



AGENDA
REGULAR MEETING
ROYALTON BOARD OF EDUCATION
HIGH SCHOOL MEDIA CENTER, ENTER DOOR #7
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
FEBRUARY 12, 2024
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
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 01.08.24 10
 - b. Approval of Organizational Board Meeting Minutes 01.08.24 13
 - c. Claims, Accounts and Financial 20
Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.
 - d. Approval of Resignation/Termination 55
 - e. Approval of New Hires 56
The Royalton School Board will approve the following hires based upon the findings of each individual's background check, licensure status, and discipline report from the MN Department of Education.
10. **Discussion/Information/Action Items**
 - a. Approval of the 2024 BPA Request for Nationals 57
 - b. Middle School/High School Course Handbook 58
 - c. Spring Break Survey Results Update 130
 - d. Building Security Update 145
 - e. Recommended FY24 Revised Budget Presentation 170
 - f. Approval of Donations by Resolution 176

g. School Meals Policy 534/Unpaid Lunch Discussion Policy presented in 2nd reading.	178
h. Conflict of Interest Policy 210 Discussion Policy presented in 2nd reading.	182
i. Policy Readings	
1. First Policy Reading 713 - Fund Balances	187
2. Second Policy Reading 506 - Student Discipline	193
3. Approval of Second Policy Reading (final reading due to minor changes) 504 - Student Dress and Appearance	220
4. Approval of Third Policy Reading 417 - Chemical Use and Abuse	222
5. Request to Rescind 450 - Employee Recognition 452 - Information Technology Policy 750 - Food Service Program Policy	

11. Upcoming Meeting Schedule

1. Wednesday, February 28, Noon Finance Meeting
2. Wednesday, February 28, 1pm Policy Meeting
3. Wednesday, February 28, 6pm Strategic Planning Committee Meeting
4. Thursday, March 14, 6pm Regular Board Meeting

12. Adjournment



ROYALTON PUBLIC SCHOOLS

Home of the Royals

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

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

FISCAL YEAR 2024 FEBRUARY BUDGET UPDATE

ENROLLMENT

- Original Adopted Budget: 935 ADM
 - Ended 22-23 943 ADM

- As of January 2024: 920 Students
 - ADM's calculated based on weighted factor
 - K-6th Grade = 1.0
 - 7th-12th Grade = 1.20
 - 23-24 updated School ADM Report not available yet

- Enrollment Tracking
 - Monthly
 - Budget impact
 - Updated MDE ADM Web Estimates
 - 12.05.2023
 - 922 ADM

GENERAL FUND REVENUES

Royalton School District
 FINANCIAL REPORTS
 MONTH ENDED December 30th, 2023



		FISCAL YEAR 2024		PRIOR FISCAL YEAR 2023		2ND PRIOR FISCAL YEAR 2022		2024	2023	2022
Revenues by Source		Adopted Budget	Year-to-Date Actual	Total Actual	Year-to-Date Actual	Total Actual	Year-to-Date Actual	% of Budget	% of Total	% of Total
Local Revenues	00 Local Revenues	3,037,403.33	1,394,173.84	3,107,384.47	1,380,384.62	2,682,386.39	399,122.69	45.90%	44.42%	14.88%
State Revenues	00 State Revenues	10,437,724.21	4,394,607.79	10,034,698.71	4,237,795.73	9,493,142.66	4,233,019.78	42.10%	42.23%	44.59%
Federal Revenues	00 Federal Revenues	737,999.14	94,028.44	1,096,238.72	333,695.67	1,327,390.74	368,007.31	12.74%	30.44%	27.72%
Misc Local Revenues	00 Loc Sales, Ins Reco	124,969.00	106,236.16	374,885.52	200,852.67	62,421.98	61,974.52	85.01%	53.58%	99.28%
Total Revenues		14,338,095.68	5,989,046.23	14,613,207.42	6,152,728.69	13,565,341.77	5,062,124.30	41.77%	42.10%	37.32%

- On track with current year budget: 42%
- FY24 budget revision consideration

GENERAL FUND EXPENDITURES

Royalton School District
 FINANCIAL REPORTS
 MONTH ENDED December 30th, 2023



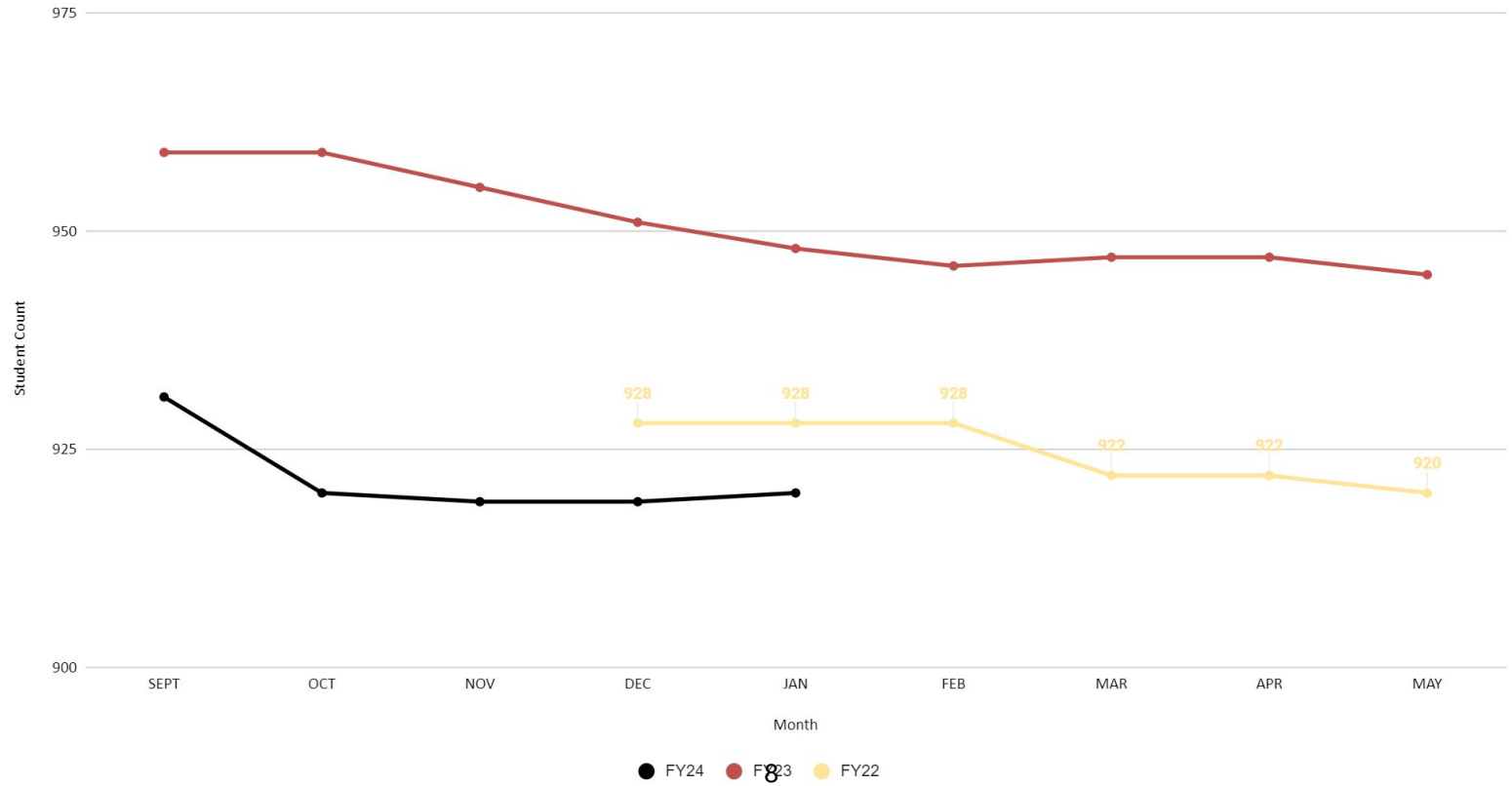
Expenditures by Object	FISCAL YEAR 2024		PRIOR FISCAL YEAR 2023		2ND PRIOR FISCAL YEAR 2022		2024	2023	2022
	Adopted	Year-to-Date	Total	Year-to-Date	Total	Year-to-Date	% of	% of	% of
	Budget	Actual	Actual	Actual	Actual	Actual	Budget	Total	Total
Salaries & Wages	6,516,224.03	2,826,530.47	6,937,559.15	2,603,405.20	6,545,518.98	2,385,226.22	43.38%	37.53%	36.44%
Employee Benefits	2,096,000.92	794,600.86	1,896,589.87	751,998.36	1,804,876.95	719,205.50	37.91%	39.65%	39.85%
Purchased Services	1,671,402.00	780,392.63	1,842,545.54	1,025,268.60	1,688,001.62	665,867.16	46.69%	55.64%	39.45%
Supplies & Materials	1,198,086.74	697,080.42	1,375,709.48	688,458.74	1,204,525.76	496,226.79	58.18%	50.04%	41.20%
Capital Expenditures	328,629.00	137,545.32	1,014,689.22	623,850.50	524,343.28	306,976.22	41.85%	61.48%	58.54%
Other Expenditures	12,949.98	14,134.59	72,084.66	26,607.15	74,794.24	30,221.31	109.15%	36.91%	40.41%
Total Expenditures	11,823,292.67	5,250,284.29	13,139,177.92	5,719,588.55	11,842,060.83	4,603,723.20	44.41%	43.53%	38.88%

- On track with current year budget: 44%
- FY24 budget revision consideration

ENROLLMENT PROJECTION PROCESS

- Review historical trends
- Discuss current enrollment trends
- Update MDE - ADMWE site
 - December & February
- Review MDE What-if model
 - Update enrollment numbers
 - Analyze revenue impact
- Determine next steps

Royalton Enrollment





Thank you!

Regular Meeting

Monday, January 8, 2024 6:30 PM

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

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

1. Call to Order

Regular meeting started at 6:32pm

2. Roll Call

3. Board Chair Comments

4. Approval of Agenda

Motion to Approve Agenda. 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

5. Recognition of Citizens for Input Purposes

6. Reports/News

6.a. Board Committee Report

6.b. Superintendent Report

6.c. Business Manager Report

7. 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.**

Motion to Approve All Items on Consent Agenda.
This motion, made by Tyra Baumann and seconded
by Angela Roering, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

7.a. Approval of Truth in Taxation Meeting
Minutes 12.11.23

7.b. Approval of Regular Board Meeting Minutes
12.11.23

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

8. Discussion/Information/Action Items

8.a. Preliminary Audit Report

8.b. Calendar Discussion

8.c. Approval of Spring Break Survey
Motion to Approve a Spring Break Survey to
Students in Grades 5-12, Staff, and
Parents. 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

8.d. Approval of Reduction Resolution
Motion to Approve Reduction Resolution.
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

Roll call vote in favor thereof: Director
Baumann, Hofstad, Hackett, Boyd, Roering,
and Traut.

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

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea
Maria Traut: Yea
Yea: 6, Nay: 0

The Rice Area Sportsmen's Club has generously offered to donate \$2000 to the Royalton Trap Team.

The Royals Wrestling Club has generously donated \$27584.23 to the Royalton/Upsala Wrestling program to purchase new mats in the wrestling rooms.

Roll call vote in favor thereof: Director Baumann, Hofstad, Hackett, Boyd, Roering, and Traut.

9. **Upcoming Meeting Schedule**

Finance Meeting: Wednesday, January 24th @ Noon

Policy Meeting: Wednesday, January 24th @1pm

Regular Meeting: Monday, February 12th @ 6pm

10. **Adjournment**

The meeting was adjourned at 8:03pm. 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

Organizational Meeting

Monday, January 8, 2024 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: Present
Rian Hofstad: Present
Angela Roering: Present
Maria Traut: Present

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Approval of Agenda

Motion to Approve Agenda. 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

5. Election of Officers

5.a. Chairperson

Chairperson - Rian Hofstad, nominated by Tyra Baumann.

5.b. Vice-Chairperson

Vice-Chairperson - Randy Hackett, nominated by Angela Roering.

5.c. Clerk

Clerk - Angela Roering, nominated by Lucas Boyd.

5.d. Treasurer

Treasurer - Maria Traut, nominated by Rian Hofstad.

6. Organizational Action Items

6.a. Setting of Regular Meeting Time and Dates

Motion to Approve Regular Meeting Time and Dates. This motion, made by Rian Hofstad 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

The school board's regular meetings will meet on the second Monday of the month at 6pm except for Thursday, March 14 and Thursday, November 14. The board has routinely scheduled special meetings for board self-evaluation, superintendent evaluation, contract negotiations, and other occasions as needed. Work sessions are scheduled as needed.

Agendas have been sent out on Wednesday or before prior to the regular meetings.

The regular meeting time is at 6:00 PM and the 2024 dates are January 8, February 12, March 14, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 14 and December 9.

6.b. Setting of Compensation for Directors

Motion to Approve keeping the compensation the same as 2023. Each board member will receive \$2500 a year and the chairperson will receive an additional \$500. Half will be given in June, 2024 and January, 2025. This motion, made by Randy Hackett 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

6.c. Naming of Official Depositories for District Funds

Motion to Approve Heidi Hagen, Pine Country Bank, Minnesota School District Liquid Asset Fund, and MN Trust (PMA) as official depositories for Royalton School District Funds. Update authorized signers on the District's Official Depository Accounts, and all certificates of deposit will continue with the School Board Chair (Rian Hofstad), School Board Treasurer (Maria Traut) and School Board Clerk (Angela Roering) being the same, and removing Scott Marine, former Business Manager and adding Heidi Hagen, current Business Manager, to be authorized signers on behalf of the

District effective January 8th, 2024. This motion, made by Randy Hackett 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

6.d. Investment of Funds

Motion to Approve Heidi Hagen, Business Manager, to invest funds on behalf of Royalton School District. 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

6.e. Annual Delegation of Authority to Make Electronic Fund Transfers

Motion to Approve Heidi Hagen, Business Manager to make Electronic Fund Transfer. 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

6.f. Naming of Official Newspaper

Motion to Approve Morrison County Record as the Official Newspaper. 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

6.g. Naming of Legal Counsel

Motion to Approve Squires, Waldspurger, &

Mace, P.A. as the Official Law Firm for the District. 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

6.h. Naming of Representatives and Committee Members

Motion to keep all the same representatives for each of the committees as the 2023 school year. This motion, made by Rian Hofstad 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

6.h.1. Naming of Royalton City Council Meeting Representative

Tyra Baumann also Representative Angela Roering as an alternate to represent the Royalton School District at Royalton City Council meetings once per month.

6.h.2. Naming of Bowlus City

Council Meeting Representative Lucas Boyd and also Representative Tyra Baumann as an alternate to represent the Royalton School District at Bowlus City Council Meeting once per month.

6.h.3. Naming of Policy Committee Representatives

Randy Hackett, Rian Hofstad and Maria Traut as Policy Committee Representatives.

6.h.4. Naming of Strategic

Planning/Curriculum Advisory, and World's Best Workforce Advisory Committee Representatives. Directors Angela Roering and Maria Traut to the Strategic Planning/Curriculum Advisory/World's Best Workforce Advisory Committee representatives.

6.h.5. Naming of Facilities Committee Representatives

Directors Tyra Baumann and Randy Hackett as Facilities Committee Representatives.

6.h.6. Naming of Legislative Liaison Representative
Randy Hackett also Representative Lucas Boyd as an alternate to Legislative Liaison Representative.

6.h.7. Naming of Finance Committee Representatives
Directors Tyra Baumann, Angela Roering and Maria Traut as Finance Committee Representatives.

6.h.8. Naming of Mid-State Education District Board
Director Rian Hofstad and Director Maria Traut as an alternate to Mid-State Education District Representative.

6.h.9. Naming of Minnesota State High School League Representative
Director Lucas Boyd and Director Tyra Baumann as an alternate to Minnesota State High School League Representative.

6.h.10. Naming of Representatives to Schools for Equity in Education
Directors Lucas Boyd and Randy Hackett as Representatives to Schools for Equity in Education (SEE).

6.h.11. Naming of Labor Management/Meet and Confer Representative
Director Randy Hackett and Director Angela Roering as an alternate to Meet and Confer Representatives.

6.h.12. Name of Staff Development Committee Representative
Directors Rian Hofstad and Angela Roering as Staff Development Committee Representatives.

6.h.13. Naming of Health and Safety Committee Representative
Directors Tyra Baumann and Lucas Boyd as an alternate Health and Safety Committee Representatives.

6.h.14. Naming of Sourcewell Representative
Directors Maria Traut and Tyra Baumann as an alternate Sourcewell Representatives.

6.h.15. Naming of Non-Union Negotiation Representatives
Directors Rian Hofstad, Lucas Boyd and Director Maria Traut as an alternate to Non-Union Negotiation Representatives.

6.h.16. Naming of Teacher (REM) Negotiation Representatives

Director Randy Hackett and Angela Roering as Teacher Negotiation Representatives.

6.h.17. Naming of Para (RESP) Negotiation Representatives
Director Tyra Baumann and Randy Hackett as Para Negotiation Representatives.

6.h.18. Naming of Secretaries (AFSCME) Negotiation Representatives
Directors Tyra Baumann and Randy Hackett as Secretaries Negotiation Representative.

6.h.19. Naming of Principal Negotiation Representatives
Directors Rian Hofstad and Angela Roering as Principal Negotiation Representatives.

6.h.20. Naming of Superintendent Negotiation Representatives
Directors Tyra Baumann and Randy Hackett as Superintendent Negotiation Representatives.

7. Other Organizational Action Items

7.a. Setting of Finance Meeting Time and Dates
Motion to Approve the Finance meetings to be held on the 4th Wednesday of the month at Noon except on December 18th. 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

7.b. Setting of Policy Meeting Time and Dates
Motion to Approve the Policy meetings to be held on the 4th Wednesday of the month at 1pm except on December 18th. This motion, made by Rian Hofstad 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

7.c. Resolution for Polling Places
Motion to Approve Resolution Establishing Combined Polling Places for Multiple

Precincts and designating hours during which the polling places will remain open for voting for school district elections not held on the day of a statewide election. 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

8. Adjournment

The meeting was adjourned at 6:30pm. 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

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$174,267.93
02	Food Service	\$28,247.28
04	Community Service	\$3,572.88
07	Debt Service	\$145,797.50
08	Scholarships	\$12,100.00
12	Student Activities	\$353.00
Report Total		\$364,338.59

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76093	2724		AFSCME COUNCIL 65		Check		
				B 01	215 040	MFT		\$306.64	
				B 04	215 040	MFT		\$84.53	
PO#:	Voucher #:	40816	Invoice	Invoice No:	S2024120	1/2/2024	Paid Amt:	\$391.17	
								Check Amount:	\$391.17
0485	PCB	76094	4438		ALLSTATE BENEFITS		Check		
				B 01	215 070	Allstate		\$436.36	
				B 01	215 070	Adjustment		\$188.26	
PO#:	Voucher #:	40345	Invoice	Invoice No:	S2024090	1/2/2024	Paid Amt:	\$624.62	
			B 01	215 070	Allstate			\$436.36	
PO#:	Voucher #:	40469	Invoice	Invoice No:	S2024100	1/2/2024	Paid Amt:	\$436.36	
								Check Amount:	\$1,060.98
0485	PCB	76095	4620		HealthPartners Inc		Check		
				B 01	215 035	Dental		\$1,574.85	
				B 02	215 035	Payroll Deductions		\$22.70	
				B 04	215 035	Payroll Deductions		\$25.53	
PO#:	Voucher #:	40792	Invoice	Invoice No:	S2024110	1/2/2024	Paid Amt:	\$1,623.08	
			B 01	215 030	Hospital			\$23,576.03	
			B 02	215 030	Hospital			\$878.19	
			B 04	215 030	Hospital			\$1,092.83	
PO#:	Voucher #:	40793	Invoice	Invoice No:	S2024110	1/2/2024	Paid Amt:	\$25,547.05	
			B 01	215 035	Dental			\$1,574.85	
			B 02	215 035	Payroll Deductions			\$22.70	
			B 04	215 035	Payroll Deductions			\$25.53	
			B 01	215 035	Adjustment			\$124.35	
PO#:	Voucher #:	40813	Invoice	Invoice No:	S2024120	1/2/2024	Paid Amt:	\$1,747.43	
			B 01	215 030	Hospital			\$23,576.02	
			B 02	215 030	Hospital			\$878.19	
			B 04	215 030	Hospital			\$1,092.83	
			B 01	215 030	Adjustment			\$11,978.99	
PO#:	Voucher #:	40817	Invoice	Invoice No:	S2024120	1/2/2024	Paid Amt:	\$37,526.03	
								Check Amount:	\$66,443.59
0485	PCB	76096	1473		ROYALTON EA/SRP		Check		
				B 01	215 040	MFT		\$801.61	
				B 02	215 040	MFT		\$26.93	
				B 04	215 040	MFT		\$53.86	
PO#:	Voucher #:	40815	Invoice	Invoice No:	S2024120	1/2/2024	Paid Amt:	\$882.40	
								Check Amount:	\$882.40

