. resolve conflicts with and among others;
 - d. function constructively within a family unit;
 - e. promote a multicultural, gender-fair, disability-sensitive society.

C. Every child is reading at or above grade level every year, beginning in kindergarten, and multilingual learners and students receiving special education services are receiving support in achieving their individualized reading goals pursuant to Policy 621 (Literacy and the Read Act).

1. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.

3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.

4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph (1), the report must include:
 - (a) a summary of the district's efforts to screen for dyslexia;
 - (b) the number of students screened for that reporting year; and
 - (c) the number of students demonstrating characteristics of dyslexia for that year.

Deleted: [Note: School district and site goals example courtesy of the Winona School District.]¶

Deleted: Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.

Deleted: [Note: According to Minnesota statutes, dyslexia screening is to be conducted in a locally determined manner.]¶

5. A student identified as having a reading difficulty must be provided with alternate instruction under Minnesota Statutes section 125A.56, subdivision 1.
6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
 - a. the student's reading proficiency as measured by a locally adopted assessment;
 - b. reading-related services currently being provided to the student and the student's progress; and
 - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student's right to a special education evaluation.

7. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.

8. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an Individualized Education Program.

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 →→ **[Note: School districts are strongly encouraged, but not required, to provide personal learning plans, as provided in Paragraph 8.]** ¶

Legal References:

- Minn. Stat. § 120B.018 (Definitions)
 - Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
 - Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
 - Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
 - Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
 - Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
 - Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
 - Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
 - Minn. Stat. § 123B.147, Subd. 3 (Principals)
- 601-5

Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment Referral)
20 U.S.C. § 5801, *et seq.* (National Education Goals)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

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

Adopted: August 8, 2011
Revised: October 24, 2022

Royalton School District Policy 603
Reviewed:

603 CURRICULUM DEVELOPMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.

IV. STRATEGIC PLANNING COMMITTEE

- A. The school board must establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
- B. The Strategic Planning Committee, to the extent possible, must reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents must comprise at least two-thirds of committee members.
- C. The Strategic Planning Committee must pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes, section 124D.59, subdivisions 2 and 2a.
- D. The school district may establish site teams as subcommittees of the Strategic Planning Committee.
- E. The Strategic Planning Committee must recommend to the school board
 - 1. rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes, sections 120B.11, subdivision 1a, 120B.022 subdivisions 1a and 1b, and 120B.35;
 - 2. district assessments;
 - 3. means to improve students' equitable access to effective and more diverse teachers;
 - 4. program evaluations.

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Deleted: 4. - strategies to ensure the curriculum is rigorous, accurate, antiracist, culturally sustaining, and reflects the diversity of the student population; ¶

5. - strategies to ensure that curriculum and learning and work environments validate, affirm, embrace, and integrate the cultural and community strengths of all racial and ethnic groups; and ¶

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- F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

V. CURRICULUM DEVELOPMENT PROCESS

[Note: In light of changes in Minnesota law regarding curriculum, MSBA encourages school districts to consider deleting Article VI, Section A or revising it to reflect local curriculum development processes. Literacy planning is now addressed in new model policy 621: Literacy and the READ Act.]

- A. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes, section 120A.20, [subdivision 1\(c\)](#). A student's plan under this section shall continue while the student is enrolled.
- B. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § [120A.20 \(Admission to Public School\)](#)
[Minn. Stat. § 120B.10 \(Findings; Improving Instruction and Curriculum\)](#)
Minn. Stat. § 120B.11 ([School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce](#))
Minn. Stat. § 120B.12 (Reading Proficiently No Later than the End of Grade 3)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment; [Personal Learning Plans](#))
[Minn. Stat. § 124D.59 \(Definitions\)](#)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

Deleted: V. → SCHOOL SITE TEAM

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

VI

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A. → Within the ongoing process of curriculum development, the following needs shall be addressed:

1. → Provide for articulation of courses of study from kindergarten through grade twelve.
2. → Identify minimum objectives for each course and at each elementary grade level.
3. → Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
4. → Provide a program for ongoing monitoring of student progress.
5. → Provide for specific, particular, and special needs of all members of the student community.
6. → Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.

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B.

Deleted: Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minnesota Statutes section 120B.12, Subd. 2.