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76097	1474		ROYALTON FED TEACHERS		Check		
				B 01	215 040	MFT		\$5,030.93	
				B 04	215 040	MFT		\$97.77	
PO#:	Voucher #:	40814	Invoice	Invoice No:	S2024120	1/2/2024	Paid Amt:	\$5,128.70	
							Check Amount:	\$5,128.70	
0485	PCB	76138	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 211 936 000 401	GDLF Craft Cart		\$184.99	
PO#:	Voucher #:	40843	Invoice	Invoice No:	1F43-RHFN-D7YK	1/18/2024	Paid Amt:	\$184.99	
			E 01	005 810 000 000 401	Salt spreader & wire cutters		\$424.35		
PO#:	Voucher #:	40969	Invoice	Invoice No:	1F3R-1VWG-4VMN	1/18/2024	Paid Amt:	\$424.35	
			E 01	005 720 000 000 401	Braun thermoScan		\$65.64		
PO#:	Voucher #:	40970	Invoice	Invoice No:	1HYW-3GL3-KL3J	1/18/2024	Paid Amt:	\$65.64	
			E 01	020 258 000 000 430	Blu-ray Disc & DVD Player		\$87.95		
PO#:	Voucher #:	41046	Invoice	Invoice No:	161X-3WMG-PKVV	1/18/2024	Paid Amt:	\$87.95	
			E 01	020 301 000 830 433	Classroom Supplies		\$65.37		
PO#:	Voucher #:	41047	Invoice	Invoice No:	1WYD-TQ3R-MRXW	1/18/2024	Paid Amt:	\$65.37	
			E 01	020 256 000 000 430	Dice		\$6.86		
PO#:	Voucher #:	41048	Invoice	Invoice No:	1X4H-FTP9-LQYP	1/18/2024	Paid Amt:	\$6.86	
			E 01	020 301 000 830 433	Floral Arrangement Kits		\$91.95		
PO#:	Voucher #:	41049	Invoice	Invoice No:	1DPH-CJLC-NDLW	1/18/2024	Paid Amt:	\$91.95	
			E 01	020 212 000 000 430	Art Class Supplies		\$161.62		
PO#:	Voucher #:	41050	Invoice	Invoice No:	17RG-3Q6K-PDGY	1/18/2024	Paid Amt:	\$161.62	
							Check Amount:	\$1,088.73	
0485	PCB	76139	3142		ASSOCIATED BANK		Check		
				E 07	005 910 000 000 710	Bond Principal		\$130,000.00	
				E 07	005 910 000 000 720	Bond Interest		\$15,797.50	
PO#:	Voucher #:	40844	Invoice	Invoice No:	12.20.2023	1/18/2024	Paid Amt:	\$145,797.50	
							Check Amount:	\$145,797.50	
0485	PCB	76140	4180		AUTO VALUE LITTLE FALLS		Check		
				E 01	020 255 000 000 430	Rear Brake Calipers/Misc.		\$76.87	
PO#:	5619	Voucher #:	40931	Invoice	Invoice No:	12042993	1/18/2024	Paid Amt:	\$76.87
			E 01	020 255 000 000 430	Rear Brake Calipers/Misc.		\$60.49		
PO#:	5619	Voucher #:	40932	Invoice	Invoice No:	12042998	1/18/2024	Paid Amt:	\$60.49
			E 01	020 255 000 000 430	Rear Brake Calipers/Misc.		\$7.49		
PO#:	5619	Voucher #:	40933	Invoice	Invoice No:	12043719	1/18/2024	Paid Amt:	\$7.49
			E 01	020 255 000 000 430	Rear Brake Calipers/Misc.		\$236.06		
PO#:	5619	Voucher #:	40934	Invoice	Invoice No:	12044771	1/18/2024	Paid Amt:	\$236.06
			E 01	020 255 000 000 430	Rear Brake Calipers/Misc.		\$24.47		
PO#:	5619	Voucher #:	40935	Invoice	Invoice No:	12044092	1/18/2024	Paid Amt:	\$24.47

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76140	4180		AUTO VALUE LITTLE FALLS		Check		
				E 01	005 760 000 720 401	Bus Garage supplies		\$92.84	
	PO#:	Voucher #:	40936	Invoice	Invoice No: 12045467	1/18/2024	Paid Amt:	\$92.84	
				E 01	005 760 000 720 401	Paint		\$98.78	
	PO#:	Voucher #:	40937	Invoice	Invoice No: 12045343	1/18/2024	Paid Amt:	\$98.78	
							Check Amount:	\$597.00	
0485	PCB	76141	1042		BATTERIES PLUS		Check		
				E 01	005 810 000 000 401	Theater and Classroom Bulbs		\$354.20	
	PO#:	Voucher #:	41006	Invoice	Invoice No: P69369850	1/18/2024	Paid Amt:	\$354.20	
							Check Amount:	\$354.20	
0485	PCB	76142	4300		BATTERIES PLUS BULBS #794		Check		
				E 01	005 810 000 000 401	Theater and Classroom Bulbs		\$210.60	
	PO#:	Voucher #:	41007	Invoice	Invoice No: P69372933	1/18/2024	Paid Amt:	\$210.60	
							Check Amount:	\$210.60	
0485	PCB	76143	1903		BECKER SCREENPRINTING		Check		
				E 04	005 505 000 321 401	CE Shirts		\$140.00	
	PO#:	Voucher #:	41052	Invoice	Invoice No: 6050	1/18/2024	Paid Amt:	\$140.00	
							Check Amount:	\$140.00	
0485	PCB	76144	4223		Bemboom, Tyler		Check		
				E 01	020 294 056 000 420	WR OFFICIAL		\$170.00	
	PO#:	Voucher #:	40845	Invoice	Invoice No: 12.21.2023	1/18/2024	Paid Amt:	\$170.00	
							Check Amount:	\$170.00	
0485	PCB	76145	4872		Brezinka, Cylie		Check		
				E 08	020 960 000 340 898	Scholarship payment		\$1,500.00	
	PO#:	Voucher #:	40971	Invoice	Invoice No: 01.12.2024	1/18/2024	Paid Amt:	\$1,500.00	
							Check Amount:	\$1,500.00	
0485	PCB	76146	3771		Broberg, John		Check		
				E 01	020 294 055 000 420	BBB Official Maple Lake		\$150.00	
	PO#:	Voucher #:	40976	Invoice	Invoice No: 01.09.2024	1/18/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76147	3573		Caldwell, Jay		Check		
				E 01	020 296 055 000 420	GBB Official St Cloud Crush		\$150.00	
	PO#:	Voucher #:	40961	Invoice	Invoice No: 01.09.2024	1/18/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76148	4761		CANS R US, LLC		Check		
				E 01	005 810 000 000 305	Toilet Rental 23		\$110.00	
	PO#:	Voucher #:	40963	Invoice	Invoice No: 3262	1/18/2024	Paid Amt:	\$110.00	
							Check Amount:	\$110.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76149	4370		CAPITAL ONE		Check		
				E 01	020 301 096 830 430	Ag Department supplies		\$350.51	
				E 01	020 298 151 000 401	Care Closet		\$266.29	
				E 01	020 215 000 000 430	Business Classroom Supplies		\$10.88	
				E 01	005 110 000 000 401	District Office Supplies		\$21.52	
				E 01	020 301 000 302 530	Liddane Life Skills		\$172.60	
PO#:	Voucher #:	41015	Invoice	Invoice No:	5001971	1/18/2024	Paid Amt:	\$821.80	
							Check Amount:	\$821.80	
0485	PCB	76150	4873		Carlson, Connor		Check		
				E 08	020 960 000 340 898	Scholarship payment		\$1,500.00	
PO#:	Voucher #:	40972	Invoice	Invoice No:	01.12.2024	1/18/2024	Paid Amt:	\$1,500.00	
				E 08	020 960 000 340 898	Scholarship payment		\$550.00	
PO#:	Voucher #:	40990	Invoice	Invoice No:	01-12-2024	1/18/2024	Paid Amt:	\$550.00	
							Check Amount:	\$2,050.00	
0485	PCB	76151	4877		Cekalla, Rachel		Check		
				E 08	020 960 000 340 898	Scholarship payment		\$1,500.00	
PO#:	Voucher #:	40991	Invoice	Invoice No:	01.12.2023	1/18/2024	Paid Amt:	\$1,500.00	
							Check Amount:	\$1,500.00	
0485	PCB	76152	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442	Wintermaster Dyed		\$2,114.40	
				E 01	005 760 000 720 442	Discount		(\$60.00)	
PO#:	Voucher #:	40847	Invoice	Invoice No:	5441095	1/18/2024	Paid Amt:	\$2,054.40	
				E 01	005 760 000 720 442	UNLEADED		\$1,156.96	
				E 01	005 760 000 720 442	Discount		(\$44.26)	
PO#:	Voucher #:	40848	Invoice	Invoice No:	5441096	1/18/2024	Paid Amt:	\$1,112.70	
							Check Amount:	\$3,167.10	
0485	PCB	76153	4596		CENTRAL MCGOWAN, INC		Check		
				E 01	020 298 062 000 401	Oxygen		\$251.44	
PO#:	Voucher #:	40849	Invoice	Invoice No:	0000790544	1/18/2024	Paid Amt:	\$251.44	
							Check Amount:	\$251.44	
0485	PCB	76154	1079		CENTRAL MN ALARMS INC		Check		
				E 01	005 865 000 363 305	TG-7 Telguard Fire Communicator		\$635.00	
PO#:	Voucher #:	40850	Invoice	Invoice No:	93903	1/18/2024	Paid Amt:	\$635.00	
							Check Amount:	\$635.00	
0485	PCB	76155	3763		Cheeley, Pete		Check		
				E 01	020 294 055 000 420	BBB Official Maple Lake		\$80.00	
PO#:	Voucher #:	40979	Invoice	Invoice No:	01.09.2024	1/18/2024	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76156	1086		CITY OF ROYALTON		Check		
				E 01	005 810 000 000 332	Acct 01-00002863-00-6 Water/Sewer		\$648.48	
PO#:	Voucher #:	40851	Invoice		Invoice No: 12.01.2023	1/18/2024	Paid Amt:	\$648.48	
				E 01	005 810 000 000 332	Acct 01-00003550-00-8 Water/Sewer		\$1,204.13	
PO#:	Voucher #:	40852	Invoice		Invoice No: 12/01/2023	1/18/2024	Paid Amt:	\$1,204.13	
							Check Amount:	\$1,852.61	
0485	PCB	76157	2602		CLIMATE AIR INC		Check		
				E 01	005 810 000 000 350	HVAC Repairs HS		\$2,948.18	
PO#:	Voucher #:	40853	Invoice		Invoice No: 56891	1/18/2024	Paid Amt:	\$2,948.18	
							Check Amount:	\$2,948.18	
0485	PCB	76158	4874		Daleiden, Sara		Check		
				E 08	020 960 000 340 898	Scholarship payment		\$150.00	
PO#:	Voucher #:	40973	Invoice		Invoice No: 01.12.2024	1/18/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76159	4870		District #206		Check		
				E 01	020 294 056 000 425	Entry Fee		\$225.00	
PO#:	Voucher #:	40842	Invoice		Invoice No: 01-04-2024	1/18/2024	Paid Amt:	\$225.00	
							Check Amount:	\$225.00	
0485	PCB	76160	2576		DOUG LUEPKE TROPHIES		Check		
				E 04	005 505 000 321 401	CE BB & GBB Awards		\$770.00	
PO#:	Voucher #:	41010	Invoice		Invoice No: 417680	1/18/2024	Paid Amt:	\$770.00	
							Check Amount:	\$770.00	
0485	PCB	76161	1132		ECKROTH MUSIC CO		Check		
				E 01	020 259 000 000 430	Trophy Clarinet Lyre with Ring		\$94.05	
				E 01	020 259 000 000 430	Legere Bari Sax Reed		\$31.37	
				E 01	020 259 000 000 430	3 pack Bari Sax Juno		\$25.38	
				E 01	020 259 000 000 430	Juno Alto Sax Reeds		\$60.44	
				E 01	020 259 000 000 430	Juno Tenor Sax Reeds		\$20.47	
				E 01	020 259 000 000 430	Mike Balter Mallets Yarn Medium		\$57.80	
				E 01	020 259 000 000 430	Innovative Perc Mallets Hard (Purple)		\$64.80	
				E 01	020 259 000 000 430	Vic Firth Timpani Hard Staccato		\$44.20	
				E 01	020 259 000 000 430	Vic Firth Timpani Medium General		\$44.20	
PO#: 5558	Voucher #:	41002	Invoice		Invoice No: 5041497	1/18/2024	Paid Amt:	\$442.71	
				E 01	020 258 000 000 350	Repair Holton Trumpet		\$92.00	
PO#: 5599	Voucher #:	41003	Invoice		Invoice No: 5036670	1/18/2024	Paid Amt:	\$92.00	
				E 01	020 258 000 000 350	Repair Antigua Euphonium		\$193.00	
PO#: 5599	Voucher #:	41004	Invoice		Invoice No: 5048229	1/18/2024	Paid Amt:	\$193.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76161	1132		ECKROTH MUSIC CO		Check		
				E 01	020 258 000 000 350	Essential Element for Band Tuba Book		\$12.99	
	PO#: 5599	Voucher #:	41005	Invoice	Invoice No: 5097261	1/18/2024	Paid Amt:	\$12.99	
								Check Amount:	\$740.70
0485	PCB	76162	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	January 8 Agenda		\$52.00	
	PO#:	Voucher #:	40854	Invoice	Invoice No: 980186	1/18/2024	Paid Amt:	\$52.00	
				E 01	005 110 000 000 380	January 8 Regular Agenda		\$45.00	
	PO#:	Voucher #:	40855	Invoice	Invoice No: 980187	1/18/2024	Paid Amt:	\$45.00	
				E 01	005 110 000 000 380	Dec 11 Truth In Taxation		\$27.00	
	PO#:	Voucher #:	41043	Invoice	Invoice No: 981001	1/18/2024	Paid Amt:	\$27.00	
				E 01	005 110 000 000 380	Dec 11 Regular Minutes		\$64.00	
	PO#:	Voucher #:	41044	Invoice	Invoice No: 981002	1/18/2024	Paid Amt:	\$64.00	
								Check Amount:	\$188.00
0485	PCB	76163	1137		EDUCATORS BENEFIT CONS, LLC		Check		
				E 01	005 110 000 000 305	ACS TPA Jan -Dec 2023		\$785.64	
	PO#:	Voucher #:	40856	Invoice	Invoice No: 31082	1/18/2024	Paid Amt:	\$785.64	
								Check Amount:	\$785.64
0485	PCB	76164	3950		Eisenbeis, Brad		Check		
				E 01	020 296 055 000 420	GBB Official Paynesville		\$150.00	
	PO#:	Voucher #:	40981	Invoice	Invoice No: 01.05.2024	1/18/2024	Paid Amt:	\$150.00	
								Check Amount:	\$150.00
0485	PCB	76165	4621		ELDRIDGE PUBLISHING CO INC.		Check		
				E 01	020 298 061 000 401	Scripts for OAP		\$35.80	
				E 01	020 298 061 000 401	Shipping and Handling		\$8.95	
	PO#: 5609	Voucher #:	41011	Invoice	Invoice No: 4269277	1/18/2024	Paid Amt:	\$44.75	
								Check Amount:	\$44.75
0485	PCB	76166	4220		Fischer, Nathan		Check		
				E 01	020 296 055 000 420	GBB Official Holdingford		\$150.00	
	PO#:	Voucher #:	40984	Invoice	Invoice No: 01.11.2024	1/18/2024	Paid Amt:	\$150.00	
								Check Amount:	\$150.00
0485	PCB	76167	3958		FOLEY HIGH SCHOOL		Check		
				E 01	020 294 056 000 425	Wrestling Tourney Fee		\$250.00	
	PO#:	Voucher #:	40857	Invoice	Invoice No: 01.04.2024	1/18/2024	Paid Amt:	\$250.00	
								Check Amount:	\$250.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76168	4399		FRIEDRICH'S AUTO SALES INC.		Check		
				E 01	005 760 000 720 350 DOT Inspection Trailer			\$173.40	
	PO#:	Voucher #:	40858	Invoice	Invoice No: 44767	1/18/2024	Paid Amt:	\$173.40	
							Check Amount:	\$173.40	
0485	PCB	76169	4426		GRAND RAPIDS PUBLIC SCHOOLS		Check		
				E 01	020 294 056 000 425 Wrestling Tournament entry fee			\$250.00	
	PO#:	Voucher #:	40859	Invoice	Invoice No: 01.05.2024	1/18/2024	Paid Amt:	\$250.00	
							Check Amount:	\$250.00	
0485	PCB	76170	2295		GRANITE PEST CONTROL, LLC		Check		
				E 01	005 810 000 000 350 PEST CONTROL SERVICE SR Jan-March			\$303.00	
	PO#:	Voucher #:	40966	Invoice	Invoice No: 132369	1/18/2024	Paid Amt:	\$303.00	
							Check Amount:	\$303.00	
0485	PCB	76171	3869		GREENHOUSE MEGASTORE		Check		
				E 01	020 301 096 830 430 Grower Select Plug Flat 50 square cells			\$328.22	
				E 01	020 301 096 830 430 Tri-Level Stacked Bench			\$109.00	
	PO#: 5612	Voucher #:	40998	Invoice	Invoice No: PS10523708	1/18/2024	Paid Amt:	\$437.22	
				E 01	020 301 096 830 430 NextGen Ebb and Flow Bench			\$3,719.80	
	PO#: 5612	Voucher #:	40999	Invoice	Invoice No: PS10526243	1/18/2024	Paid Amt:	\$3,719.80	
							Check Amount:	\$4,157.02	
0485	PCB	76172	4653		Haider, Dillon		Check		
				E 01	020 296 055 000 420 GBB Official Pequot Lakes			\$150.00	
	PO#:	Voucher #:	40860	Invoice	Invoice No: 12.21.2023	1/18/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76173	4876		Hansen, Cooper		Check		
				E 01	020 294 055 000 420 BBB Official Maple Lake			\$80.00	
	PO#:	Voucher #:	40978	Invoice	Invoice No: 01.09.2024	1/18/2024	Paid Amt:	\$80.00	
				E 01	020 294 055 000 420 BBB Official Paynesville			\$80.00	
	PO#:	Voucher #:	41033	Invoice	Invoice No: 01.12.2024	1/18/2024	Paid Amt:	\$80.00	
							Check Amount:	\$160.00	
0485	PCB	76174	1775		Heathcote, Adam		Check		
				E 01	020 294 055 000 420 BBB Official Maple Lake			\$150.00	
	PO#:	Voucher #:	40977	Invoice	Invoice No: 01.09.2024	1/18/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76175	3052		Hemmesch, Nicholas		Check		
				E 01	020 296 055 000 420 GBB Official Pequot Lakes			\$150.00	
	PO#:	Voucher #:	40861	Invoice	Invoice No: 12.21.2023	27 1/18/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76176	3987		Henrickson, James S		Check		
				E 01	020 294 056 000 420	WR OFFICIAL		\$240.00	
	PO#:	Voucher #:	40862	Invoice	Invoice No: 01052024	1/18/2024	Paid Amt:	\$240.00	
							Check Amount:	\$240.00	
0485	PCB	76177	1212		HILDI INC.		Check		
				E 01	005 110 000 000 305	Audit Request from Brady Martz		\$150.00	
	PO#:	Voucher #:	41051	Invoice	Invoice No: 15717	1/18/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76178	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401	Solution Hose		\$36.89	
	PO#:	Voucher #:	40863	Invoice	Invoice No: 700569840	1/18/2024	Paid Amt:	\$36.89	
				E 01	005 810 000 000 401	Vendor Dual 1 with free Mech		\$553.28	
	PO#:	Voucher #:	40864	Invoice	Invoice No: 605340315	1/18/2024	Paid Amt:	\$553.28	
				E 01	005 810 000 000 401	Vendor Dual 1 with free Mech		\$829.92	
	PO#:	Voucher #:	40865	Invoice	Invoice No: 605344620	1/18/2024	Paid Amt:	\$829.92	
				E 01	005 810 000 000 401	Custodial Supplies		\$3,423.68	
	PO#:	Voucher #:	40968	Invoice	Invoice No: 605347900	1/18/2024	Paid Amt:	\$3,423.68	
							Check Amount:	\$4,843.77	
0485	PCB	76179	3687		HOLDINGFORD HARDWARE		Check		
				E 01	020 255 255 000 430	Tech Ed Supplies		\$8.84	
	PO#:	Voucher #:	41017	Invoice	Invoice No: 37217	1/18/2024	Paid Amt:	\$8.84	
				E 01	020 255 255 000 430	Tech Ed Supplies		\$76.47	
	PO#:	Voucher #:	41018	Invoice	Invoice No: 37115	1/18/2024	Paid Amt:	\$76.47	
				E 01	020 255 255 000 430	Tech Ed Supplies		\$6.81	
	PO#:	Voucher #:	41019	Invoice	Invoice No: 36662	1/18/2024	Paid Amt:	\$6.81	
				E 01	020 255 000 000 430	Wood Shop Supplies		\$59.63	
	PO#: 5597	Voucher #:	41020	Invoice	Invoice No: 37579	1/18/2024	Paid Amt:	\$59.63	
				E 01	020 255 000 000 430	Wood Shop Supplies		\$27.47	
	PO#: 5597	Voucher #:	41021	Invoice	Invoice No: 36507	1/18/2024	Paid Amt:	\$27.47	
							Check Amount:	\$179.22	
0485	PCB	76180	1241		ISCORP		Check		
				E 01	005 110 000 000 305	Skyward hosting Student service for February,		\$157.50	
	PO#:	Voucher #:	40866	Invoice	Invoice No: 0736796	1/18/2024	Paid Amt:	\$157.50	
							Check Amount:	\$157.50	
0485	PCB	76181	4120		ITsavvy LLC		Check		
				E 01	020 211 690 000 350	Chromebook Battery Replacement		\$50.00	
	PO#: 5624	Voucher #:	40903	Invoice	Invoice No: 07012075	1/18/2024	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76182	1247		J W PEPPER & SON INC		Check
				E 01	020 259 000 000 430	Music for Middle School	\$5.99
				E 01	020 259 000 000 430	Shipping	\$3.99
	PO#: 5628	Voucher #:	40910	Invoice	Invoice No: 366005777	1/18/2024	Paid Amt: \$9.98
							Check Amount: \$9.98
0485	PCB	76183	4439		JACKI BRICKMAN, INC.		Check
				E 01	010 640 000 316 305	Full Day Implementation	\$1,600.00
				E 01	010 640 000 316 305	Before or After School Training	\$400.00
				E 01	010 640 000 316 305	Workbook-Whole Group	\$175.00
	PO#: 5623	Voucher #:	41000	Invoice	Invoice No: INV-4484	1/18/2024	Paid Amt: \$2,175.00
				E 01	010 640 000 316 305	Catalyst Training SY22-23	\$1,650.00
	PO#: 5627	Voucher #:	41001	Invoice	Invoice No: INV-4385	1/18/2024	Paid Amt: \$1,650.00
							Check Amount: \$3,825.00
0485	PCB	76184	4645		Johnson, Jarrett		Check
				E 01	020 296 055 000 420	GBB Official St Cloud Crush	\$150.00
	PO#:	Voucher #:	40960	Invoice	Invoice No: 01.09.2024	1/18/2024	Paid Amt: \$150.00
							Check Amount: \$150.00
0485	PCB	76185	1267		KEMPS, LLC		Check
				E 02	005 770 000 701 490	MILK	\$475.45
	PO#:	Voucher #:	40867	Invoice	Invoice No: 103119832	1/18/2024	Paid Amt: \$475.45
				E 02	005 770 000 701 490	MILK	\$505.20
	PO#:	Voucher #:	40868	Invoice	Invoice No: 103119833	1/18/2024	Paid Amt: \$505.20
				E 02	005 770 000 701 490	MILK	\$475.45
	PO#:	Voucher #:	40869	Invoice	Invoice No: 4954896	1/18/2024	Paid Amt: \$475.45
				E 02	005 770 000 701 490	MILK	\$505.20
	PO#:	Voucher #:	40870	Invoice	Invoice No: 4954743	1/18/2024	Paid Amt: \$505.20
				E 02	005 770 000 701 490	MILK	\$445.70
	PO#:	Voucher #:	40871	Invoice	Invoice No: 4949060	1/18/2024	Paid Amt: \$445.70
				E 02	005 770 000 701 490	MILK	\$356.60
	PO#:	Voucher #:	40872	Invoice	Invoice No: 4949359	1/18/2024	Paid Amt: \$356.60
				E 02	005 770 000 701 490	MILK	\$207.90
	PO#:	Voucher #:	40873	Invoice	Invoice No: 4944243	1/18/2024	Paid Amt: \$207.90
				E 02	005 770 000 701 490	MILK	\$237.70
	PO#:	Voucher #:	40874	Invoice	Invoice No: 4944258	1/18/2024	Paid Amt: \$237.70
				E 02	005 770 000 701 490	MILK	\$327.60
	PO#:	Voucher #:	40987	Invoice	Invoice No: 4960986	1/18/2024	Paid Amt: \$327.60

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76185	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 490 MILK			\$178.70	
	PO#:	Voucher #:	40988	Invoice	Invoice No: 4974771	1/18/2024	Paid Amt:	\$178.70	
								Check Amount:	\$3,715.50
0485	PCB	76186	1868		Kremer, Bob		Check		
				E 01	020 296 055 000 420 GBB Official St Cloud Crush			\$150.00	
	PO#:	Voucher #:	40962	Invoice	Invoice No: 01.09.2024	1/18/2024	Paid Amt:	\$150.00	
								Check Amount:	\$150.00
0485	PCB	76187	4560		Larsen, Aaron		Check		
				E 01	020 296 055 000 420 GBB Official Pequot Lakes			\$150.00	
	PO#:	Voucher #:	40875	Invoice	Invoice No: 12212023	1/18/2024	Paid Amt:	\$150.00	
								Check Amount:	\$150.00
0485	PCB	76188	2048		Larson, Owen		Check		
				E 01	020 294 055 000 420 BBB Official Paynesville			\$150.00	
	PO#:	Voucher #:	41031	Invoice	Invoice No: 01.12.2024	1/18/2024	Paid Amt:	\$150.00	
								Check Amount:	\$150.00
0485	PCB	76189	4878		Libke, Pat		Check		
				R 04	000 505 000 321 050 Charcuterie Class Refund			\$40.00	
	PO#:	Voucher #:	41009	Invoice	Invoice No: 01.09.2024	1/18/2024	Paid Amt:	\$40.00	
								Check Amount:	\$40.00
0485	PCB	76190	3236		LITTLE FALLS RADIO		Check		
				E 01	020 211 000 000 305 Royalton/Upsala Wrestling			\$50.00	
	PO#:	Voucher #:	41013	Invoice	Invoice No: 23120473	1/18/2024	Paid Amt:	\$50.00	
				E 01	020 211 000 000 305 BBB Games			\$50.00	
	PO#:	Voucher #:	41014	Invoice	Invoice No: 23120474	1/18/2024	Paid Amt:	\$50.00	
								Check Amount:	\$100.00
0485	PCB	76191	1790		Lofstrom, Joel		Check		
				E 01	020 296 055 000 420 GBB Official Paynesville			\$150.00	
	PO#:	Voucher #:	40980	Invoice	Invoice No: 01.05.2024	1/18/2024	Paid Amt:	\$150.00	
				E 01	020 294 055 000 420 BBB Official Paynesville			\$150.00	
	PO#:	Voucher #:	41029	Invoice	Invoice No: 01.12.2024	1/18/2024	Paid Amt:	\$150.00	
								Check Amount:	\$300.00
0485	PCB	76192	4540		MARCO		Check		
				E 01	005 690 690 302 555 Copiers			\$1,517.36	
	PO#:	Voucher #:	40876	Invoice	Invoice No: 35455425	1/18/2024	Paid Amt:	\$1,517.36	
				E 01	005 690 690 302 555 Copiers	30		\$1,946.60	
	PO#:	Voucher #:	41042	Invoice	Invoice No: 35683360	1/18/2024	Paid Amt:	\$1,946.60	
								Check Amount:	\$3,463.96

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76193	1326		MENARDS		Check		
				E 01	005 810 000 000 410	Custodial Supplies		\$491.38	
	PO#:	Voucher #:	40989	Invoice	Invoice No: 23237	1/18/2024	Paid Amt:	\$491.38	
							Check Amount:	\$491.38	
0485	PCB	76194	2524		MIDCONTINENT COMMUNICATIONS		Check		
				E 01	005 810 000 000 320	PHONE SERVICE		\$1,265.29	
	PO#:	Voucher #:	40877	Invoice	Invoice No: 14529320113774	1/18/2024	Paid Amt:	\$1,265.29	
							Check Amount:	\$1,265.29	
0485	PCB	76195	1346		MINNESOTA POWER		Check		
				E 01	020 810 000 000 331	Acct 5091115490 MS/HS		\$2,714.61	
	PO#:	Voucher #:	40878	Invoice	Invoice No: 509224367462	1/18/2024	Paid Amt:	\$2,714.61	
				E 01	010 810 000 000 331	ES		\$843.51	
	PO#:	Voucher #:	40879	Invoice	Invoice No: 401929990209	1/18/2024	Paid Amt:	\$843.51	
							Check Amount:	\$3,558.12	
0485	PCB	76196	3962		MN TRUE TEAM TRACK & FIELD		Check		
				E 01	020 292 057 000 425	True Team Registration		\$140.00	
	PO#:	Voucher #:	40880	Invoice	Invoice No: 01.02.2024	1/18/2024	Paid Amt:	\$140.00	
							Check Amount:	\$140.00	
0485	PCB	76197	4458		MOSYLE CORPORATION		Check		
				E 01	005 690 690 000 405	Add'l Licenses 12/01/2023 through 07/31/2024		\$7.34	
	PO#:	Voucher #:	40881	Invoice	Invoice No: 2472127	1/18/2024	Paid Amt:	\$7.34	
							Check Amount:	\$7.34	
0485	PCB	76198	1375		NAPA AUTO PARTS		Check		
				E 01	005 760 000 720 401	Napa Syn 5W30 Quarts		\$107.76	
	PO#:	Voucher #:	40925	Invoice	Invoice No: 578994	1/18/2024	Paid Amt:	\$107.76	
				E 01	005 760 000 720 401	Serpentine Belt		\$48.08	
	PO#:	Voucher #:	40926	Invoice	Invoice No: 578851	1/18/2024	Paid Amt:	\$48.08	
				E 01	005 760 000 720 401	Serpentine Belts		\$92.65	
	PO#:	Voucher #:	40927	Invoice	Invoice No: 578918	1/18/2024	Paid Amt:	\$92.65	
				E 01	005 760 000 720 401	Serpentine Belts		\$92.65	
	PO#:	Voucher #:	40928	Credit	Invoice No: 579883	1/18/2024	Paid Amt:	(\$92.65)	
							Check Amount:	\$155.84	
0485	PCB	76199	4871		Ness, Eion J		Check		
				E 01	020 294 056 000 420	Wrestling Official		\$150.00	
	PO#:	Voucher #:	40882	Invoice	Invoice No: 01042024	1/18/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76200	4608		NORTH CENTRAL INT'L, LLC		Check		
				E 01	005 760 000 720 401 Oil filter kit			\$103.82	
PO#:	Voucher #:	40884	Invoice	Invoice No:	X220082349:01	1/18/2024	Paid Amt:	\$103.82	
				E 01	005 760 000 720 401 Cap-Hup, Hub Cap			\$58.16	
PO#:	Voucher #:	40885	Invoice	Invoice No:	X220082043:01	1/18/2024	Paid Amt:	\$58.16	
				E 01	005 760 000 720 401 L/O Fltr, Filter-Lube Oil			\$36.20	
PO#:	Voucher #:	40886	Invoice	Invoice No:	X220081194:01	1/18/2024	Paid Amt:	\$36.20	
				E 01	005 760 000 720 401 Rotor, Quad Brake Rotor, Disc Pads			\$878.64	
PO#:	Voucher #:	40887	Invoice	Invoice No:	X220081703:01	1/18/2024	Paid Amt:	\$878.64	
				E 01	005 760 000 720 401 Rotor, Quad Brake Rotor, Disc Pads			\$577.80	
PO#:	Voucher #:	40888	Invoice	Invoice No:	X220081680:01	1/18/2024	Paid Amt:	\$577.80	
				E 01	005 760 000 720 401 HD Disc Pad Set for 70MM			\$73.89	
PO#:	Voucher #:	40889	Invoice	Invoice No:	X220081748:01	1/18/2024	Paid Amt:	\$73.89	
				E 01	005 760 000 720 401 Credit Cap Hub			\$61.50	
PO#:	Voucher #:	40896	Credit	Invoice No:	X220081020:01	1/18/2024	Paid Amt:	(\$61.50)	
								Check Amount:	\$1,667.01
0485	PCB	76201	4515		Northern Pines Mental Health Center		Check		
				E 01	005 730 012 161 362 Interventionist Contract November, 2023			\$1,093.75	
PO#:	Voucher #:	40890	Invoice	Invoice No:	Nov 23 Royalton	1/18/2024	Paid Amt:	\$1,093.75	
								Check Amount:	\$1,093.75
0485	PCB	76202	4177		Olson, Nate		Check		
				E 01	020 296 055 000 420 GBB Official Holdingford			\$150.00	
PO#:	Voucher #:	40985	Invoice	Invoice No:	01.11.2024	1/18/2024	Paid Amt:	\$150.00	
								Check Amount:	\$150.00
0485	PCB	76203	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490 BREAD			\$164.40	
PO#:	Voucher #:	40911	Invoice	Invoice No:	10000624008003	1/18/2024	Paid Amt:	\$164.40	
				E 02	005 770 000 701 490 BREAD			\$218.36	
PO#:	Voucher #:	40892	Invoice	Invoice No:	10000623352005	1/18/2024	Paid Amt:	\$218.36	
				E 02	005 770 000 701 490 BREAD			\$107.06	
PO#:	Voucher #:	40893	Invoice	Invoice No:	10000624002006	1/18/2024	Paid Amt:	\$107.06	
				E 02	005 770 000 701 490 BREAD			\$55.25	
PO#:	Voucher #:	40894	Invoice	Invoice No:	10000624002007	1/18/2024	Paid Amt:	\$55.25	
				E 02	005 770 000 701 490 BREAD			\$118.14	
PO#:	Voucher #:	40895	Invoice	Invoice No:	10000624008004	1/18/2024	Paid Amt:	\$118.14	
				E 02	005 770 000 701 490 BREAD			\$102.68	
PO#:	Voucher #:	41041	Invoice	Invoice No:	10000624015002	32 1/18/2024	Paid Amt:	\$102.68	
								Check Amount:	\$765.89

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76204	2838		RASINSKI TOTAL DOOR SERVICE, LLC		Check		
				E 01	005 718 000 342 401 RIM Cylinders, labor & milage			\$1,550.36	
	PO#:	Voucher #:	40897	Invoice	Invoice No: 4646	1/18/2024	Paid Amt:	\$1,550.36	
				E 01	005 718 000 342 401 Rekey IC Core, Mortise Cylinder, labor & milag			\$702.23	
	PO#:	Voucher #:	40898	Invoice	Invoice No: 4626	1/18/2024	Paid Amt:	\$702.23	
							Check Amount:	\$2,252.59	
0485	PCB	76205	3113		REPUBLIC SERVICES #891		Check		
				E 01	005 810 000 000 330 WASTE MANAGEMENT SERVICE			\$1,299.35	
	PO#:	Voucher #:	40899	Invoice	Invoice No: 0891-001323396	1/18/2024	Paid Amt:	\$1,299.35	
				E 01	005 810 000 000 330 WASTE MANAGEMENT SERVICE			\$1,112.05	
	PO#:	Voucher #:	40900	Invoice	Invoice No: 0891-001323397	1/18/2024	Paid Amt:	\$1,112.05	
							Check Amount:	\$2,411.40	
0485	PCB	76206	1463		RICE HARDWARE HANK		Check		
				E 01	005 810 000 000 401 Threadlocker Gel Med St			\$16.99	
	PO#:	Voucher #:	40901	Invoice	Invoice No: 29375/3	1/18/2024	Paid Amt:	\$16.99	
							Check Amount:	\$16.99	
0485	PCB	76207	2098		Ricker, Mark		Check		
				E 01	020 294 055 000 420 JV/v BBB Official Maple Lake			\$150.00	
	PO#:	Voucher #:	40975	Invoice	Invoice No: 01.09.2024	1/18/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76208	4642		RICKS TOWING & AUTO PARTS		Check		
				E 01	005 760 000 720 350 Seat Belt			\$45.00	
	PO#:	Voucher #:	40902	Invoice	Invoice No: 347721	1/18/2024	Paid Amt:	\$45.00	
							Check Amount:	\$45.00	
0485	PCB	76209	4646		Riewer, John G		Check		
				E 01	020 296 055 000 420 GBB Official Paynesville			\$150.00	
	PO#:	Voucher #:	40982	Invoice	Invoice No: 01.05.2024	1/18/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76210	1477		ROYALTON LUMBER COMPANY		Check		
				E 01	005 810 000 000 401 Solar salt and other supplies			\$570.60	
	PO#:	Voucher #:	41012	Invoice	Invoice No: 865324	1/18/2024	Paid Amt:	\$570.60	
				E 01	020 255 000 000 430 AC 1/2" Plywood			\$115.76	
	PO#: 5620	Voucher #:	41016	Invoice	Invoice No: 865324 B	1/18/2024	Paid Amt:	\$115.76	
							Check Amount:	\$686.36	
0485	PCB	76211	1482		SAINTS TO LAKES GARAGE DOOR		Check		
				E 01	005 760 000 720 350 Liftmaster L5 Logic Board			\$350.00	
	PO#:	Voucher #:	40986	Invoice	Invoice No: 3022	1/18/2024	Paid Amt:	\$350.00	
							Check Amount:	\$350.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76212	4654		Sandberg, John		Check		
				E 01	020 296 055 000 420	GBB Official Holdingford		\$150.00	
	PO#:	Voucher #:	40983	Invoice	Invoice No: 01.11.2024			1/18/2024	Paid Amt: \$150.00
									Check Amount: \$150.00
0485	PCB	76213	4564		Schoenrock, Ava		Check		
				E 08	020 960 000 340 898	Scholarship payment		\$1,750.00	
	PO#:	Voucher #:	40992	Invoice	Invoice No: 01.12.2024			1/18/2024	Paid Amt: \$1,750.00
									Check Amount: \$1,750.00
0485	PCB	76214	4408		School Management Services		Check		
				E 01	005 010 000 000 305	Fed Grant Support 10/16 -12/15/2023		\$975.00	
	PO#:	Voucher #:	40904	Invoice	Invoice No: 101861			1/18/2024	Paid Amt: \$975.00
									Check Amount: \$975.00
0485	PCB	76215	1857		Seibring, Ron		Check		
				E 01	020 294 055 000 420	BBB Official Paynesville		\$80.00	
	PO#:	Voucher #:	41032	Invoice	Invoice No: 01.12.2024			1/18/2024	Paid Amt: \$80.00
									Check Amount: \$80.00
0485	PCB	76216	4875		Sobiech, Kayla		Check		
				E 08	020 960 000 340 898	Scholarship payment		\$500.00	
	PO#:	Voucher #:	40974	Invoice	Invoice No: 01.12.2024			1/18/2024	Paid Amt: \$500.00
									Check Amount: \$500.00
0485	PCB	76217	4755		SQUIRES, WALDSPURGER & MACE		Check		
				E 01	005 020 000 000 313	Legal		\$742.00	
	PO#:	Voucher #:	40905	Invoice	Invoice No: 18892			1/18/2024	Paid Amt: \$742.00
									Check Amount: \$742.00
0485	PCB	76218	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 401	SUPPLIES		\$132.40	
	PO#:	Voucher #:	41022	Invoice	Invoice No: 253534341			1/18/2024	Paid Amt: \$132.40
				E 02	005 770 000 705 490	BREAKFAST		\$74.55	
	PO#:	Voucher #:	41023	Invoice	Invoice No: 253532019			1/18/2024	Paid Amt: \$74.55
				E 02	005 770 000 701 401	SUPPLIES		\$36.58	
	PO#:	Voucher #:	41024	Invoice	Invoice No: 253519664			1/18/2024	Paid Amt: \$36.58
				E 02	005 770 000 701 401	SUPPLIES		\$34.75	
	PO#:	Voucher #:	41025	Invoice	Invoice No: 253538921			1/18/2024	Paid Amt: \$34.75
				E 02	005 770 000 701 401	SUPPLIES		\$34.74	
	PO#:	Voucher #:	41026	Invoice	Invoice No: 253523860			1/18/2024	Paid Amt: \$34.74
				E 02	005 770 000 701 490	Credit lunch		\$104.50	
	PO#:	Voucher #:	41027	Credit	Invoice No: 253537576			1/18/2024	Paid Amt: (\$104.50)
				E 02	005 770 000 701 490	LUNCH		\$92.11	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76218	2577		SYSCO WESTERN MN, INC.		Check
				E 02 005 770 000 701 401	SUPPLIES		\$69.84
PO#:	Voucher #:	41037	Invoice	Invoice No: 253554198		1/18/2024	Paid Amt: \$161.95
				E 02 005 770 000 701 491	Commodity		\$62.75
PO#:	Voucher #:	41038	Invoice	Invoice No: 253554197		1/18/2024	Paid Amt: \$62.75
				E 02 005 770 000 701 490	LUNCH		\$2,304.66
				E 02 005 770 000 701 401	SUPPLIES		\$158.67
PO#:	Voucher #:	41039	Invoice	Invoice No: 253554196		1/18/2024	Paid Amt: \$2,463.33
				E 02 005 770 000 705 490	BREAKFAST		\$592.84
PO#:	Voucher #:	41040	Invoice	Invoice No: 253554195		1/18/2024	Paid Amt: \$592.84
				E 02 005 770 000 701 490	LUNCH		\$3,333.27
				E 02 005 770 000 701 401	SUPPLIES		\$173.59
PO#:	Voucher #:	40912	Invoice	Invoice No: 253550057		1/18/2024	Paid Amt: \$3,506.86
				E 02 005 770 000 701 490	LUNCH		\$23.07
PO#:	Voucher #:	40913	Invoice	Invoice No: 253550060		1/18/2024	Paid Amt: \$23.07
				E 02 005 770 000 705 490	BREAKFAST		\$676.31
PO#:	Voucher #:	40914	Invoice	Invoice No: 253550056		1/18/2024	Paid Amt: \$676.31
				E 02 005 770 000 705 490	BREAKFAST		\$83.73
PO#:	Voucher #:	40915	Invoice	Invoice No: 253550058		1/18/2024	Paid Amt: \$83.73
				E 02 005 770 000 705 490	BREAKFAST		\$1,151.61
PO#:	Voucher #:	40916	Invoice	Invoice No: 253537391		1/18/2024	Paid Amt: \$1,151.61
				E 02 005 770 000 701 491	Commodity		\$106.35
PO#:	Voucher #:	40917	Invoice	Invoice No: 253550053		1/18/2024	Paid Amt: \$106.35
				E 02 005 770 000 701 491	Commodity		\$108.07
PO#:	Voucher #:	40918	Invoice	Invoice No: 253537392		1/18/2024	Paid Amt: \$108.07
				E 02 005 770 000 701 491	Commodity		\$88.54
PO#:	Voucher #:	40919	Invoice	Invoice No: 253550055		1/18/2024	Paid Amt: \$88.54
				E 02 005 770 000 701 491	Commodity		\$12.77
PO#:	Voucher #:	40920	Invoice	Invoice No: 253550059		1/18/2024	Paid Amt: \$12.77
				E 02 005 770 000 701 401	SUPPLIES		\$103.27
PO#:	Voucher #:	40921	Invoice	Invoice No: 253531480		1/18/2024	Paid Amt: \$103.27
				E 02 005 770 000 701 490	LUNCH		\$3,929.29
				E 02 005 770 000 701 401	SUPPLIES		\$218.05
PO#:	Voucher #:	40922	Invoice	Invoice No: 253537393		1/18/2024	Paid Amt: \$4,147.34
				E 02 005 770 000 701 490	LUNCH		\$141.23
PO#:	Voucher #:	40923	Invoice	Invoice No: 253538902		1/18/2024	Paid Amt: \$141.23
				E 02 005 770 000 701 490	LUNCH	35	\$3,389.11
				E 02 005 770 000 701 401	SUPPLIES		\$351.99
PO#:	Voucher #:	40924	Invoice	Invoice No: 253550054		1/18/2024	Paid Amt: \$3,741.10

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76218	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 490	Lunch Credit		\$78.29	
	PO#:	Voucher #:	41053	Credit	Invoice No:	15322708P	1/18/2024	Paid Amt:	(\$78.29)
								Check Amount:	\$17,301.35
0485	PCB	76219	1556		TEACHER DIRECT		Check		
				E 01	010 203 101 000 430	Class Room Supplies PO #5345		\$148.14	
	PO#: 5345	Voucher #:	40964	Invoice	Invoice No:	INV/2023/4791	1/18/2024	Paid Amt:	\$148.14
				E 01	010 203 101 000 430	Class Room Supplies PO #5345		\$149.86	
	PO#: 5358	Voucher #:	40965	Invoice	Invoice No:	INV/2023/11757	1/18/2024	Paid Amt:	\$149.86
								Check Amount:	\$298.00
0485	PCB	76220	4206		T-MOBILE		Check		
				E 01	005 810 000 000 320	Mobile Internet Acct 971799683		\$100.00	
	PO#:	Voucher #:	40906	Invoice	Invoice No:	12.21.2023	1/18/2024	Paid Amt:	\$100.00
								Check Amount:	\$100.00
0485	PCB	76221	4433		TOUCHPOINT INDUSTRIES LLC		Check		
				E 01	005 690 000 000 555	Timeclock 1 Year Renewal - White Glove Servi		\$1,415.00	
	PO#: 5630	Voucher #:	40909	Invoice	Invoice No:	163934	1/18/2024	Paid Amt:	\$1,415.00
								Check Amount:	\$1,415.00
0485	PCB	76222	1578		TRAINING ROOM INC		Check		
				E 01	020 292 000 000 430	Athletic Tape		\$66.18	
	PO#:	Voucher #:	41008	Invoice	Invoice No:	101068	1/18/2024	Paid Amt:	\$66.18
								Check Amount:	\$66.18
0485	PCB	76223	1582		UHL COMPANY, INC		Check		
				E 01	005 810 000 000 350	ES Boiler Project		\$4,684.99	
	PO#:	Voucher #:	40967	Invoice	Invoice No:	55558A	1/18/2024	Paid Amt:	\$4,684.99
				E 01	005 810 000 000 350	Replace bad hot water differential pressure ser		\$1,257.22	
	PO#:	Voucher #:	40907	Invoice	Invoice No:	57481B	1/18/2024	Paid Amt:	\$1,257.22
				E 01	005 810 000 000 350	Repairs to ES classroom univent controls		\$881.00	
	PO#:	Voucher #:	40908	Invoice	Invoice No:	57583A	1/18/2024	Paid Amt:	\$881.00
								Check Amount:	\$6,823.21
0485	PCB	76224	3791		Waytashek, Mary		Check		
				E 01	020 294 055 000 420	BBB Official Paynesville		\$150.00	
	PO#:	Voucher #:	41030	Invoice	Invoice No:	01.12.2024	1/18/2024	Paid Amt:	\$150.00
								Check Amount:	\$150.00
0485	PCB	76225	1611		XCEL ENERGY		Check		
				E 01	005 810 000 000 440	Acct 51-4433400-5 36		\$11,828.77	
	PO#:	Voucher #:	41045	Invoice	Invoice No:	860630158	1/18/2024	Paid Amt:	\$11,828.77
								Check Amount:	\$11,828.77