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)



Adopted: ~~September 23, 2019~~
Revised: ~~February 27, 2023~~

~~Royalton School District Policy 613~~
~~Reviewed:~~

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613 GRADUATION REQUIREMENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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IV. DISTRICT ASSESSMENT COORDINATOR

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

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- Deleted: (_____ Position Title _____)
- Deleted: named the District Assessment Coordinator. Said person shall be

V. GRADUATION ASSESSMENT REQUIREMENTS

For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students

require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and

- B. Consistent with this paragraph and Minnesota Statutes section 120B.125 (see *Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

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

- A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Four credits of mathematics in the 2023 school year and three and one-half in the 2024 school year and later, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
- C. An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- D. Grad Year 2024 and 2025:
Three and one-half credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one credit physical science; (d) half an elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- Grad Year 2026 and Later:
Three and one-half credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one credit earth science; (d) half an elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the

academic standards in either chemistry or physics and (ii) all other academic standards in science;

E. Four and one-half credits of social studies in the 2023, 2024 and 2025 school year and Four in the 2026 school year and later, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

F. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and

G. One-half credit of personal finance.

H. A minimum of seven elective credits.

I. Credit equivalencies

1. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.

2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.

3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.

4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.

5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.

6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

[Note: Starting in the 2026-27 school year, a high school must offer an ethnic studies course; in elementary and middle schools by the 2027-28 school year.]

VII. GRADUATION STANDARDS REQUIREMENTS

A. All students must demonstrate their understanding of the following academic standards:

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Deleted: Students beginning 8th grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:¶

A.→ Four credits of language arts sufficient to satisfy all academic standards in English language arts;¶

B.→ Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;¶

C.→ An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;¶

D.→ Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;¶

E.→ Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;¶

F.→ One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and¶

G.→ A minimum of seven elective credits.¶

H.→ Credit equivalencies¶

1.→ A one-half credit of economics taught in a school's agriculture agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.¶

2.→ An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.¶

3.→ A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.¶ ... [1]

1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
- * Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and
 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, section 120B.07, upon meeting the following conditions:

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

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

Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

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

Adopted: February 14, 2011
Revised: August 22, 2022

Royalton School District Policy 616
Reviewed:

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process that promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding implementation of the Minnesota K-12 Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota K-12 Academic Standards and federal law requires accountability for the school district. The school district established a system to transition to the graduation requirements of the Minnesota K-12 Academic Standards. The school district also established a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "World's best workforce" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- A. School District Goals
1. The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.
 2. The Strategic Planning Committee created under Policy 603 (Curriculum Development) is established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
 3. The school district-wide improvement goals should address recommendations identified through the Strategic Planning Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness

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B. → "Graduation Standards" means the credit requirements and locally adopted content standards or Minnesota K-12 Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.

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program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, and teacher evaluations under Minnesota Statutes section 122A.40 or 122A.41.

C. Implementation of Graduation Requirements

- 1. The Strategic Planning Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the Strategic Planning Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
- 2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Strategic Planning Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Strategic Planning Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
- 3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of current achievement that show growth relative to an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Strategic Planning Committee

- 1. Annually, the Strategic Planning Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and,

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Deleted: 2.→ The District Advisory Committee, working in cooperation with other committees of the school district [such as the *Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:¶

d. Advising the school board about development of the annual budget.

2. The Strategic Planning Committee shall meet the following criteria:

- a. The Strategic Planning Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
- b. The Strategic Planning Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
- c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
- d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Strategic Planning Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.

5. Translation services should be provided to the extent appropriate and practicable.

F. Reporting

- 1. Consistent with Minnesota Statutes, section 120B.36, subdivision 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.
- 2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.
- 3. The school district must annually report the district's class size ratios by each grade to the commissioner of education in the form and manner specified by the

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4.→The Advisory Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:¶

a.→The Director of Curriculum (or similar educational leader)¶

b.→Principal¶

c.→School Board Member¶

d.→Student Representative¶

e.→One teacher from each building or instructional level¶

f.→Two parents from each building or instructional level¶

g.→Two residents without school-aged children, non-representative of local business or industry¶

h.→Two residents representative of local business or industry¶

i.→District Assessment Coordinator (if different from "a." above)¶

[Note: This Advisory Committee ... [1]

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6.→The District Advisory Committee shall meet the following timeline each year:¶

Month:→Organizational meeting of the Committee to review the authorizing legisla... [2]

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[commissioner.](#)

4. [The school district must report whether programs funded with compensatory revenue are consistent with best practices demonstrated to improve student achievement.](#)

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)
Minn. Stat. § 120B.36 (School Accountability)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)
Minn. Stat. § 123B.147 (Principals)
[Minn. Stat. § 126C.12 \(Learning and Development Revenue Amount and Use\)](#)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
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MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)

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