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76226	4438		ALLSTATE BENEFITS		Check		
				B 01	215 070	Allstate		\$480.15	
				B 01	215 070	Adjustment		\$102.39	
PO#:	Voucher #:	40790	Invoice	Invoice No:	S2024110	1/19/2024	Paid Amt:	\$582.54	
			B 01	215 070	Allstate			\$478.44	
PO#:	Voucher #:	40811	Invoice	Invoice No:	S2024120	1/19/2024	Paid Amt:	\$478.44	
							Check Amount:	\$1,060.98	
0485	PCB	76227	4879		Rachel G. Verkuilen		Check		
				E 01	005 110 000 000 305	Student Teacher Stipend		\$1,000.00	
PO#:	Voucher #:	41055	Invoice	Invoice No:	01.19.2024	1/19/2024	Paid Amt:	\$1,000.00	
							Check Amount:	\$1,000.00	
0485	PCB	76228	2573		UPSALA AREA SCHOOLS		Check		
				E 04	005 505 000 321 305	4th Grade Boys Basketball		\$150.00	
PO#:	Voucher #:	41056	Invoice	Invoice No:	01.19.2023	1/19/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76229	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	010 203 000 000 430	Fridge Magnets and clips		\$8.79	
PO#:	Voucher #:	41129	Invoice	Invoice No:	1RD1-QRC4-7V3N	1/29/2024	Paid Amt:	\$8.79	
				E 01	020 255 000 000 430	Parts Washer Solvent, Sworker Carbide Burr S		\$367.79	
PO#:	Voucher #:	41114	Invoice	Invoice No:	1WTH-H3DX-X43P	1/29/2024	Paid Amt:	\$367.79	
				E 01	005 810 000 000 401	Electronic Ballast		\$295.02	
PO#:	Voucher #:	41085	Invoice	Invoice No:	1GFL-FCT3-6WNH	1/29/2024	Paid Amt:	\$295.02	
				E 02	005 770 000 701 401	Avery Printable Business Cards, Laser Printer:		\$22.24	
PO#: 5638	Voucher #:	41088	Invoice	Invoice No:	1YKT-KPWP-FTP9	1/29/2024	Paid Amt:	\$22.24	
				E 01	005 810 000 000 401	Sign Posts		\$499.95	
PO#:	Voucher #:	41064	Invoice	Invoice No:	1M3N-9H9R-6XJN	1/29/2024	Paid Amt:	\$499.95	
							Check Amount:	\$1,193.79	
0485	PCB	76230	4887		Barnack, Benjamin		Check		
				E 01	020 292 057 000 366	Coaching Clinic Reimbursement		\$129.50	
PO#:	Voucher #:	41130	Invoice	Invoice No:	01.17.2024	1/29/2024	Paid Amt:	\$129.50	
							Check Amount:	\$129.50	
0485	PCB	76231	4360		BENEFIT EXTRAS, INC.		Check		
				E 01	005 110 000 000 305	COBRA Processing Fee & Letters		\$408.00	
PO#:	Voucher #:	41067	Invoice	Invoice No:	119902	1/29/2024	Paid Amt:	\$408.00	
							Check Amount:	\$408.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76232	1061		BUDS TO BLOSSOMS		Check		
				E 01	020 301 000 830 430	7th grade corsage flowers		\$72.00	
	PO#:	Voucher #:	41068	Invoice	Invoice No: 854562	1/29/2024	Paid Amt:	\$72.00	
							Check Amount:	\$72.00	
0485	PCB	76233	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442	Wintermaster Dyed		\$2,357.07	
				E 01	005 760 000 720 442	Discount		(\$71.34)	
	PO#:	Voucher #:	41141	Invoice	Invoice No: 5441266	1/29/2024	Paid Amt:	\$2,285.73	
				E 01	005 760 000 720 442	UNLEADED		\$803.95	
				E 01	005 760 000 720 442	Discount		(\$33.03)	
	PO#:	Voucher #:	41142	Invoice	Invoice No: 5441267	1/29/2024	Paid Amt:	\$770.92	
				E 01	005 760 000 720 442	Wintermaster Dyed		\$1,316.87	
				E 01	005 760 000 720 442	Discount		(\$39.03)	
	PO#:	Voucher #:	41143	Invoice	Invoice No: 5441214	1/29/2024	Paid Amt:	\$1,277.84	
				E 01	005 760 000 720 442	UNLEADED		\$1,034.90	
				E 01	005 760 000 720 442	Discount		(\$41.33)	
	PO#:	Voucher #:	41144	Invoice	Invoice No: 5441215	1/29/2024	Paid Amt:	\$993.57	
							Check Amount:	\$5,328.06	
0485	PCB	76234	1079		CENTRAL MN ALARMS INC		Check		
				E 01	005 865 000 363 305	Alarm Service 1st Quarter Elem		\$159.00	
	PO#:	Voucher #:	41077	Invoice	Invoice No: 94528	1/29/2024	Paid Amt:	\$159.00	
				E 01	005 865 000 363 305	Alarm Service 1st Quarter Elem		\$129.00	
	PO#:	Voucher #:	41078	Invoice	Invoice No: 94529	1/29/2024	Paid Amt:	\$129.00	
				E 01	005 865 000 363 305	Alarm Service 1st Quarter HS		\$93.00	
	PO#:	Voucher #:	41079	Invoice	Invoice No: 94530	1/29/2024	Paid Amt:	\$93.00	
				E 01	005 865 000 363 305	Alarm Service 1st Quarter HS		\$159.00	
	PO#:	Voucher #:	41080	Invoice	Invoice No: 94531	1/29/2024	Paid Amt:	\$159.00	
				E 01	005 865 000 363 305	Alarm Service 1st Quarter HS Daily Report		\$171.00	
	PO#:	Voucher #:	41081	Invoice	Invoice No: 94532	1/29/2024	Paid Amt:	\$171.00	
							Check Amount:	\$711.00	
0485	PCB	76235	1090		CMERDC		Check		
				E 01	005 110 000 000 305	ACCOUNTING FEE		\$525.00	
				E 01	005 110 000 000 305	SMART SYSYEM		\$3,240.00	
				E 01	005 110 000 000 305	HOSTED		\$825.00	
	PO#:	Voucher #:	41090	Invoice	Invoice No: 195081	1/29/2024	Paid Amt:	\$4,590.00	
							Check Amount:	\$4,590.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76236	1792		CORY ANDERSON		Check		
				E 01	020 294 055 000 420	BBB Official ACGC		\$150.00	
	PO#:	Voucher #:	41109	Invoice	Invoice No: 01.23.2024	1/29/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76237	1848		CRAIG EHRLICHMAN		Check		
				E 01	020 294 055 000 420	BBB Official ACGC		\$150.00	
	PO#:	Voucher #:	41110	Invoice	Invoice No: 01.23.2024	1/29/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76238	2097		DARREN LARSON		Check		
				E 01	020 294 055 000 420	BBB Official Mora		\$150.00	
	PO#:	Voucher #:	41091	Invoice	Invoice No: 01.22.2024	1/29/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76239	4237		DSC Communications		Check		
				E 01	005 760 000 720 401	FCC License/Coordination		\$1,000.00	
	PO#:	Voucher #:	41083	Invoice	Invoice No: 2240333	1/29/2024	Paid Amt:	\$1,000.00	
							Check Amount:	\$1,000.00	
0485	PCB	76240	3957		Flakus, Monica		Check		
				E 01	020 211 936 000 401	Cardstock for PBIS		\$13.19	
	PO#:	Voucher #:	41094	Invoice	Invoice No: 01.17.2024	1/29/2024	Paid Amt:	\$13.19	
							Check Amount:	\$13.19	
0485	PCB	76241	4885		Granum, Gerald D		Check		
				E 01	020 294 055 000 420	BBB Official ACGC		\$150.00	
	PO#:	Voucher #:	41111	Invoice	Invoice No: 01.23.2024	1/29/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76242	4880		Harren, Ellea		Check		
				E 08	020 960 000 340 898	Scholarship payment		\$2,000.00	
	PO#:	Voucher #:	41063	Invoice	Invoice No: 01.23.2024	1/29/2024	Paid Amt:	\$2,000.00	
							Check Amount:	\$2,000.00	
0485	PCB	76243	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401	Dust Mop		\$24.80	
	PO#:	Voucher #:	41057	Invoice	Invoice No: 605358147	1/29/2024	Paid Amt:	\$24.80	
							Check Amount:	\$24.80	
0485	PCB	76244	4882		Hinderschied, Colton		Check		
				E 08	020 960 000 340 898	Scholarship payment		\$850.00	
	PO#:	Voucher #:	41069	Invoice	Invoice No: 01.18.2024	1/29/2024	Paid Amt:	\$850.00	
							Check Amount:	\$850.00	
0485	PCB	76245	1247		J W PEPPER & SON INC		Check		
				E 01	020 259 000 000 430	10936604F-Life is a Highway CD		\$28.80	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76245	1247		J W PEPPER & SON INC		Check		
				E 01	020 259 000 000 430	11358573F-Count on me MP3		\$27.99	
				E 01	020 259 000 000 430	10936600F-Counting Stars MP3		\$28.80	
				E 01	020 259 000 000 430	Shipping		\$17.99	
	PO#: 5633	Voucher #:	41076	Invoice	Invoice No: 366075938	1/29/2024	Paid Amt:	\$103.58	
				E 01	020 259 000 000 430	10335631-Payphone		\$42.90	
				E 01	020 259 000 000 430	10555686-Stiches		\$50.00	
				E 01	020 259 000 000 430	10555694-Stiches CD		\$26.99	
				E 01	020 259 000 000 430	10022871-Life is a Highway		\$43.00	
				E 01	020 259 000 000 430	11204930-Pop Rounds Audio		\$39.99	
	PO#: 5633	Voucher #:	41131	Invoice	Invoice No: 366080551	1/29/2024	Paid Amt:	\$202.88	
							Check Amount:	\$306.46	
0485	PCB	76246	4349		JEFFREY WOLLAK		Check		
				E 01	020 294 056 000 420	JV Wrestling ref 1-25-2024		\$170.00	
	PO#:	Voucher #:	41115	Invoice	Invoice No: 01.25.2024	1/29/2024	Paid Amt:	\$170.00	
							Check Amount:	\$170.00	
0485	PCB	76247	4228		JESSICA OLDAKOWSKI		Check		
				E 01	005 760 000 723 360	Transportation Reimb		\$850.00	
	PO#:	Voucher #:	41139	Invoice	Invoice No: 01.26.2024	1/29/2024	Paid Amt:	\$850.00	
							Check Amount:	\$850.00	
0485	PCB	76248	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 495	Milk Credit		\$475.45	
	PO#:	Voucher #:	41140	Credit	Invoice No: 103141888	1/29/2024	Paid Amt:	(\$475.45)	
				E 02	005 770 000 701 490	MILK		\$268.10	
	PO#:	Voucher #:	41104	Invoice	Invoice No: 4991404	1/29/2024	Paid Amt:	\$268.10	
				E 02	005 770 000 701 490	MILK		\$297.80	
	PO#:	Voucher #:	41058	Invoice	Invoice No: 4986875	1/29/2024	Paid Amt:	\$297.80	
				E 02	005 770 000 701 490	MILK		\$491.45	
	PO#:	Voucher #:	41059	Invoice	Invoice No: 4985542	1/29/2024	Paid Amt:	\$491.45	
				E 02	005 770 000 701 495	Credit Milk		\$505.20	
	PO#:	Voucher #:	41060	Credit	Invoice No: 103141886	1/29/2024	Paid Amt:	(\$505.20)	
							Check Amount:	\$76.70	
0485	PCB	76249	2387		KEVIN BEEHLER		Check		
				E 01	020 294 056 000 420	Wrestling Official 1-25-2024		\$240.00	
	PO#:	Voucher #:	41116	Invoice	Invoice No: 01.25.2024	1/29/2024	Paid Amt:	\$240.00	
							Check Amount:	\$240.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76250	4881		Knettel, Ashley		Check		
				E 08	020 960 000 340 898	Scholarship payment		\$1,500.00	
	PO#:	Voucher #:	41065	Invoice	Invoice No: 01.19.2024			Paid Amt:	\$1,500.00
						1/29/2024		Check Amount:	\$1,500.00
0485	PCB	76251	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 #:	41061	Invoice	Invoice No: 14772876			Paid Amt:	\$8,256.04
						1/29/2024		Check Amount:	\$8,256.04
0485	PCB	76252	4886		Lynch, James T		Check		
				E 01	020 294 056 000 420	Wrestling Official 1-25-2024		\$240.00	
	PO#:	Voucher #:	41118	Invoice	Invoice No: 01.25.2024			Paid Amt:	\$240.00
						1/29/2024		Check Amount:	\$240.00
0485	PCB	76253	1752		MASA		Check		
				E 01	005 020 000 000 366	Spring Conference		\$329.00	
	PO#:	Voucher #:	41070	Invoice	Invoice No: 21-41714			Paid Amt:	\$329.00
						1/29/2024		Check Amount:	\$329.00
0485	PCB	76254	3915		MICHAEL PAULUS		Check		
				E 01	020 294 055 000 420	BBB Official MORA		\$150.00	
	PO#:	Voucher #:	41092	Invoice	Invoice No: 01.22.2024			Paid Amt:	\$150.00
						1/29/2024		Check Amount:	\$150.00
0485	PCB	76255	1346		MINNESOTA POWER		Check		
				E 01	020 810 000 000 331	Acct 0191115490		\$428.73	
	PO#:	Voucher #:	41082	Invoice	Invoice No: 019373352815			Paid Amt:	\$428.73
						1/29/2024		Check Amount:	\$428.73
0485	PCB	76256	1788		MNIAAA		Check		
				E 01	020 292 000 000 366	State AD Conference		\$395.00	
	PO#:	Voucher #:	41084	Invoice	Invoice No: 1412			Paid Amt:	\$395.00
						1/29/2024		Check Amount:	\$395.00
0485	PCB	76257	3965		MRI SOFTWARE LLC		Check		
				E 01	005 110 000 000 305	Staff Screen		\$37.00	
	PO#:	Voucher #:	41132	Invoice	Invoice No: MRIUS1806933			Paid Amt:	\$37.00
						1/29/2024		Check Amount:	\$37.00
0485	PCB	76258	4608		NORTH CENTRAL INT'L, LLC		Check		
				E 01	005 760 000 720 401	Filter, Lube oil and oil		\$423.80	
	PO#:	Voucher #:	41089	Invoice	Invoice No: X220083509:01	41	1/29/2024	Paid Amt:	\$423.80
				E 01	005 760 000 720 401	Body Caliper, oil, Brake Pad Set		\$16.56	
	PO#:	Voucher #:	41119	Invoice	Invoice No: X220083173:01		1/29/2024	Paid Amt:	\$16.56

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76258	4608		NORTH CENTRAL INT'L, LLC		Check		
				E 01	005 760 000 720 401	Body Caliper, oil, Brake Pad Set		\$695.63	
	PO#:	Voucher #:	41106	Invoice	Invoice No: X220083659:01	1/29/2024	Paid Amt:	\$695.63	
							Check Amount:	\$1,135.99	
0485	PCB	76259	4515		Northern Pines Mental Health Center		Check		
				E 01	005 730 012 161 362	Interventionist Contract December, 2023		\$1,093.75	
	PO#:	Voucher #:	41075	Invoice	Invoice No: Dec 23 Royalton	1/29/2024	Paid Amt:	\$1,093.75	
							Check Amount:	\$1,093.75	
0485	PCB	76260	4177		Olson, Nate		Check		
				E 01	020 294 055 000 420	BBB Official MORA		\$150.00	
	PO#:	Voucher #:	41093	Invoice	Invoice No: 01.22.2024	1/29/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	76261	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490	BREAD		\$50.83	
	PO#:	Voucher #:	41099	Invoice	Invoice No: 10000624022004	1/29/2024	Paid Amt:	\$50.83	
							Check Amount:	\$50.83	
0485	PCB	76262	4884		Psyck, Jackson		Check		
				E 08	020 960 000 340 898	Scholarship Payment		\$300.00	
	PO#:	Voucher #:	41107	Invoice	Invoice No: 01.24.2024	1/29/2024	Paid Amt:	\$300.00	
							Check Amount:	\$300.00	
0485	PCB	76263	4242		RADEMACHER COMPANIES, INC.		Check		
				E 01	020 301 000 830 433	Food for CTE		\$27.62	
	PO#:	Voucher #:	41120	Invoice	Invoice No: 00090611	1/29/2024	Paid Amt:	\$27.62	
				E 01	020 301 000 830 433	Food for CTE		\$20.00	
	PO#:	Voucher #:	41121	Invoice	Invoice No: 00050929	1/29/2024	Paid Amt:	\$20.00	
				E 01	020 301 096 830 430	Food for Liddane's class		\$9.58	
	PO#:	Voucher #:	41122	Invoice	Invoice No: 00091664	1/29/2024	Paid Amt:	\$9.58	
				E 01	020 301 096 830 430	Food for Liddane's class		\$30.57	
	PO#:	Voucher #:	41123	Invoice	Invoice No: 00051288	1/29/2024	Paid Amt:	\$30.57	
				E 01	020 301 096 830 430	Food for Liddane's class		\$12.98	
	PO#:	Voucher #:	41124	Invoice	Invoice No: 00095491	1/29/2024	Paid Amt:	\$12.98	
				E 01	020 301 096 830 430	Food for Liddane's class		\$14.59	
	PO#:	Voucher #:	41125	Invoice	Invoice No: 00052008	1/29/2024	Paid Amt:	\$14.59	
				E 01	020 301 096 830 430	Food for Liddane's class		\$25.03	
	PO#:	Voucher #:	41126	Invoice	Invoice No: 00095774	1/29/2024	Paid Amt:	\$25.03	
				E 01	020 301 096 830 430	Food for Liddane's class		\$20.99	
	PO#:	Voucher #:	41127	Invoice	Invoice No: 00052540	1/29/2024	Paid Amt:	\$20.99	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0485	PCB	76263	4242		RADEMACHER COMPANIES, INC.		Check	
				E 01	020 301 096 830 430	Food for Liddane's class		\$16.96
	PO#:	Voucher #:	41128	Invoice	Invoice No: 00052605	1/29/2024	Paid Amt:	\$16.96
							Check Amount:	\$178.32
0485	PCB	76264	4658		REGION 5A		Check	
				E 01	020 298 061 000 401	One Act Play Fee		\$100.00
	PO#:	Voucher #:	41066	Invoice	Invoice No: 01.17.2024	1/29/2024	Paid Amt:	\$100.00
							Check Amount:	\$100.00
0485	PCB	76265	1463		RICE HARDWARE HANK		Check	
				E 01	005 760 000 720 401	Air Compressor Valve Drain		\$4.99
	PO#:	Voucher #:	41145	Invoice	Invoice No: 29548/3	1/29/2024	Paid Amt:	\$4.99
							Check Amount:	\$4.99
0485	PCB	76266	4883		Schluender, Michelle		Check	
				E 01	005 760 000 733 360	Milage reimbursement		\$701.51
	PO#:	Voucher #:	41138	Invoice	Invoice No: 12.06.2023	1/29/2024	Paid Amt:	\$701.51
							Check Amount:	\$701.51
0485	PCB	76267	1087		SCHOOL SPECIALTY		Check	
				E 01	020 260 255 000 430	072620-Avery Heavyweight Sheet Protectors		\$21.51
				E 01	020 260 255 000 430	067506-School Smart Top Loading Sheet Prote		\$3.00
				E 01	020 260 255 000 430	574040-United Scientific Disposable Optically-		\$24.00
				E 01	020 260 255 000 430	012040-Tru-Ray Extra Large Construction Pap		\$43.28
				E 01	020 260 255 000 430	085819-Creativity Street Standard Chenille Ste		\$13.50
				E 01	020 260 255 000 430	085822-Creativity Street Standard, Dark Greer		\$10.70
				E 01	020 260 255 000 430	085825-Creativity Street Standard, Multicultur		\$10.70
				E 01	020 260 255 000 430	085915Creativity Street Cotton Decorated Crai		\$11.67
				E 01	020 260 255 000 430	1471357-School Health Non-Sterile Cotton Bal		\$22.35
				E 01	020 260 255 000 430	1572458-Sax True Flow Heavy Body Acrylic P		\$6.04
				E 01	020 260 255 000 430	1572468-Sax True Flow Heavy Body Acrylic P		\$6.04
				E 01	020 260 255 000 430	1589649-Creativity Street Jumbo Natural Woo		\$10.45
				E 01	020 260 255 000 430	085958-Creativity Street Wood Economy Non-		\$28.56
				E 01	020 260 255 000 430	086413-School Smart Washable Markers, Con		\$59.79
				E 01	020 260 255 000 430	245789-School Smart Colored Pencils, Assort		\$37.04
				E 01	020 260 255 000 430	1597452-School Smart Dual Temperature Mini		\$61.00
				E 01	020 260 255 000 430	1465882-Childcraft Construction Paper, 9x12,		\$12.15
				E 01	020 260 255 000 430	1506492-Prang Medium Weight Construction F		\$3.70
				E 01	020 260 255 000 430	1506493-Prang Medium Weight Construction F		\$3.70
				E 01	020 260 255 000 430	1506494-Prang Medium Weight Construction F		\$3.70
				E 01	020 260 255 000 430	1465883-Childcraft Construction Paper, 9x12,		\$12.15

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	76267	1087		SCHOOL SPECIALTY		Check		
				E 01	020 260 255 000 430	1465881-Childcraft Construction Paper, 9x12,		\$12.15	
	PO#: 5625	Voucher #:	41105	Invoice	Invoice No: 308104459644	1/29/2024	Paid Amt:	\$417.18	
							Check Amount:	\$417.18	
0485	PCB	76268	2558		Simmons, Carl		Check		
				E 01	020 294 055 000 420	BBB Official ACGC		\$80.00	
	PO#:	Voucher #:	41112	Invoice	Invoice No: 01.23.2024	1/29/2024	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
0485	PCB	76269	3961		Solberg, John		Check		
				E 01	020 296 055 000 420	BBB Official ACGC		\$80.00	
	PO#:	Voucher #:	41113	Invoice	Invoice No: 01.23.2024	1/29/2024	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
0485	PCB	76270	4006		Southern Minnesota Inspection		Check		
				E 01	020 292 000 000 430	Volleyball Standard Feet		\$85.00	
	PO#:	Voucher #:	41108	Invoice	Invoice No: 22465	1/29/2024	Paid Amt:	\$85.00	
							Check Amount:	\$85.00	
0485	PCB	76271	2464		SPEER CHIROPRACTIC, PA		Check		
				E 01	005 760 000 720 305	DOT PHYSICAL Krueger		\$100.00	
	PO#:	Voucher #:	41062	Invoice	Invoice No: 01.17.2024	1/29/2024	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	76272	4755		SQUIRES, WALDSPURGER & MACE		Check		
				E 01	005 020 000 000 313	Legal		\$821.50	
	PO#:	Voucher #:	41086	Invoice	Invoice No: 19070	1/29/2024	Paid Amt:	\$821.50	
							Check Amount:	\$821.50	
0485	PCB	76273	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 490	LUNCH		\$114.69	
	PO#:	Voucher #:	41071	Invoice	Invoice No: 253556050	1/29/2024	Paid Amt:	\$114.69	
				E 02	005 770 000 701 490	LUNCH		\$138.78	
	PO#:	Voucher #:	41072	Invoice	Invoice No: 253556030	1/29/2024	Paid Amt:	\$138.78	
				E 02	005 770 000 701 491	Commodity		\$49.52	
	PO#:	Voucher #:	41073	Invoice	Invoice No: 253554193	1/29/2024	Paid Amt:	\$49.52	
				E 02	005 770 000 701 490	LUNCH		\$304.76	
				E 02	005 770 000 705 490	BREAKFAST		\$937.01	
				E 02	005 770 000 701 401	SUPPLIES		\$185.82	
	PO#:	Voucher #:	41074	Invoice	Invoice No: 253554194	1/29/2024	Paid Amt:	\$1,427.59	
				E 02	005 770 000 701 491	Commodity		\$31.40	
	PO#:	Voucher #:	41097	Invoice	Invoice No: 253558985	1/29/2024	Paid Amt:	\$31.40	
				E 02	005 770 000 701 490	LUNCH		\$1,013.95	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76273	2577		SYSCO WESTERN MN, INC.		Check
				E 02	005 770 000 705 490		\$1,612.45
				E 02	005 770 000 701 401		\$97.68
	PO#:	Voucher #:	41098	Invoice	Invoice No: 253558986	1/29/2024	Paid Amt: \$2,724.08
							Check Amount: \$4,486.06
0485	PCB	76274	1592		VERIZON WIRELESS		Check
				E 01	005 810 000 000 320		\$300.30
	PO#:	Voucher #:	41096	Invoice	Invoice No: 9953996322	1/29/2024	Paid Amt: \$300.30
							Check Amount: \$300.30
0485	PCB	76275	3035		X-GRAIN SPORTSWEAR		Check
				E 12	020 294 079 301 401		\$353.00
	PO#: 5611	Voucher #:	41095	Invoice	Invoice No: 272692	1/29/2024	Paid Amt: \$353.00
							Check Amount: \$353.00
							Report Total: \$364,338.59

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$256,172.02
02	Food Service	\$8,420.61
04	Community Service	\$11,946.93
07	Debt Service	\$1,502,356.26
Report Total		\$1,778,895.82

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			\$31.34	
PO#:	Voucher #:	39979	Credit	Invoice No:	Z20240510	1/3/2024	Paid Amt:		(\$31.34)
			B 01	215 017	PERA			\$14,966.78	
			B 02	215 017	PERA			\$2,213.13	
			B 04	215 017	PERA			\$1,704.71	
PO#:	Voucher #:	40821	Invoice	Invoice No:	S2024120	1/3/2024	Paid Amt:		\$18,884.62
							Check Amount:		\$18,853.28
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
			B 01	215 018	TRA			\$30,904.31	
			B 04	215 018	TRA			\$809.56	
PO#:	Voucher #:	40824	Invoice	Invoice No:	S2024120	1/3/2024	Paid Amt:		\$31,713.87
							Check Amount:		\$31,713.87
0485	PCB	1415			PERA		Wire		
			B 01	215 017	PERA			\$10,262.63	
			B 02	215 017	PERA			\$1,210.57	
			B 04	215 017	PERA			\$1,008.31	
PO#:	Voucher #:	40948	Invoice	Invoice No:	S2024130	1/31/2024	Paid Amt:		\$12,481.51
							Check Amount:		\$12,481.51
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
			B 01	215 018	TRA			\$29,754.89	
			B 04	215 018	TRA			\$809.56	
PO#:	Voucher #:	40951	Invoice	Invoice No:	S2024130	1/31/2024	Paid Amt:		\$30,564.45
							Check Amount:		\$30,564.45
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
			B 01	215 005	Tax Ann			\$683.89	
PO#:	Voucher #:	40952	Invoice	Invoice No:	S2024130	1/31/2024	Paid Amt:		\$683.89
			B 01	215 005	Tax Ann			\$171.23	
PO#:	Voucher #:	40953	Invoice	Invoice No:	S2024130	1/31/2024	Paid Amt:		\$171.23
			B 01	215 005	Tax Ann			\$1,586.47	
PO#:	Voucher #:	40954	Invoice	Invoice No:	S2024130	1/31/2024	Paid Amt:		\$1,586.47
			B 01	215 005	Tax Ann			\$8,479.53	
			B 04	215 005	Payroll Deductions			\$207.88	
PO#:	Voucher #:	40955	Invoice	Invoice No:	S2024130	1/31/2024	Paid Amt:		\$8,687.41
			B 01	215 005	Tax Ann			\$156.80	
PO#:	Voucher #:	40956	Invoice	Invoice No:	S2024130	1/31/2024	Paid Amt:		\$156.80

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$237.50	
	PO#:	Voucher #:	40957	Invoice	Invoice No:	S2024130		1/31/2024	Paid Amt: \$237.50
								Check Amount: \$11,523.30	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$42,735.54	
				B 02	215 010	FICA		\$1,275.76	
				B 04	215 010	FICA		\$1,835.40	
				B 01	215 011	Federal Tax		\$17,273.70	
				B 02	215 011	Federal Tax		\$321.38	
				B 04	215 011	Federal Tax		\$325.11	
	PO#:	Voucher #:	40958	Invoice	Invoice No:	S2024130		1/31/2024	Paid Amt: \$63,766.89
								Check Amount: \$63,766.89	
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$9,592.81	
				B 02	215 013	State Tax		\$151.05	
				B 04	215 013	State Tax		\$305.67	
	PO#:	Voucher #:	40949	Invoice	Invoice No:	S2024130		1/31/2024	Paid Amt: \$10,049.53
								Check Amount: \$10,049.53	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$41,600.52	
				B 02	215 010	FICA		\$2,080.00	
				B 04	215 010	FICA		\$2,485.28	
				B 01	215 011	Federal Tax		\$15,836.11	
				B 02	215 011	Federal Tax		\$475.62	
				B 04	215 011	Federal Tax		\$518.26	
	PO#:	Voucher #:	41167	Invoice	Invoice No:	S2024140		1/31/2024	Paid Amt: \$62,995.79
								Check Amount: \$62,995.79	
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$9,360.88	
				B 02	215 013	State Tax		\$327.26	
				B 04	215 013	State Tax		\$432.22	
	PO#:	Voucher #:	41158	Invoice	Invoice No:	S2024140		1/31/2024	Paid Amt: \$10,120.36
								Check Amount: \$10,120.36	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$5,305.84	
				B 02	215 010	FICA	48	\$167.56	
				B 04	215 010	FICA		\$623.86	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 011	Federal Tax		\$1,276.14	
				B 04	215 011	Federal Tax		\$71.43	
PO#:	Voucher #:	41102	Invoice	Invoice No:	S202413S0	1/31/2024	Paid Amt:	\$7,444.83	
							Check Amount:	\$7,444.83	
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$961.18	
				B 04	215 013	State Tax		\$65.91	
PO#:	Voucher #:	41101	Invoice	Invoice No:	S202413S0	1/31/2024	Paid Amt:	\$1,027.09	
							Check Amount:	\$1,027.09	
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$4,855.07	
				B 02	215 017	PERA		\$153.28	
				B 04	215 017	PERA		\$570.85	
PO#:	Voucher #:	41100	Invoice	Invoice No:	S202413S0	1/31/2024	Paid Amt:	\$5,579.20	
							Check Amount:	\$5,579.20	
0485	PCB	2848			U.S. BANK St. Paul		Wire		
				E 07	005 910 000 000 710	BOND PMT		\$1,145,000.00	
				E 07	005 910 000 000 720	BOND PMT		\$357,356.26	
PO#:	Voucher #:	41171	Invoice	Invoice No:	2464226	1/31/2024	Paid Amt:	\$1,502,356.26	
							Check Amount:	\$1,502,356.26	
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA		\$6,593.45	
				B 02	215 084	HSA		\$45.00	
				B 04	215 084	Payroll Deductions		\$172.92	
PO#:	Voucher #:	40944	Invoice	Invoice No:	S2024130	1/31/2024	Paid Amt:	\$6,811.37	
							Check Amount:	\$6,811.37	
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Daycare		\$520.68	
PO#:	Voucher #:	41172	Invoice	Invoice No:	01.02.2024	1/31/2024	Paid Amt:	\$520.68	
							Check Amount:	\$520.68	
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$26.25	
PO#:	Voucher #:	41173	Invoice	Invoice No:	01.06.2024	1/31/2024	Paid Amt:	\$26.25	
							Check Amount:	\$26.25	

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		\$227.59	
	PO#:	Voucher #:	41174	Invoice	Invoice No:	01.16.2024		1/31/2024	
								Paid Amt:	\$227.59
								Check Amount:	\$227.59
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$5.00	
	PO#:	Voucher #:	41175	Invoice	Invoice No:	01.27.2024		1/31/2024	
								Paid Amt:	\$5.00
								Check Amount:	\$5.00
0485	PCB	4614			WEX		Wire		
				E 01	005 110 000 000 305	WEX Service Fee Dec 2023		\$208.75	
	PO#:	Voucher #:	41176	Invoice	Invoice No:	0001878735-IN		1/31/2024	
								Paid Amt:	\$208.75
								Check Amount:	\$208.75
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA		\$439.50	
	PO#:	Voucher #:	41178	Invoice	Invoice No:	01.05.2024		1/31/2024	
								Paid Amt:	\$439.50
								Check Amount:	\$439.50
0485	PCB	4518			POSTALIA		Wire		
				E 01	005 105 000 000 329	Jan 2024 Postage		\$1,000.00	
	PO#:	Voucher #:	41180	Invoice	Invoice No:	Jan 2024		1/31/2024	
								Paid Amt:	\$1,000.00
								Check Amount:	\$1,000.00
0485	PCB	4806			REVTRK		Wire		
				E 01	005 110 000 000 305	Jan 2024 Fees		\$970.57	
	PO#:	Voucher #:	41179	Invoice	Invoice No:	Jan 2024		1/31/2024	
								Paid Amt:	\$970.57
								Check Amount:	\$970.57
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$9.75	
	PO#:	Voucher #:	41238	Invoice	Invoice No:	1.3.24		1/31/2024	
								Paid Amt:	\$9.75
								Check Amount:	\$9.75
0485	PCB	2144			ROYALTON PUBLIC SCHOOLS ISD 485		Wire		
				E 01	005 105 000 000 305	Sutton Venmo PR Deposit Adj		\$200.00	
	PO#:	Voucher #:	41272	Invoice	Invoice No:	Dec 2023		1/31/2024	
								Paid Amt:	\$200.00
								Check Amount:	\$200.00
								Report Total:	\$1,778,895.82

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
12 Student Activities	\$41,532.59
Report Total	\$41,532.59

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	ACT	19586	2137		Deep Portage		Check
				E 12	020 298 022 301 401	FIELD TRIP	\$8,125.00
	PO#:	Voucher #:	40993	Invoice	Invoice No: 3493	1/18/2024	Paid Amt: \$8,125.00
							Check Amount: \$8,125.00
0485	ACT	19587	4357		JON KOENIG		Check
				E 12	020 298 041 301 401	Pizza Party/Cocoa Supplies	\$138.02
	PO#:	Voucher #:	40997	Invoice	Invoice No: 01.02.2024	1/18/2024	Paid Amt: \$138.02
							Check Amount: \$138.02
0485	ACT	19588	4355		NATHAN GOLDADE		Check
				E 12	020 298 030 301 401	Food after CDE	\$124.48
	PO#:	Voucher #:	40995	Invoice	Invoice No: 01.11.2024	1/18/2024	Paid Amt: \$124.48
				E 12	020 298 030 301 401	FFA Meeting snacks/Prizes	\$114.91
	PO#:	Voucher #:	40996	Invoice	Invoice No: 01.05.2024	1/18/2024	Paid Amt: \$114.91
							Check Amount: \$239.39
0485	ACT	19589	3782		NATIONAL FFA ORGANIZATION		Check
				E 12	020 298 030 301 369	FFA Jackets	\$396.00
	PO#:	Voucher #:	40994	Invoice	Invoice No: MDS316882	1/18/2024	Paid Amt: \$396.00
							Check Amount: \$396.00
0485	ACT	19590	2133		BERNICK'S		Check
				E 12	020 298 018 301 401	POP PAYMENT	\$1,676.88
	PO#:	Voucher #:	41136	Invoice	Invoice No: 10168306	1/29/2024	Paid Amt: \$1,676.88
							Check Amount: \$1,676.88
0485	ACT	19591	2150		Bratsch, Donna		Check
				E 12	020 298 018 301 401	REIMB CONCESSION SUPPLIES	\$1,156.80
	PO#:	Voucher #:	41137	Invoice	Invoice No: 01.15.2024	1/29/2024	Paid Amt: \$1,156.80
							Check Amount: \$1,156.80
0485	ACT	19592	3925		BRITT BAUMANN		Check
				E 12	020 296 034 301 401	TEAM PICTURE/Posters	\$383.00
	PO#:	Voucher #:	41134	Invoice	Invoice No: 12.20.2023	1/29/2024	Paid Amt: \$383.00
							Check Amount: \$383.00
0485	ACT	19593	2135		GRANITE CITY JOBBING		Check
				E 12	020 298 018 301 401	CONCESSIONS PRODUCTS	\$778.08
	PO#:	Voucher #:	41135	Invoice	Invoice No: 367747	1/29/2024	Paid Amt: \$778.08
							Check Amount: \$778.08
0485	ACT	19594	3671		RESILITE SPORTS PRODUCTS, INC		Check
				E 12	020 294 046 301 401	Replacement Mat 42x42'	\$18,775.96

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	ACT	19594	3671		RESILITE SPORTS PRODUCTS, INC		Check
				E 12	020 294 046 301 401 Replacement Mat		\$8,808.27
	PO#: 5377A	Voucher #:	40631	Invoice	Invoice No: INV/2023/01564	1/29/2024	Paid Amt: \$27,584.23
							Check Amount: \$27,584.23
0485	ACT	19595	2577		SYSCO WESTERN MN, INC.		Check
				E 12	020 298 041 301 401 Icing		\$74.44
	PO#:	Voucher #:	41146	Invoice	Invoice No: 253532413	1/29/2024	Paid Amt: \$74.44
							Check Amount: \$74.44
0485	ACT	19596	2279		VEX ROBOTICS, INC		Check
				E 12	020 298 053 301 401 276-8750 V5 Pneumatics Kit		\$598.00
				E 12	020 298 053 301 401 276-4852 Distance Sensor		\$95.98
				E 12	020 298 053 301 401 276-6050 Rotation Sensor		\$83.58
				E 12	020 298 053 301 401 276-4812 V5 Robot Battery Charger		\$11.99
				E 12	020 298 053 301 401 276-5840 Smart Motor 36:1 Cartridge		\$24.98
				E 12	020 298 053 301 401 276-5841 Smart Motor 18:1 Cartridge		\$24.98
				E 12	020 298 053 301 401 276-5842 Smart Motor 6:1 Cartridge		\$74.94
				E 12	020 298 053 301 401 217-6353 Straight Flex Wheel 2 in., 30 A		\$17.88
				E 12	020 298 053 301 401 217-7947 1/2" Versa Hex Adapters		\$2.49
				E 12	020 298 053 301 401 217-2592 1/2" Hax Bore Aluminum Versa Hub		\$4.49
				E 12	020 298 053 301 401 Shipping and Handling		\$41.44
	PO#: 5635	Voucher #:	41133	Invoice	Invoice No: 713266	1/29/2024	Paid Amt: \$980.75
							Check Amount: \$980.75
							Report Total: \$41,532.59

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: 538	Bishop , Shari														
	01/15/2024	S202413-0	P EBENONW2	0.00			11.00	\$11.00	- - - - -	1	12/31/2023	02	Milage		1038
	Units Subtotal:			0.00				EBENONW2 Total:							
	Units:			0.00				Emp Pay:							
								\$11.00							
Id: 1077	Gregory , Curtis														
	01/31/2024	S202414-0	P EBENONW2	0.00			10.00	\$10.00	01-005-760-000-720-366	1	01/15/2024	02	Meal Reimbursement		1038
	Units Subtotal:			0.00				EBENONW2 Total:							
	Units:			0.00				Emp Pay:							
								\$10.00							
Id: 1076	Leisenheimer , Hannah														
	01/15/2024	S202413-0	P EBENONW2	0.00			2.29	\$2.29	01-010-203-000-000-366	1	12/31/2023	02	Milage		1038
	Units Subtotal:			0.00				EBENONW2 Total:							
	Units:			0.00				Emp Pay:							
								\$2.29							
Id: 278	Presler , Kevin														
	01/15/2024	S202413-0	P EBENONW2	0.00			10.00	\$10.00	01-005-760-000-720-366	1	12/31/2023	02	Meal Reimbursement		1038
	Units Subtotal:			0.00				EBENONW2 Total:							
	Units:			0.00				Emp Pay:							
								\$10.00							
Id: 973	Puchalla , Shawna														
	01/31/2024	S202414-0	P EBENONW2	0.00			200.00	\$200.00		1	01/15/2024	02	Uniform Allowance		1038
	Units Subtotal:			0.00				EBENONW2 Total:							
	Units:			0.00				Emp Pay:							
								\$200.00							
Id: 1048	Redman , Claire														
	01/31/2024	S202414-0	P EBENONW2	0.00			339.52	\$339.52	01-020-211-000-000-401	1	01/15/2024	02	Reimb Veterans Brea		1038
	Units Subtotal:			0.00				EBENONW2 Total:							
	Units:			0.00				Emp Pay:							
								\$339.52							
Id: 695	Sobania , Julie														
	01/31/2024	S202414-0	P EBENONW2	0.00			92.92	\$92.92	02-005-770-000-701-412	1	01/15/2024	02	Uniform Allowance		1038
	Units Subtotal:			0.00				EBENONW2 Total:							
	Units:			0.00				Emp Pay:							
								\$92.92							
Employee Count	7			Totals:	0.00			\$665.73							

Resignation/Termination 02.12.24

Brandy Sutton	Elementary Eve Custodian	
Barbara Gangl	Elementary Eve Custodian (will stay on as a sub)	
Jolene Cherne	MS/HS SPED Teacher	Effective 06.03.24

Lisa Klein	ES Title I Para
Trudy Graves	Van Driver

New Hires 02.12.24

Barbara Gangl	Elementary School Eve Custodian
Abigail Weidenbach	MS/HS JH Softball Coach
Matthew Sobiech	Elementary School Evening Custodian

**BPA Request for approval to travel to Chicago, Illinois for the
BPA National Leadership Conference.**

Business Professionals of America (BPA) students will be competing at the BPA State Leadership Conference March 14-16. Those who do well will qualify for the BPA National Leadership Conference in Chicago May 10-14. The deadline for students to commit to going to Nationals is Thursday, March 21.

Past attendance of the National Conference:

- Two students in 2014 (Indianapolis)
- Two students in 2015 (Anaheim)
- Four students in 2017 (Orlando)
- Two students in 2019 (Anaheim)
- Two students in 2021 (virtual)
- Four students in 2023 (Anaheim)

Students will be chaperoned by BPA Advisor and business teacher, Stephanie Burg.

Costs:

Advisor (District expense, can use Perkins funds)

- Registration (\$125)
- 4 Night Hotel (\$630 - 1,265)
- Transportation
 - Fly
 - Airfare: MSP - Chicago (\$200-400 round trip)
 - Airport Shuttle in Chicago (\$42-65 round trip)

OR

- Drive (Ms. Burg drives)
 - Use school van
 - Parking 55.20/day = \$276
- Meals (\$50 per day x 5 days = \$250 max)
- Entertainment with Students (Est \$150 from previous year)

Advisor Total: \$1,397 - 2,066

Students (District, Student Activity Fund, Families)

- Covered by the district in previous years
 - Registration (\$125)
 - Hotel (\$315 - \$1,265)
 - Meals (\$50 per day x 5 days = \$250 max)
- District total per student: \$690 - 1,640

- Covered by families
 - Airfare: MSP - Chicago (\$200-400 round trip)
 - Airport Shuttle in Chicago (\$42-65 round trip)
 - Meals - excess of \$50
 - Additional entertainment and incidentals (Est \$150 from previous year)
- Student total: \$150 - 615

- Student Activity funds to be applied towards student total
 - \$200 - 400 per student

Royalton High School

2024-2025

Senior High Course Registration Guide

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VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION

The Royalton School District offers a variety of vocational opportunities through the agriculture and business departments. The purpose of this notice is to inform you of the opportunities offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by completion of prerequisite courses.

Program Offerings

A list of program offerings can be found under the Guidance Office Department on the school website: www.royaltonpublicschools.org

NONDISCRIMINATION POLICY

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

Sexual Nondiscrimination

It is the policy of Royalton School District to not discriminate on the basis of sex in its educational programs and activities as required by Title IX of the 1972 Education Amendment. Further, it is the policy of the district to not discriminate on the basis of race, color, creed, religion, national origin, age, marital status, status with regard to public assistance, or physical/mental disability. If you have any questions or complaints of discrimination contact: Mr. Joel Swenson, 120 S Hawthorn St, Royalton, MN 56373 / 320-584-4200. State offices: Department of Human Rights, 623 Robert St North, St. Paul, MN 55155. Some examples of discrimination include:

- Being unable to take a class on the basis of sex.

- Being unable to participate in physical non-contact sports and/or activities on the basis of sex.
- Being graded, hired, promoted, demoted, segregated, grouped, and just generally treated differently on the basis of sex.
- Being subjected to verbal harassment by faculty or administrators on the basis of sex (for example: females teased for registering for male shop classes).
- Being limited/restricted in discipline, dress, or appearance when the other sex is not.
- Being unfairly/unequally honored with academic or activity awards because of sex.
- Being discriminated against the use of facilities on the basis of sex.
- Being restricted from participation in educational, recreational, or extracurricular activities because of pregnancy.
- Being asked for identification by sex on applications, tests, or other forms.
- Being discriminated against by sex in work or other duties given by faculty, administrators.
- Being identified by sex, in materials such as school manuals or literature when identification by sex is not pertinent.
- Being discriminated against, on the basis of sex, in receiving medical or other benefits.

504 AND TITLE IX COORDINATORS

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

504 Coordinator:

Lesa Boser
120 S Hawthorn St
Royalton, MN 56373
(320) 584-4267
Lesa.boser@isd485.org

Title IX Coordinator:

Amy Krueger
 120 S Hawthorn St
 Royalton, MN 56373
 (320) 584-4248
amy.krueger@isd485.org

ACADEMIC INFORMATION**Credits**

All high school courses except for peer tutor/staff aide are awarded ½ credit per successful completion of the semester. Peer tutor/staff aide is ¼ credit per semester.

College Credits

College credits equate to RHS credits as follows:

College Credits	RHS Credits
5	1.25
4	1.0
3	.75
2	.50
1	.25

Schedule Changes

Course offerings are based on course registration numbers so approval for schedule changes will be limited. The only reasons schedule changes would be approved is for the following:

- There was a scheduling error
- Student wants to add a PSEO course
- Credit recovery
- Medical reason
- Students want to add a class to an open period
- Teacher/administrator recommends a course change

Open Periods

Students taking 9 college credits per semester may have an open period during their Royal Hour. Students taking 12 or more college credits are considered full-time college students and therefore do not need to enroll in high school courses. If a student drops a course and no longer qualifies for an open period or as a full-time college student, they must immediately inform the school counselor and enroll in a high school course.

Credit Recovery

Students who fail a required course will need to make it up before they graduate. Students have several options: 1) Students can make it up during the summer, 2) Students can make it up at an extended day program such as CEC in Little Falls or the ALC in St. Cloud, 3) Students can make up the class through Apex, an online high school program at Royalton. Please see the school counselor to make arrangements for failed courses.

Repeating Courses

Credit is given only once for a class. With the exception of Band, Choir, and Current Events, students are not allowed to repeat courses for which credit has already been earned.

Teacher Recommendations

Students may be recommended to take specific courses based on their ability level. Test scores and course performance, etc. may be used in making determinations.

Daily Schedule

Royalton High School operates on a semester basis. One semester is approximately 18 weeks long with two semesters in a school year. Students have four 90-minute periods four days a week and seven 43-minute class periods once a week. “A” Days: Periods 1-4 meet for 90 minutes. “B” Days: Periods 5-8 meet for 90 minutes. “C” Days: School begins at 9:00 and all period except Royal Hour meet for 43 minutes. When there is a shortened week, the “C” Day may be changed to an “A” or “B” day.

Honor Roll

All grades except Pass/Fail grades will be considered when determining the honor roll. The honor roll will be published at the end of each semester. To be eligible for the “A” Honor Roll, a student must have a GPA of 3.7-4.0. The “B” Honor Roll requires a GPA of 3.0-3.699. Students who have been caught cheating or who have incomplete grades are not eligible for the honor roll.

ACADEMIC PROGRAM

OPPORTUNITIES

Accelerated Courses

Students who score at the “Exceeds Standards” on the MCA exam may be eligible to take more advanced courses. Priority would be given to grade-level students. Consideration for class size would also be taken into consideration.

Articulated College Credit (ACC)

Articulated credit allows high school students to receive college credit for courses they completed while in high school. Go to <https://www.ctecreditmn.com> and enter Royalton High School to view the courses that are articulated and then meet with the teacher of those classes for more information.

College Level Examination Program (CLEP)

CLEP exams test mastery of college level material acquired in a variety of ways - - through general academic instructions, significant independent study or extracurricular work, CLEP offers 33 examinations in five subject areas. The tests cover material usually taught in a two-year degree program or in the first two years of a four-year program. For more information, go to: <https://clep.collegeboard.org>

Concurrent Enrollment/College in the Schools (CIS)

Royalton High School has partnered with Central Lakes College to offer college-level classes to our students in the high school setting. Students taking CIS classes earn high school and college credit for successful completion of the course. There is no fee to enroll in CIS courses. Students must apply to Central Lakes College and meet admission requirements and course prerequisites. Once students are accepted into the program, they can register for classes. See page 66 for eligibility requirements. The following courses are offered at Royalton, but may not be offered every year:

- ACCT 2011- Accounting Principles I (Financial) 4 credits
- BIOL 1404 – Human Biology 3 credits

- ENGL1410 – Composition I 4 credits
- ENGL 1411 – Composition II 4 credits
- MATH 1470 – College Algebra 3 credits
- MATH 1472 – Precalculus 5 credits
- MATH 1520 – Introduction to College Algebra 3 credits
- MUSC 1408 – Central Lakes Wind Symphony 1 credit
- SPAN 2401 – Intermediate Spanish I 4 credits
- SPAN 2404 – Intermediate Spanish II 4 credits

Post-Secondary Enrollment Options (PSEO)

Postsecondary Enrollment Options (PSEO) is a program that allows 10th, 11th and 12th grade students to earn high school and college credit while still in high school through enrollment in and successful completion of college-level courses at eligible participating postsecondary institutions. Students can take PSEO courses on the college campus, online and through the school’s ITV system.

Each college sets its own requirements for enrollment into the PSEO courses. Juniors and seniors may take PSEO courses on a full- or part-time basis. A qualifying sophomore may initially enroll in a Career and Technical Education (CTE) course. If the student earns a “C” or higher grade in the course, they are eligible to take additional courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course.

Students must notify their school by May 30 if they plan to participate in PSEO for the following school year. Click on the link below for more information: <https://education.mn.gov/MDE/fam/dual/pseo/index.htm>

Independent Study

Independent Study is for students in grades 10 - 12 who have special circumstances and cannot fit a required class into their schedule or who want to take an advanced class that is not available through current classes being offered. Students will need to

follow the same attendance guidelines as students in a regular classroom setting. Permission must be obtained from the principal and the teacher before the class is scheduled. See page 62 for an Independent Study Form.

Peer Tutor/Staff Aide

Juniors and seniors may take this course for two semesters. Students will be either tutoring students or they will be helping teachers with various tasks. Students are required to find a teacher willing to “adopt” them. This is a Pass/Fail class and is not calculated into a student’s GPA. See page 63 for Peer Tutor/Staff Aide Form.

Internships

Internships are nontraditional courses where students are responsible for assisting the Activities Director or Band Director in a wide variety of duties. Interested students must apply for positions. This is a Pass/Fail class and does not count towards GPA. See page 62 for Internship Form.

Apex Online High School Courses

Students may take an online high school class for credit recovery or due to a scheduling conflict. Students will not be allowed to replace a required class with an Apex online class unless there are unusual circumstances.

Work-Related Elected Credits

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. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. See page 71 for the application.

Testing Out Option

In accordance with the Minnesota Department of Education Rule #3500.2900 requiring districts to establish and maintain a system for awarding course credit to students who have demonstrated and successfully met the learner outcomes of a course, it

is the intent of Royalton School District to implement the following system:

Process for applying and receiving credit: Grades 9-12:

1. The student will discuss the request for testing out with the school counselor and/or principal and then complete the application. This process must begin at least one full quarter prior to the start of the regular class. The summer period will be treated as one semester.
2. The assessment process cannot encompass all of the learning experiences students would have if they actually took the class.
3. At the time the application is submitted it is assumed the student is ready to begin the assessment process. All portions of the assessment must be completed within a one semester period. Students will be notified by the counselor and/or principal where and when the first portion of the assessment will be given.
4. The district end of course assessment may be used as the first part of the process. Only students who pass assessment at an 80% level (or exhibit high quality work on a performance-based assessment) would be eligible to continue to the second part of the process.
5. During the second portion of the assessment process, the student may be asked to demonstrate skills, answer questions in an interview, exhibit a portfolio of tasks, or be involved in some other performance-based assessment.
6. A student may attempt to test out only once for each course and may not test out of a course in which he/she previously received grades, an incomplete, or dropped.
7. Courses which are sequential must be tested out in the same sequence. If a course

requires a prerequisite, the prerequisite must have been completed or satisfactorily tested out ahead of time. If a student fails to complete the entire assessment process during the designated time period, the application will be denied.

8. If the student completes an assessment process in a satisfactory manner, the student's transcript will show the credit earned and a course grade of P. Depending on the course, students may earn a semester credit or a full year credit. In the case of a full year course a student must successfully complete both semesters.
9. Students shall currently be enrolled as a full-time student and must agree to maintain full time student status at Royalton.
10. Test Out Committee: The district shall name a test out committee of faculty and administration who shall review materials of each applicant. The committee shall include a department person, counselor, and the principal. The committee shall determine based on the student application materials and the course outcomes, whether or not the student is approved for the test out opportunity. If the process is denied, rationale will be provided. Under special circumstances, the application deadline may be waived.
11. Notification: The applicant and his/her parents shall be notified of the committee decision within five (5) working days of the application deadline. Decisions of the committee may be appealed within five (5) working days of the notification.
12. Appeal Process: The appeal committee shall consist of the superintendent, who will act as the hearing officer, a member of the Board of Education, and three teachers selected by the superintendent. The appeal shall be

heard within ten (10) working days of notification. A majority decision by the committee shall be rendered within three (3) days and is final.

13. The committee's decisions regarding the student application for test out shall become part of the student's file

Royalton High School Testing Out Application

This application is to be used by students who want to demonstrate they are able to meet the essential learner outcomes of a course so that they do not need to enroll in the course. This process must begin at least one semester prior to the start of the class.

To Be Completed by Student

Name _____ Phone _____

Address _____ City _____

Grade _____ Counselor _____

I am requesting permission to test out of the following course: _____

I request this assessment be completed by what term? _____

I believe I am prepared to successfully complete the assessment process for this course because:

Student Signature _____ Date _____

To Be Completed by Parent/Guardian

I have reviewed the student guidelines and this application and grant permission to proceed with the assessment process for the course listed above.

Parent/Guardian Signature _____ Date _____

Royalton High School Testing Out Assessment Procedures and Results

Student _____ Grade _____

Course _____ Assessing Teacher(s) _____

Application

Date Application Received _____ Date Committee Received Application _____

Date Application Approved _____ or Date Application Disapproved _____

Reason for Disapproval:

Assessment

_____ Date teacher(s) received approval application

_____ Date(s) student took assessment

_____ Date Student Passed _____ or Date Student Failed _____ Assessment

Teacher comments on passing or failing:

Credit

Semester Course _____ Credit Earned _____

Full Year Course _____ Credit Earned 1st Sem _____ Credit Earned 2nd Sem _____

_____ Date Student Informed of Results

_____ Date Recorded on Transcript by _____

Date Copies Sent to:

_____ Student

_____ Student Files

_____ Counselor

_____ Assessment Committee

Signature of person sending copies: _____

EDUCATION AND TRAINING BEYOND HIGH SCHOOL

What High School Courses Do I Need for College?

According to the NACAC (National Association for College Admission Counseling) website, here is what you need by the end of your senior year in order to meet admission criteria at a majority of colleges:

- English – 4 years. This includes courses in literature and courses in writing.
- Math – 4 years. Students who take math in each year of high school are far more successful in college than students taking only three years. Your math classes should include at least four of the following six classes, taken in this order: Pre-algebra, Algebra, Geometry, Algebra II and/or Trigonometry, Precalculus, Calculus.
- Laboratory Science 3-4 years. You will have the strongest background if you have taken at least one year each of Biology, Chemistry, Physics.
- Social Science – Minimum of 2 years. The majority of college freshmen studied World History and US History in high school. Other social science options include Government, Geography, Sociology, Psychology.
- Foreign Language – 2 to 4 years. Many require a minimum of 2 years.
- Art/Music – 1 year.

Apprenticeship

A registered apprenticeship is a structured way of learning a skilled occupation, craft, or trade. It combines on-the-job training and classroom instruction. Programs range from one to six years. Once the apprenticeship is complete, you receive a Certificate of Completion of Apprenticeship and a

Journey-worker Card from the state of Minnesota. The U.S. Dept. of Labor recognizes more than 800 occupations for apprenticeships. Most are in construction, manufacturing, transportation and services.

Vocational and Technical Programs

Vocational and Technical programs are shorter, more focused training programs that prepare students for immediate employment. Although both types of schools are considered trade or career schools, they vary a little. According to the U.S. Department of Education, technical schools teach the theory and science behind the occupation, while vocational schools take a more hands-on approach to teaching the skills needed to do the job successfully. Vocational training is aimed at preparing students for work in construction, manufacturing, and similar jobs that require skilled labor. Technical training usually involves computers and advanced technology. As a great deal of tasks have been automated and increasingly computerized, technical training has become more important.

Certificates and Diplomas

These programs are less than 2 years and allow you to step right into a specific occupation.

Associate Degree

An associate degree is usually a 2-year college degree. It provides students with basic academic knowledge and the skills needed in order to be employed or continue the study of their field. In the U.S., an associate's degree is generally offered at community colleges, technical colleges, online colleges, and junior colleges. While some students pursue an associate's degree in order to increase job prospects, others choose to obtain an associate's degree in order to then get a bachelor's degree. The four common associate degrees are:

- AA - Associate of Arts: Designed to transfer into liberal arts four-year majors.
- AS -Associate of Science: Two-year program designed for transfer into a specific four-year major and will likely require completing additional general education courses at a university.
- AFA- Associate of Fine Arts: Two-year program designed for transfer into a specific four-year major and will likely require completing additional general education courses at a university.
- AAS -Associate of Applied Science: Two-year program for a specific occupation. Not designed for transfer.

The number of credits you must complete to earn an associate degree varies depending on the field of study but is generally between 60 and 70 credits.

Bachelor's Degree

A bachelor's degree is an undergraduate degree that generally takes four years to complete. To complete a bachelor's degree, students choose a major in a particular field and need to complete around 120 credits of coursework. There are different kinds of bachelor's degrees, including BA (Bachelor of Arts), BFA (Bachelor of Fine Arts), and BS (Bachelor of Science). In almost all institutions that offer a bachelor's degree, students must take liberal arts and general education classes to fulfill the requirements. Credits earned in an associate degree program will often transfer to a bachelor's degree program.

Master's Degree

A master's degree is a graduate education award above a bachelor's degree. It is considered an advanced college degree and signifies that the recipient has achieved a

specific level of knowledge in their chosen field.

Professional Degree

A professional degree is an advanced education designed to prepare you to work in a specific field. Earning a professional degree means a person has completed their academic studies in preparation to enter a professional field. Common examples of professional degrees are Doctor of Medicine (MD) for physicians and the Juris Doctor (JD) for lawyers.

Doctoral Degree

This is the highest degree you can earn in an area of study. Students spend 10 to 15 years after first entering college to earn a doctoral degree (4 to 5 years for bachelor's degree; 2-3 years for a master's degree; 4-7 years for doctoral degree).

College Admissions Definitions

Open: All high school graduates or GED holders are accepted until the school or program's enrollment capacity is reached. The ACT/SAT is not required.

Liberal: While most two-year colleges will accept any student with a high school diploma or GED, some popular or difficult programs within those colleges are more selective. Typically, an 18 ACT/870 SAT score is required.

Traditional: The majority of freshmen accepted are in the top 50% of their graduating class. Typically, a 21 ACT/900SAT score is required.

Selective: The majority of freshmen accepted are in the top 25% of their graduating class. Typically, a 24 ACT/1110 Sat is required.

Highly Selective: The majority of freshmen accepted are in the top 10% of their

graduating class. Typically, a 27 ACT/1220
SAT is required

MILITARY INFORMATION

Reserve Officer Training Corps (ROTC)

This program offers 2-, 3-, and 4-year scholarships based on your merit and grades. ROTC programs offer military officer training at many colleges. Once you complete your degree, you are commissioned as an officer. Most commitments last 8 years: 4 years on active duty, and 4 years in the Reserves. The Coast Guard does not have an ROTC program. ROTC basics:

- Pays part or all of the cost of tuition and books depending on the branch of service.
- Pays a stipend during the school year depending on enrollment terms.
- Available to all majors, but engineering, nursing, or science students may be preferred.
- Select cadets can serve part time in the Reserves or National Guard while attending college.

Military Academies

The five U.S. Military Academies, also called Service Academies, are undergraduate colleges that provide education and training to develop future commissioned officers of the U.S. Armed Forces. Each of the Service Academies provides a rigorous and comprehensive education to its students, offering undergraduate degrees in many areas of study while training them to become leaders and officers within their respective branches of the U.S. military. Most graduates are Congressional appointees. If appointed, students will receive a full scholarship to attend the Service Academies. Graduates of the Service Academies receive a commission as an officer in the U.S. Armed Forces and are obligated to serve for a minimum of five years.

- U.S. Military Academy (USMA), or West Point at West Point, New York

- U.S. Naval Academy (USNA) at Annapolis, Maryland
- U.S. Air Force Academy (USAFA) at Colorado Springs, Colorado
- U.S. Coast Guard Academy (USCGA) at New London, Connecticut
- U.S. Merchant Marine Academy (USMMA) at Kings Point, New York.

Learn more about each military branch and locate a recruiting site (taken from MCIS website)

All Services:

[defense.gov](https://www.defense.gov)

[todaysmilitary.com](https://www.todaysmilitary.com)

Army: One of the largest employers in the US, the Army protects the US and its resources at home and abroad.

[army.mil](https://www.army.mil)

[goarmy.com](https://www.goarmy.com)

Army Reserve:

[usar.army.mil](https://www.usar.army.mil)

[goarmy.com/reserve](https://www.goarmy.com/reserve)

National Guard:

[nationalguard.com](https://www.nationalguard.com)

Navy: The largest maritime force in the world, the Navy ensures the world's oceans remain safe for trade and travel.

[navy.mil](https://www.navy.mil)

[navy.com](https://www.navy.com)

Navy Reserve:

[public.navy.mil](https://www.public.navy.mil)

[navy.com](https://www.navy.com)

Air Force: With its strong focus on technology, the Air Force protects the US in the air, space, and cyberspace.

[af.mil](https://www.af.mil)

[airforce.com](https://www.airforce.com)

Air Force Reserve:

afrc.af.mil
afreserve.com

Air Force National Guard:

ang.af.mil
goang.com

Marine Corps: Often the first to be sent into combat, the Marine Corps is small but well known for its ability to fight.

marines.mil
marines.com

Marine Corps Reserve:

marforres.marines.mil
marines.com

Coast Guard: Protecting America's ports and waterways, the Coast Guard also serves with the Navy during war.

uscg.mil
gocoastguard.com

Coast Guard Reserve:

reserve.uscg.mil
gocoastguard.com

Space Force: This newest branch of the US military protects the US and its allies in cyberspace and space, and conducts space operations. More information about this branch will be added as it becomes available.

GRADUATION REQUIREMENTS (24 Credits)

Grade	English 4 credits	Math 3.5 credits	Science 3.5 credits	Social 4 credits	Health & Phy Ed 1.5 credits	Art/Music 1 credit	Business .5 credits	Electives 6 credits
9	English 9 1 credit	Algebra I or Accelerated Geometry 1 credit	Physical Science (Grad year 2025) or Earth Science (Grad year 2026+) 1 credit	American History II 1 credit	Phy Ed 9 .5 credits			
10	English 10 1 credit	Geometry or Accelerated Algebra II 1 credit	Biology 1 credit	Human Geography .5 cr	Health 10 .5 credits			
11	English 11 1 credit	Algebra II 1 credit or CIS Intro to College Algebra .75 credits/CIS College Algebra .75 credits	Chemistry or Physics *either junior or senior year 1 credit	World History 1 credit				
12	English 12 1 credit	Statistics or Algebra III for those who did not take CIS Intro College/CIS College Alg .5 cr	Chemistry or Physics *either junior or senior year 1 credit	Civics 1 credit				
Varied Grades			Earth Science for Class of 2025 .5 credits ----- Elective Science for Class of 2026+ .5 credits	Economics (10-12) .5 credits	Phy Ed Elective (9-12) .5 credits	Art or Music (9-12) 1 credit	Personal Finance (10-12) .5 credits	Additional Courses (9-12) 6 credits

SCHEDULING WORKSHEET

9 th Grade:	10 th Grade:	11 th Grade:	12 th Grade:
English 9	English 10	English 11	English 12
Algebra I or Accel Geometry	Geometry or Accel Algebra II	Algebra II or CIS Intro College Algebra/CIS College Algebra	Algebra III or Stats (if students did not take CIS Intro to College Algebra/ College Algebra)
Physical Science (Class 2025) or Earth Science (Class of 2026+)	Biology	†Chemistry or Physics (taken junior or senior year)	†Chemistry or Physics (taken junior or senior year)
American History II	Human Geography (1 st sem)/Health 10 (2 nd sem)	World History	Civics
(sem elective)/9 th Phy Ed	Royal Hour	Royal Hour	Royal Hour
Royal Hour	*	*	*
*	*	*	*
*	*	*	*

*Students complete their schedule with remaining required classes and elective classes each semester.

To complete your scheduling worksheet you will need to select other required classes that can be taken various years or elective classes. **In each “box” above, you should have either two semester classes or one yearlong class.**

†Please note, you do not need to take both chemistry and physics. If you only want one of the courses, then the year you aren’t taking it, you will have another box to complete. For example, if you want to take physics your senior year, then you would select another course in the “Chemistry or Physics box” for your 11th grade year.

	Semester 1	Semester 2
Period 1	_____	_____
Period 2	_____	_____
Period 3	_____	_____
Period 4	_____	_____
Period 5	_____	_____
Period 6	Royal Hour	Royal Hour
Period 7	_____	_____
Period 8	_____	_____

Please see the 4-Year Plan form in Appendix A towards the back of this booklet.

Agriculture Curriculum

Course Number	Course Title	Credit	Prerequisite(s)	Class Max	College Credit
AG100	Ag, Pizza and You	.5	Grades 9 or Grade 10 with Instructor Approval	22	
AG101	Small Engines I	.5		16	
AG102	Welding I	.5		16	
AG103	Get Wired	.5		16	
AG104*	Food Science I	.5		18	
AG105*	Greenhouse Management I	.5		16	
AG106	Woods I	.5		16	
AG107	Residential Building Construction	.5		16	
AG108	Going Green	.5		20	
AG109	Artistic Creations: Floral Design	.5		18	
AG110	Landscaping	.5		16	
AG111*	Small Companion Animal Care	.5		20	
AG112	American Restoration	.5		16	
AG113	Power Mechanics/General Auto Care	.5	Small Engines I	12	Articulated
AG114	Applied Business Management	.5		20	
AG115	Manufacturing	.5		20	
AG116	Intro to Engineering Design A/B	1.0	MS Gateway or Instructor Approval	20	
AG117*	Large and Small Animal Care	.5		20	
AG118*	Natural Resources Exploration	.5		18	
AG119	Floral and Landscape Design	.5		16	
AG120	Fix-It 101	.5	9-12 with Instructor Approval	20	
AG121	Food Prep for Your Future	.5		16	
AG122	Ag, Food & Natural Resource Skills for Life (Formerly Life Skills)	.5		18	
AG123*	Wildlife Management	.5		20	
AG124*	Forestry 101	.5		20	
AG125	Greenhouse Management II	.5		16	
AG200	Ag Leadership	.5		24	
AG201	Small Engines II	.5	Small Engines I	16	
AG202	Welding II	.5	Welding I	16	Articulated
AG203	Accelerated Metals	.5	Welding I	16	
AG204	Woods II	.5		16	
AG205*	Large Animal Vet Science	.5		20	
AG206	Advanced Woods	.5	Woods I or Woods II	16	
AG207	Advanced Agriculture Studies	.5	Grades 10-12		
AG208*	Food Science II	.5	Food Science I	18	
AG300*	Computer Integrated Manufacturing A/B	1.0			

AG301	Work-Based Learning	1.0	Grades 11-12 and Instructor Approval	16	
AG500	Independent Agriculture Class	.5	Instructor Approval – see page 60		

*Science elective credit

Agriculture

Ag, Pizza & You

AG100|Course Credit .5|Grade Level 9 or Instructor Approval

Do you like spending time outside? Cooking? Gardening? In Ag, Pizza and You, we will look at all of the various aspects of agriculture. This general Ag exploration class will look at how humans and the environment interact, including how we use agriculture to bring products to our consumption. Students will be introduced to a wide spectrum of agriculture related topics including: Minnesota history and natural resources, soil science, plant and animal care, and other vocational agriculture topics. Student projects include a corsage or boutonniere, purchasing and building a custom fishing rod, making a homemade pizza, and a Supervised Agricultural Experience Program (Aka a hands-on, out of class experience).

Small Engines I

AG101|Course Credit .5|Grade Level 9-12

This course is designed to aid students in the understanding of 2-stroke and 4-stroke engines, how engines are constructed, how engines operate, and acceptable service and maintenance procedures. It is intended to be an introductory course in small engine repair, as students completely disassemble and reassemble a small engine and learn to troubleshoot problems. This class is a prerequisite to Small Engines II and Power Mechanics.

Welding I

AG102|Course Credit .5|Grade Level 9-12

This course is a “hands on” introduction to arc and oxy-acetylene welding. It covers the maintenance of welders and the use of other welding supplies and equipment. Students will weld mild steel. In addition, students will design and fabricate a project out of scrap iron. This class is a prerequisite to Welding II and Accelerated Metals.

Get Wired

AG103|Course Credit .5|Grade Lev 9-12

This is an introductory course for anyone interested in the construction field. Students will learn basic wiring procedures from the breaker panel to

switches and outlets, and indoor and outdoor wiring. Plumbing will include the selection and use of plumbing materials, tools, and proper procedures to install and repair basic plumbing. Students apply what they have earned to plan their own house as a semester project.

Food Science I

AG104|Course Credits .5|Grade Level 9-12

This course is an introduction to the realm of food science, food technology and processing. It’s an overview of the largest industry in the U.S. with an emphasis on the science of food and the technology of food preservation. Learn about food products from harvest through processing and packaging to distribution and consumer utilization. Learn how your food is produced. Students will learn about different aspects of food through a “hands-on” cooking and tasting experience. Food industry professionals and field trips will be a part of this course. This class counts towards science elective credit.

Greenhouse Management I

AG105|Course Credit .5|Grade Level 9-12

Surround yourself with beautiful tropical flowers in the dead of Minnesota's cold Winter. Spend time in Royaltown's greenhouse, learning plant production, identification, disease prevention, pest management, and equipment care. Grow hydroponic lettuce to support the Royal lunch room and be able to taste your harvest monthly through school lunches. Learn how to propagate your own plants using techniques such as cuttings, seeds, and tissue culture as well as maintain and manage a commercial greenhouse as you prepare for the Schools Spring Plant Sale. You'll also participate in a Supervised Agricultural Experience Program (AKA a hands-on, out of class Experience). This hands-on class will have you active each day, as you play a management role in plant production.

Woods I

AG106|Course Credit .5|Grade Level 9-12

This course is an introductory class related to using wood as a building medium to accomplish varied projects. Students will learn about tools, equipment, and safety that will prepare them for later classes and occupations. Some of the areas that

will be explored are laminating, and construction. The course is designed to fit all ability levels.

Residential Building and Construction

AG107|Course Credit .5|Grade Level 9-12

This semester course is a “hands-on” introduction to many of the key systems of agriculture building and construction. It is structured to introduce students to many important processes, materials, tools, and ideas used to produce the things we use every day. Students will work in groups to create small gable sheds. Here you can begin to see what it’s like to be part of the construction industry. You will learn about and perform many of the same jobs, but on a smaller scale, as the skilled craftsmen who build our homes.

Going Green

AG108|Course Credit .5|Grade Level 9-12

Going Green introduces concepts of plant growth and development. This course covers going green when going green is cool. Students will look at the impact of pollution and become environmentally friendly. YES/Tech Club organizational activities will be a fundamental component to class. Basic horticulture practices of pruning and backyard sugaring will be covered. Finally, students will learn the basics of GPS systems and Geo-Caching.

Artistic Creations: Floral Design

AG109|Course Credit .5|Grade Level 9-12

Students will study basic principles of floral design and production. Students will learn the characteristics of green plants, cut flowers and potted flowering plants. Students will learn care and handling of floral plants and cut flowers. Students will acquire skills in construction by the designing of bows, corsages, bouquets, and floral arrangements. Media used will be natural, silk flowers, fresh cut flowers and dried materials. Students will learn by doing and will use materials and equipment used in the floral industry and by floral designers. Opportunities for employment will be explored.

Landscaping

AG110|Course Credit .5|Grade Level 9-12

Landscaping is a multibillion-dollar industry for both sales and service and for good reason. This course will provide you a number of tips and techniques to develop your ideal landscape. We help you to identify and assess your landscaping needs, understand design principles, and implement your creative idea in your own setting. This course will teach you design principles, material application, cost estimation, visual analysis, planting design, hardscape applications, irrigation, water features, design for outdoor living, and business concepts for landscaping professionals. Whether you are working at your own home or at commercial application, students will learn about the steps through cost estimating to final installation and along the way we will show you a number of environmentally sound practices.

Small Companion Animal Care

AG111|Course Credit .5|Grade Level 9-12

Do you love working with animals? Do you want to learn how to take care of them? This course is designed to teach technical knowledge and skills for occupations in the pet industry or the companion animal industry. Skills also relate to the veterinarian or the veterinarian technician career field. Topics covered include career building skills, health and safety of animals, proper handling of animals, client communication, medical record keeping, animal care, basic terminology, individual animal care, animal first aid and proper usage of equipment. Typical instructional activities include hands-on experiences with cats, dogs, rabbits, fish, etc. and participating in personal and community leadership development activities. Animal industry professionals and field trips will be a part of this course. This class counts towards science elective credit.

American Restoration

AG112|Course Credit .5|Grade Level 9-12

The back roads of America are full of old treasures. Students will research the history and restore a piece of America’s past. Topics covered will be shop safety, basic shop tool operation, and proper restoration techniques. Students will research their project and create a portfolio from start to finish of

their final restoration and present it to the class. Students should plan early and think about a project they would like to restore.

Power Mechanics/General Auto Care

AG113|Course Credit .5|Grade Level 9-12

Prerequisite: AG101 - Small Engines I

Students will explore their automobiles through units in general car care. Students will learn what it is like to take care of their own vehicle as well as learn the trades of a light repair technician. The areas of lubrication, cooling, brakes, suspension and tires will be covered in this course.

Applied Business Management

AG114|Course Credit .5|Grade Level 9-12

This course is designed to teach students basic concepts in farm and small business management. Students will learn to develop and set business goals, understand how and what records to keep on a business, and computerized analysis of the business using these records. Management practices such as budgeting, cash flow, projections, and net worth statements will be covered. Students will be introduced to marketing and salesmanship skills used to sell a product or their business. Students will use AET tracker and complete a proficiency application as part of this course.

Manufacturing

AG115|Course Credit .5|Grade Level 9-12

This class explores manufacturing from its beginning levels and allows the students to design and create products just like real world manufacturing. Students will tour actual manufacturing companies and explore how these companies create quality products.

Introduction to Engineering Design (IED) A/B

AG116|Course Credit 1.0|Grade Level 9-12

Prerequisite: MS Gateway or Instructor Approval

This class prepares students to enter several upper-level PLTW classes. This is a laboratory-based course that emphasizes the development of design. Students use computer software to produce, analyze and evaluate models of project solutions. They study the design concepts of form (design) and

function (engineering), then use state-of-the-art technology to translate conceptual design to solve various problems in a team setting.

Large and Small Animal Care

AG117|Course Credit .5|Grade Level 9-12

From cats to cows, this class will cover how to care for various animals found in your home or on your farm. We will look into topics like proper care, nutrition, breeds, and veterinary science. Lab activities will give you practical hands-on experience to help you better care for your animals whether big or small. You'll also participate in a Supervised Agricultural Experience Program (Aka a hands-on, out of class experience), This class counts towards science elective credit.

Natural Resources Exploration

AG118|Course Credit .5|Grade Level 9-12

Make Minnesota's great outdoors your classroom as we take learning outside to explore Minnesota's forests, wildlife, water management, and pollution. We'll talk about ways to manage forests, the connection between wildlife and the ecosystem, and how pollution and humans affect the trees and animals in the environment. This hands-on class will have you outside, creating forest biodiversity, managing white tailed deer populations through camera traps, and purchasing and building a custom fishing rod. You'll also participate in a Supervised Agricultural Experience Program (Aka a hands-on, out of class experience), This class counts towards science elective credit.

Floral and Landscape Design

AG119|Course Credit .5|Grade Level 9-12

Corsages, bud vases, plant identification, and green-scapes are just a few of the things you will learn in this course. This course will be split to cover both floral design and landscape design. During the first quarter you will gain a better understanding of the basics of design, how to create various floral arrangements as well as an in-depth look at the cut flower industry. Second quarter will switch to landscaping. During this portion of the class we will look at designing and constructing numerous green-scapes and hardscapes. This course is hands-on, you

will work with flowers, you will get dirty, and you will create and bring home beautiful floral arrangements and landscaping ideas.

Fix-It 101

AG120|Course Credit .5|Grade Level 9-12

Prerequisite: Instructor Approval

This is a basic repairs class. It is designed for students who may be nervous to take a full semester topic specific shop class. We are going to go over what it takes to care for yourself as a home and car owner after you graduate from high school. We are going to be Learning those skills, and others like painting a wall, working with a hammer and changing a light bulb which are all important basic household repairs that teens should be learning. These types of skills will enable you to maintain a home and save money doing it.

Food Prep for Your Future

AG121|Course Credit .5|Grade Level 9-12

This course helps students learn how to select, store, prepare, and serve foods while preserving their nutrients, flavors, textures, and colors. Students will learn safe food handling practices to prevent food borne illness. Practical experience is gained through the application of skills in food preparation, menu planning, serving meals, customer relations, nutrition and sanitation. Students will learn in a well- equipped, modern kitchen and may prepare food for school functions and events. This course includes classroom instruction, practical lab work in a commercial kitchen. Food industry professionals and trips will be a part of this course.

Ag, Food & Natural Resource Skills for Life

AG122|Course Credit .5|Grade Level 9-12

Have you ever been faced with a task that required a skill you were not confident in? Changing your tire, bringing a treat to a potluck, tying a tie? Ag Skills for Life is a hands-on course where students will have the opportunity to experience and practice skills that we are rarely taught formally and just have to experience in order to gain confidence in. Students will collaborate with community experts to practice skills we all need to live a full life in our

ever-changing society. Ratchet straps to baking cookies or repotting a houseplant to handling money. Practice doing things yourself to save yourself money and be less wasteful. Life Skills Lab, Shop, forest and external learning spaces will be used to reach the outcomes of this course.

Wildlife Management

AG123|Course Credit .5|Grade Level 9-12

Make Minnesota's great outdoors your classroom as we take learning outside to explore Minnesota's Forests, Wildlife, Water Management, and Pollution. We'll talk about ways to manage properties for certain wildlife species, the connection between wildlife and the ecosystem, and how pollution and humans affect the trees and animals in the environment. This hands-on class will have you outside creating forest biodiversity and managing white tailed deer populations through camera traps. This class counts towards science elective credit.

Forestry 101

AG124|Course Credit .5|Grade Level 9-12

What is Forestry? Forestry is both a science and an art. Enjoy Roylton's 40-acre school forest. Identify tree species. Manage our forest to create a healthy canopy and area full of biodiversity to support the wildlife that live within. We will spend numerous hours outdoors. Forestry students are trained to grow, manage, and protect healthy forest ecosystems. Our forestry class is designed to give students hands-on field experiences using the latest technology when learning about land management principles and practices. This class counts towards science elective credit.

Greenhouse Management II

AG125|Course Credit .5|Grade Level 9-12

Use the skills you practiced in Greenhouse Management I to manage our greenhouses spring plant sale. Learn sales and marketing techniques along with active management as you work in the greenhouse producing beautifully arranged containers. Learn how to propagate your own plants using techniques such as cuttings, seeds, and tissue culture as well as maintain and manage a

commercial greenhouse as you prepare for the Schools Spring Plant Sale. You'll also participate in a Supervised Agricultural Experience Program (AKA a hands-on, out of class Experience). This hands-on class will have you active each day, as you play a management role in plant production.

Ag Leadership

AG200|Course Credit .5|Grade Level 9-12

This course is for students interested in agriculture and FFA. This course will enable students to develop the knowledge, attitudes, and skills to demonstrate positive leadership for agriculture. We will look at the skills necessary to be a leader, how to work as a team, manage people, and many career-related things as well. Topics will include team building exercises, personality profiles, career interest profiling, parliamentary procedure, and specific leadership qualities, with others to be developed from student interest. This class will be highly project-oriented and will include writing assignments, team and individual projects, and journals. All information will be presented in terms of how it affects you as a student, an individual, and a future (or current) leader in society. The textbook for this class is called Leadership: Personal Development and Career Success by Cliff Ricketts. We will use it to some extent as a reference tool. You'll also participate in a Supervised Agricultural Experience Program (Aka a hands-on, out of class experience),

Small Engines II

AG201|Course Credit .5|Grade Level 9-12

Prerequisite: Small Engines I

This class is a "hands-on" course offered to students who would like to improve on the basic skills learned in Small Engines I. Students will disassemble and reassemble 2-stroke, Over Head Valve, and V-twin engines. In addition to the specialty engines listed above, students will work with the instructor to cooperatively design and fabricate a mechanics project to meet the desired outcomes of the course.

Welding II

AG202|Course Credit .5|Grade Level 9-12

Prerequisite: Welding I

This course is a "hands-on" course to arc, oxy, MIG and TIG welding. Students will learn different types of welds and weld in the horizontal and overhead welding positions. Oxy-fuel brazing and plastic welding will also be covered in this class. Students will complete a final artistic project. Students who successfully complete this course may be eligible to receive Tech Prep college credits through one of the following schools: Anoka Technical College, Central Lakes College, St. Cloud State University, or St. Cloud Technical and Community College. Please speak with the instructor for further information.

Accelerated Metals

AG203|Course Credit .5|Grade Level 9-12

Prerequisite: Welding I

This course covers MIG and TIG welding. Students in this class will apply skills learned in Welding I to research, plan and build a project out of metal. Students are encouraged to plan early for this class and have a project in mind when registering.

Woods II

AG204|Course Credit .5|Grade Level 9-12

This class will concentrate on using design and construction processes to create next generation projects using wood as a building material. Students will learn about advanced level joinery and assembly practices to create a unique woodworking project.

Large Animal Vet Science

AG205|Course Credit .5|Grade Level 9-12

This course is designed to give students a chance to learn a variety of knowledge related to animals in our world. Students will study the scientific background of how improvements are made in producing our high-quality animals being raised today. Scientific selection methods of animals will be studied along with animal genetics and animal growth. Students will study basic animal systems, parasites and diseases, and animal health in this course. Students will cover special areas such as animal welfare, consumer concerns of ag production, and technology used in the industry.

Animal industry professionals and field trips will be part of this course.

Advanced Woods

AG206|Course Credit .5|Grade Level 9-12

Prerequisite: Woods I or Woods II

This class allows the students to design and create their own cabinetry or woodworking project. Students will explore several styles and techniques before designing their project using AutoCAD Inventor. After the planning process is completed, students will create their own piece of furniture.

Advanced Agriculture Studies

AG207|Course Credit .5|Grade Level 10-12

Prerequisite: Must be arranged by the student, their parent/guardian and instructor.

Advanced study enriches the agricultural education experience and may extend beyond the traditional classroom setting. Student, parent/guardian, and instructor will select an area of study based on the student's need and interest. A minimum of 30 hours will be spent in an organized study with the supervision of an agricultural instructor. The remaining 90 hours will be completed independently by the student. Areas of study may include agriculture, leadership, and/or community service. Additional credits may be earned based on the student's progress and needs in the program of study.

Food Science II

AG208|Course Credit .5|Grade Level 9-12

Prerequisite: Food Science I

This is the second course in the realm of food science, food technology and processing. We will dive into the chemistry of food, looking at why meat changes color when cooked, why bread rises, etc. Learn the why behind your food. Process meat to make consumable products like sausage and hashbrowns. Students will learn about different aspects of food through a "hands-on" cooking and tasting experience. Food industry professionals and field trips will be a part of this course. This class counts towards science elective credit.

Computer Integrated Manufacturing (CIM) A/B

AG300|Course Credit 1.0|Grade Level 9-12

How are things made? What processes go into creating products? Is the process for making a water bottle the same as it is for a musical instrument? How do assembly lines work? How has automation changed the face of manufacturing? While students discover the answers to these questions, they're learning about the history of manufacturing, robotics and automation, manufacturing processes, computer modeling, manufacturing equipment, and flexible manufacturing systems. The first semester focuses on the history of manufacturing and VEX robotics. Students will design a project on Inventor and write code for a CNC milling machine to build their project. The second semester focuses on the function and programming of robotic arms. Student's final capstone project is the creation of a functioning factory. This may count for elective science credit.

Work-Based Learning A/B

AG301|Course Credit 1.0|Grade Level 11-12

Prerequisite: Instructor Approval

This course requires instructor approval and confirmation of employment before registering. Students complete assignments in the classroom along with working at the job site. Students must pass all required coursework to attend the work placement. On days when the students are released for work, they are excused for one period out of class go to work. The job must meet all child labor laws and be previously approved. Should a student's working hours not coincide with hours in a school day, they must remain in the media center that day. You will not only go to your job but also complete class assignments online, complete work journals, and other projects to assist you in becoming a successful employee. The instructor will make monthly visits to your place of employment and stay in continuous communication with your supervisor. Themes included in the course are: career exploration, career experience, and interdisciplinary learning. Failure to abide by the above expectations will result in removal of the course. This course is for periods 4 and 8.

Independent Agriculture

AG500|Course Credit .5|

Prerequisite: Instructor Approval

Student and instructor sign an agreement detailing student work to be completed.

Art Curriculum

Course Number	Course Title	Credit	Prerequisite(s)	Class Max
AR103	Introduction to Ceramics & Sculpture	.5		18 Combined Total
AR105	Introduction to Digital Art & Photography	.5		20
AR107	Introduction to Drawing & Painting	.5		24 Combined Total
AR201	Drawing I	.5	AR107 Intro to Drawing & Painting	24 Combined Total
AR203	Ceramics I	.5	AR103 Intro to Ceramics & Sculpture	18 Combined Total
AR205	Advanced Digital Art & Photography	.5	AR105 Digital Art & Photography	20
AR206	Drawing II	.5	AR201 Drawing I	22
AR209	Ceramics II	.5	AR203 Ceramics I	16
AR210	Advanced Painting & Studio Art	.5	AR107 Intro to Drawing & Painting	16
AR211	Studio Art	.5		16
AR212	Royal Yearbook I A/B	1.0		22 Combined Total
AR302	Community Art	.5	Instructor Approval or 1 credit of previous senior high art	16
AR303	Royal Yearbook II A/B	1.0	Royal Yearbook I	22 Combined Total
AR401	Royal Yearbook III A/B	1.0	Royal Yearbook II	22 Combined Total
AR500	Independent Art	.5	Instructor Approval – see page 60	
AR501	Independent Yearbook	.5	Instructor Approval – see page 60	

Art

Introduction to Ceramics & Sculpture

AR103|Course Credit .5|Grade Level 9-12

This course is an introduction to 3-dimensional mediums. Students will learn about the elements and principles of pottery and sculpture and use them to create hand-built and wheel thrown projects using clay and various materials. Students will look into the world of great sculptors in art history and will explore contemporary works and artists.

Introduction to Digital Art & Photography

AR105|Course Credit .5|Grade Level 9-12

Providing an introduction to both digital media art software and photography, this course will introduce the world of digital media arts. Students will shoot a variety of projects and will learn and apply Photoshop techniques to digitally enhance photos, create digital illustrations and animations. Artists will create a series of digital works that explores a personal theme and will compile a personal portfolio.

Introduction to Drawing & Painting

AR107|Course Credit .5|Grade Level 9-12

This course combines the two most common 2-D art forms, painting and drawing. You will develop skills using media such as pencil, charcoal, inks, copic markers, colored pencils, acrylics, fluid, gouache and watercolor paints. We will focus on observational drawing skills, as well as portraiture, cartooning, calligraphy, color theory, composition, and the technical aspects of brushwork. Art history, themes, and concepts will be explored as they relate to 2-D works that explore a personal art concept and will compile a personal portfolio.

Royal Yearbook I A/B

AR212|Course Credit 1.0|Grade Level 9-12

Yearbook staff members, editors, and photographers are responsible for writing articles, selling advertising space to local businesses, creating digital art, taking photographs, and much more. The skills needed to create a stellar book like “The Royal” are taught from Royalton’s Junior and Senior staff members, preparing you for moving onto The Royal Yearbook II + III.

Drawing I

AR201|Course Credit .5|Grade Level 9-12

Prerequisite: Intro to Drawing & Painting

Students will expand their skills with strong emphasis on observational skills. You will explore new mediums and techniques using color while focusing on compositional elements of design and strengthening problem-solving skills. Opportunities will be given to students for experimentation with specific mediums as well as more in-depth subject matter as development of personal style evolves throughout the courses. Contemporary trends in art will be integrated within the course to enrich student knowledge and awareness.

Ceramics I

AR203|Course Credit .5|Grade Level 9-12

Prerequisite: Intro to Ceramics & Sculpture

Course Fee \$15

Students will work on hand-made pottery as well as wheel thrown techniques. Students will explore sculptural as well as glazing techniques.

Advanced Digital Art & Photography

AR205|Course Credit .5|Grade Level 9-12

Prerequisite: Intro to Digital Art & Photography

Students will advance their digital art making skills I this course and will focus on a chosen medium to explore throughout the semester. Students will create a digital portfolio culminating their work throughout the course.

Drawing II

AR206|Course Credit .5|Grade Level 10-12

Prerequisite: Drawing I

Students will further develop their skills in Drawing but at an independent level. Students in this course will work alongside underclassmen as they develop their craft and prepare a final portfolio presentation to be displayed at school during an art exhibition.

Ceramics II

AR209|Course Credit .5|Grade Level 10-12

Prerequisite: Ceramics I

Course Fee \$15

Students in this course will develop their craft and prepare a final portfolio presentation to be displayed at school during an art exhibition.

Advanced Painting/Studio Art

AR210|Course Credit .5|Grade Level 9-12

Prerequisite: Intro to Drawing & Painting

Students will expand skills acquired in Intro to Drawing and Painting with strong emphasis on observational skills and discovering and developing your own unique artistic style. You will explore new mediums and techniques using color while focusing on compositional elements of design and strengthening problem-solving skills. Opportunities will be given to students for experimentation with specific mediums (acrylic, gouache, pastels, charcoal, watercolor) as well as more in-depth subject matter as development of personal style evolves throughout the course. This course is designed to be more individualized with students working together in the studio space on separate projects and ideas.

Studio Art

AR211|Course Credit .5|Grade Level 9-12

Prerequisite: Any Introduction HS Art Class

Students will expand skills acquired in any of the introduction to art classes, with a strong emphasis on discovering and developing your own unique artistic style. You will explore new mediums and techniques using color while focusing on compositional elements of design and strengthening problem-solving skills. Opportunities will be given to students for experimentation with a variety of mediums (clay, acrylic, gouache, pastels, charcoal, watercolor) as well as more in-depth subject matter as development of personal style evolves throughout the course. This course is designed to be more individualized with students working together in the studio space on separate projects and ideas.

Royal Yearbook II A/B

AR303|Course Credit 1.0|Grade Level 11-12

Prerequisite: Royal Yearbook I

Students will help lead the yearbook staff in producing Royalton's exceptional annual yearbook, "The Royal." Junior staff, editor and photographers

are responsible for writing articles, selling advertising space to local businesses, creating digital art, taking photographs and much more. Junior staff members help maintain "The Royal's" stellar reputation.

Community Art

AR302|Course Credit .5|Grade Level 9-12

Prerequisite: 1 credit senior high art or Instructor Approval

Leave your legacy in our school and contribute to keeping the arts "alive" in our community! This class provides students with opportunities to participate in group art projects designed to promote the arts in our school and community. Site specific art installations/sculptures, creating artwork to be displayed, designing murals, and arts interning at the elementary school are just some of the options available in this class!

Royal Yearbook III A/B

AR401|Course Credits 1.0|Grade Level 12

Prerequisite: Royal Yearbook II

Students will help lead the yearbook staff in producing Royalton's exceptional annual yearbook, "The Royal." Senior staff, editors, and photographers are responsible for writing articles, selling advertising space to local businesses, creating digital art, taking photographs, and much more. Senior staff members help maintain "The Royal's" stellar reputation!

Independent Art

AR500|Course Credit .5|Grade Level 10-12

Prerequisite: Instructor Approval

Student and instructor sign an agreement detailing student work to be completed.

Independent Yearbook

AR501|Course Credit .5|Grade Level 10-12

Prerequisite: Instructor Approval

Student and instructor sign an agreement detailing student work to be completed.

Business Curriculum

Course Number	Course Title	Credit	Prerequisite(s)	Class Max	College Credit
BU101	IT1: Web Page Design	.5		26	
BU103	AS1: Workplace Communication Tools	.5		26	
BU104	AS2: Excel Certification (formerly Workplace Data Tools)	.5		26	Articulated
BU105	BM1: Introduction to Business	.5		26	
BU 106	BM2: Business Law			26	
BU200	AF1: Personal Finance	.5	Grades 10-12	26	
BU204	AF2: Financial Accounting (yearlong) High School Credit	1.0	Grades 10-12	25	
BU205	BM3: Entrepreneurship	.5	Grades 10-12	26	
BU206	MM1: Sports/Entertainment Marketing	.5		26	
BU207	MM2: Hospitality/Tourism Marketing	.5		26	
BU208	MM3: Sales & Marketing	.5	Grades 10-12	26	
BU300	Work Experience A/B	1.0	Grades 11-12; Paid Job; Teacher Approval	20	
BU500	Independent Business	.5	Instructor Approval – see page 60		
CBU204	AF2: CIS Accounting Principles I (Financial) CLC Credit: ACCT2011	1.0	Meet CLC requirements Grades 10-12	25	Yes

Business

Web Page Design

BU101|Course Credit .5|Grade Level 9-12

An Information Technology Career Pathway Course
Want to do more than make a Google site? Web Page Design is an introduction to the design, creation and maintenance of web pages. Students will critically evaluate websites and learn how to create dynamic pages and sites. Learn the fundamentals of HTML5, CSS3, and What-you-see-is-what-you-get design.

Workplace Communication Tools

BU103|Course Credit .5|Grade Level 9-12

An Administrative Support Career Pathway Course
Students in this course will learn the ins and outs of using word processing and presentation programs. Students will learn to create professional letters and reports, insert watermarks and make use of a mail merge in Microsoft Word. While using Microsoft PowerPoint, students will learn to create professional presentations that can be self-run with animations, charts, and other media. Through the use of both programs, students will learn to manage saved files and the sharing/collaborating settings. As part of this course, students will take Certiport Certification exam(s) in Word and PowerPoint. This is a recognized professional credential.

Excel Certification (formerly Workplace Data Tools)

BU104|Course Credit .5|Grade Level 9-12

Articulation Credit through SCTCC

An Administrative Support Career Pathway Course
Spreadsheets and databases OH MY! Students in this course will learn the ins and outs of using a spreadsheet, everything from basic formulas, formatting and charts to pivot tables, what-if analysis and other financial functions. Students will build a foundational understanding of databases using Microsoft Access. As part of this course, students will take Certiport Certification exam(s) in Excel. This is a recognized professional credential.

Students in grades 10-12 who successfully complete this high school course may be eligible to receive Tech Prep college credits for ACCT1219 –Spreadsheets-Microsoft Excel.

Introduction to Business

BU105|Course Credit .5|Grade Level 9-12

A Business Management Career Pathway Course
Students will be introduced to each of the many important and exciting facets of business practice – from management to marketing to entrepreneurship and international business. The course is designed to help students determine their interest level in business and to gain an insight to various career opportunities.

Business Law

BU106|Course Credit .5|Grade Level 9-12

A Business Management Career Pathway Course
Are you curious about the law and how it affects you? Come take a tour of the American legal system. This course is designed to inform students of their rights and obligations in business and personal encounters. Topics will include criminal and civil law, the state and federal court systems, youth and the legal system, negligence, as well as ethics and values.

Personal Finance

BU200|Course Credit .5|Grade Level *10-12

An Accounting and Finance Career Pathway Course
Personal finance is a course designed to help students understand the impact of individual choice on career goals and future income potential. Financial topics covered include: budgeting, checking, credit, insurance, investing, saving, and taxes. This course will provide a foundation for making informed personal financial decisions.
*Recommended for juniors and seniors

Financial Accounting A/B

BU204|Course Credit 1.0|Grade Level 10-12

An Accounting and Finance Career Pathway Course
Accounting is the language of business, and accountants are the translators. This class is a must for anyone considering a business or accounting career. This year long course integrates financial and managerial accounting to show how accounting facilitates business and narrates a company's inner workings through its financial statements. Students will be challenged to think critically and develop a strong understanding of spreadsheets and databases.

Students who successfully complete this high school course may be eligible to receive Tech Prep college credits for ACCT1215 – Accounting Principles I

Entrepreneurship

BU205|Course Credit .5|Grade Level 10-12

A Business Management Career Pathway Course
Have you ever wished you were the boss? Did you ever think you had a good idea for a product or service? Do you like to plan your own day and make your own decisions? Then you might consider entrepreneurship as a career. Entrepreneurship will introduce you to the process of starting and managing your own business. Students will create a business plan that includes market research, self-analysis, industry trends, forms of organization, hiring employees, setting goals, defining target markets, the marketing mix, managing risk, and a financial plan.

Sports & Entertainment Marketing

BU206|Course Credit .5|Grade Level 9-12

A Marketing Management Career Pathway Course
The Sports Marketing class will give students an introduction to the business side of sports and entertainment. The class provides a fun way to learn about careers in sports and entertainment while focusing on solid business basics, such as supply and demand, entrepreneurship, productivity and labor, and competition.

Hospitality and Tourism Marketing

BU207|Course Credit .5|Grade Level 9-12

A Marketing Management Career Pathway Course
This course will provide an introduction to the marketing of hotels, restaurants and clubs. Students will learn about market segmentation, marketing research, public relations, promotions, packaging, pricing strategies and the future of hospitality marketing.

Sales and Marketing

BU208|Course Credit .5|Grade Level 10-12

A Marketing Management Career Pathway Course
Marketing is essential for students preparing for a future in business. This class allows students to

explore the activities of marketing products, sales, and advertising. Throughout the course, students will learn how to successfully market both themselves and the companies with which they will one day work for or own.

Work Experience A/B

BU300|Course Credit 1.0|Grade Level 11-12

Prerequisite: Paid Job & Instructor Approval
Class Limit 20

Students will learn the skills needed to plan their future careers and transition from school to work. Topic areas include: personal leadership development, work-based learning, safety in the workplace, skills for success, career planning, the job hunt, job satisfaction, and managing income.

Independent Business

BU500|Course Credit .5|Grade Level 10-12

Prerequisite: Instructor Approval

Student and instructor sign an agreement detailing student work to be completed.

Accounting Principles I (Financial)

CBU204|Course Credit 1.0 HS/4.0 College|Grade Level 10-12

Prerequisite: Meet CLC Admission and Course Requirements

Accounting is the language of business, and accountants are the translators. This class is a must for anyone considering a business or accounting career. This yearlong course integrates financial and managerial accounting to show how accounting facilitates business and narrates a company's inner workings through its financial statements.

English Curriculum

Course Number	Course Title	Credit	Prerequisite(s)	Class Max	College Credit
EN100	English 9A/B	1.0			
EN101	Reading Rocks A/B	1.0	Grades 9-10 or Instructor Recommendation	26	
EN102	Creative Writing	.5	Good work ethic	20	
EN103	Drama Performance	.5		25	
EN104	Drama Production	.5		18	
EN105	Interpersonal Communications	.5		20	
EN106	Gothic Literature I	.5		25	
EN107	Genres in Literature	.5		25	
EN109	Royals TV I A/B	1.0	Grades 10-12; Instructor Approval	15	
EN110	Royals TV II A/B	1.0	Grades 11-12, Instructor Approval	5	
EN200	English 10A/B	1.0	English 9		
EN300	English 11A/B	1.0	English 10		
EN400	English 12A/B	1.0	English 11		
EN500	Independent English	.5	Instructor Approval – see page 60		
CEN300	CIS Composition I	1.0	Meet CLC Admission/Course requirements	25	Yes
CEN400	CIS Composition II	1.0	Meet CLC Admission/Course requirements	25	Yes

ENGLISH

English Communication 9 A/B

EN100|Course Credit 1.0|Grade Level 9

In the first semester students will participate in a study of vocabulary, creative writing, grammar/usage/mechanics, short stories, Of Mice and Men and the five-paragraph essay. In the second semester students will participate in a study of vocabulary, creative writing, grammar/usage/mechanics, To Kill a Mockingbird, Romeo and Juliet and the five-paragraph essay.

Reading Rocks A/B

EN101|Course Credit 1.0|Grade Level 9-10

Prerequisite: Teachers may recommend students who test below grade level

Students will have the opportunity to explore new words, new worlds, and new ideas using a wide variety of novels.

Creative Writing

EN102|Course Credit .5|Grade Level 9-12

Prerequisite: Good Work Ethic

Students will learn and practice varying types of creative writing, exploring many different genres and writing styles. Students who take this course must understand there are many writing assignments throughout the semester. Aside from writing instruction and practice, this course helps students become comfortable with the writing deadlines and word count requirements that many professional careers require. This course has loads of task work, but is also loads of fun to experience.

Drama Performance

EN103|Course Credit .5|Grade Level 9-12

Explore the many aspects of play performance. This course includes becoming comfortable with moving about on the stage, the importance of both verbal and non-verbal expression, and the art of getting into character. We will work on many short drama selections as well as a longer play.

Drama Production

EN104|Course Credit .5|Grade Level 9-12

This course focuses on the behind-the-scenes of a performance. Get into the world of directing.

Learn to work the lighting and sound like a drama techie. Design and create costumes that could actually be used in a performance. Design a set, and then construct and paint the set.

Interpersonal Communications

EN105|Course Credit .5|Grade Level 9-12

Prerequisite: Must have passed English 8

This course will offer students an opportunity to explore how we use our personalities and voices to effectively communicate with those around us. In doing so, we will dive into personality styles and how these styles can shape our understanding of interpersonal communication. We will learn how to speak and write appropriately in various contexts in the world beyond the classroom. Students will also be introduced to the basic principles of effective public speaking, learning to inform and to persuade various audiences.

Gothic Literature I

EN106|Course Credit .5|Grade Level 9-12

Ghosts, underground passageways, supernatural creatures, and horrifying secrets...they're all found in gothic literature. This course focuses on the concept of gothic literature from its inception to modern adaptations. This beginner's course follows the development of gothic concepts through short stories, visual works, and one contemporary novel.

Genres in Literature

EN107|Course Credit .5|Grade Level 9-12

Students will read from varied genres of literature. Students will have some input in what is read in the course.

Royals TV I A/B

EN109|Course Credit 1.0|Grade Level 10-12

Prerequisite: Instructor Approval-Performance in previous English classes will be taken into consideration

Royals TV is a year-long elective course. The course will offer students a creative way to highlight all that is happening at Royalton High School and Middle School. Students will work with a team to develop, promote, and produce a regular news broadcast that includes various segments

including sports, human interest stories, Royalton current events, student and staff spotlights, and more! This fast-paced and active class will also cover a wide range of journalistic and communication skills/topics like professional ethics, copyright, teamwork, responsibility, interviewing, video production, editing, and storyboarding. If you are a *self-motivated* and *self-disciplined* individual who loves working with groups to create something unique, this class might just be for you!

Royals TV II A/B

EN110|Course Credit 1.0|Grade Level 11-12

Prerequisite: Royals TV I A/B and Instructor Approval

This is a continuation of Royals TV I. Students will have more responsibility and will be expected to assume more leadership roles.

English Communication 10 A/B

EN200|Course Credit 1.0|Grade Level 10

Prerequisite: EN100 English 9

During the first semester students will participate in a study of vocabulary, creative writing, analytical essay, grammar/usage/mechanics, mythology, short story, *Our Town*, *All Quiet on the Western Front*.

During the second semester students will participate in a study of vocabulary, creative writing, research paper, grammar/usage/mechanics, mythology, short story, *Othello*, *The Outsiders*, and *Cyrano de Bergerac*.

English Communication 11 A/B

EN300|Course Credit 1.0|Grade Level 11

Prerequisite: EN200 English 10

During the first semester students will participate in a study of vocabulary, creative writing, biography, grammar/usage/mechanics, Puritan, Revolutionary, Romanticism, American Renaissance, and *Death of a Salesman*. In the second semester students will participate in a study of vocabulary, creative writing, college application essay, letter of application and resume, grammar/usage/mechanics, Transcendentalism, and *The Grapes of Wrath*.

English Communication 12 A/B

EN400|Course Credit 1.0|Grade Level 12

Prerequisite: EN300 English 11

During the first semester students will participate in a study of vocabulary, creative writing, grammar/usage/mechanics, analytical essay, an autobiography, British Literature, and a contemporary novel. In the second semester students will participate in a study of vocabulary, creative writing, grammar/usage/mechanics, analytical essay, persuasive essay, a contemporary novel and *Hamlet*.

Independent English

EN500|Course Credit .5|Grade Level 12

Prerequisite: Instructor Approval

Student and instructor sign an agreement detailing student work to be completed.

Composition I

CEN300|Course Credit 1.0 HS/4.0 College|Grade Level 11-12

Prerequisite: Meet CLC requirements

Composition I is a writing-intensive course that prepares students for writing effectively in a variety of academic and professional situations. Students will learn and employ a variety of rhetorical strategies, including (but not limited to) description, narration, exposition, exemplification, classification, process analysis, comparison/contrast, and definition through formal papers written in edited Standard English, which will result in a total of at least 5,000 words. In addition, students may also be asked to write journals, a resume and letter of application, and to review grammar. Students will regularly engage in all stages of the writing process; learn how to successfully participate in an online, academic environment; and hone their ability to identify thesis, audience, tone, unity, coherence, and emphasis in their reading and writing. The course will also include a literature component to present basic terminology and foster critical thinking skills. MnTC Goal 1

Composition II

CEN400|Course Credit 1.0 HS/4.0 College|Grade Level 11-12

Prerequisite: CEN300 Composition I

Composition II focuses on research-based writing and information literacy. Students will learn and employ rhetorical strategies such as analysis (of ideas or human situations into comparable or constituent parts), cause and effect reasoning, inductive/deductive reasoning, and argument/persuasion. Subjects may include reaction, evaluation, and interpretation of literature and/or socio-cultural phenomena. Students will learn the principles of the academic research process such as developing a topic, understanding and applying outside sources, and defining and supporting a critical lens. During that process, students will learn how to locate, access, evaluate, and synthesize traditional and online library resources. Throughout the course, students will demonstrate a command of the writing and revision process and the APA (American Psychological Association) and the MLA (Modern Language Association) formats. Students will demonstrate these skills through formal papers written in edited Standard English, which will result in a total of at least 5,000 words. MnTC Goal 1

Mathematics Curriculum

Course Number	Course	Credit	Prerequisite	College Credit
MA100	Algebra I A/B	1.0	9 th Grade	
MA101	Math Rocks A/B	1.0	Grades 9-11; Instructor Recommendation	
MA102	Accelerated Geometry A/B	1.0	9 th Grade	
MA200	Geometry A/B	1.0	9 th Grade Algebra I	
MA201	Accelerated Algebra II	1.0	10 th Grade	
MA202	Intro to College Algebra-(HS)	.5	Grades 11-12	No
MA203	College Algebra – (HS)	.5	Grades 11-12	No
MA300	Algebra II A/B	1.0	Geometry, 11 th Grade	
MA400	Algebra III A	.5	Instructor Approval Only	
MA401	Statistics & Probability A	.5	Grades 11-12	
MA500	Independent Math	.5	Instructor Approval – see page 60	
CMA202	CIS Intro to College Algebra	.75	Meet CLC requirements	Yes
CMA203	CIS College Algebra	.75	Meet CLC requirements	Yes
CMA400	CIS Precalculus	1.25	Meet CLC requirements	Yes
CMA401	CIS Calculus	1.25	Meet CLC requirements	Yes

Math Sequence(s):

Grade	Common Pathway	Accelerated Pathway
6	Math 6	Math 6
7	Pre-Algebra 7	Accel MS Algebra 7
8	MS Algebra I	Algebra I 8
9	Algebra I	Accelerated Geometry
10	Geometry	Accelerated Algebra II
11	Algebra II	CIS Intro College Algebra/CIS College Algebra
12	Algebra III or Statistics	CIS Precalculus

Mathematics

High School Algebra A/B

MA100|Course Credits 1.0|Grade Level 9

Prerequisite: Middle School Algebra

Materials Needed: Scientific calculator with a fraction key

Maximum Number of Students: 30

Rotation: Every Year

This class is a review and continuation of Middle School Algebra. Topics will include: simplifying algebraic expressions, solving linear and quadratic equations, linear and quadratic functions, laws of exponents, systems of equations, polynomials, and radical expressions.

Math Rocks A/B

MA101|Course Credits 1.0|Grade Level 9-11

Prerequisite: MCA scored of “Does Not Meet” or low “Partially Meets” and/or teacher recognizes need for math intervention.

Class Limit 20

This is a math intervention class that will focus on low MCA standards areas and reinforcement of concepts from students’ current math class. This is a yearlong class that may be exited at the next semester, if deemed by the teacher, that the student has successfully improved math skills to pass MCA with “Meets Standards” or higher.

Accelerated Geometry A/B

MA102|Course Credit 1.0|Grade Level 9

Prerequisite: 8th Algebra I

Accelerated Geometry will cover the same material as Geometry, but the pace will be accelerated.

Geometry is the study of the properties, measurements, and relations between lines, angles, surfaces, and solids. Areas of study will include the study of angles, parallel and perpendicular lines, triangles and similarity. Applications of direct and indirect proofs also will be studied. Areas of study in the second semester include trigonometry, quadrilaterals and other polygons, circles and three-dimensional solids.

Geometry A/B

MA200|Course Credit 1.0|Grade Level 10

Prerequisite: MA100 Algebra I

Geometry is the study of the properties, measurements, and relations between lines, angles, surfaces, and solids. Areas of study will include the study of angles, parallel and perpendicular lines, triangles and similarity. Areas of study in the second semester include quadrilaterals and other polygons, circles and three-dimensional solids.

Accelerated Algebra II A/B

MA201|Course Credit 1.0|Grade Level 10

Prerequisite: MA102 Accelerated Geometry

Accelerated Algebra II will cover the same material as Algebra II, but the pace will be accelerated. First semester of this course covers families of functions, a review of quadratics, complex numbers, polynomials and radical functions and rational exponents. Second semester covers rational functions, sequences and series, probability, statistics, and advanced systems of equalities and inequalities.

HS Introduction to College Algebra

MA202|Course Credit .5|Grade Level 11-12

Prerequisite: Teacher Recommendation

This class covers introduction to functions operations, graphing function transformations, introduction to solving polynomial equations, introduction to exponential and log functions, and solving systems of equations.

HS College Algebra

MA203|Course Credit .5|Grade Level 11-12

This course covers topics such as functions and graphs, equations and inequalities, polynomial functions, rational functions, inverse functions, exponential functions, logarithmic functions, sequences and series, systems of equations and inequalities, trigonometric functions (right triangle trig, laws of sine and cosine, identities, radian measure), and problem solving. A graphing approach is used and therefore the use of a graphing calculator will be highly emphasized.

Algebra II A/B

MA300|Course Credit 1.0|Grade Level 11

Prerequisite: MA200 Geometry

First semester of this course covers families of functions, a review of quadratics, complex numbers, polynomials and radical functions and rational exponents. Second semester covers rational functions, sequences and series, probability, statistics, and if time permits advanced systems of equalities and inequalities.

Algebra III A

MA400|Course Credit .5|Grade Level 11-12

This course is a revisit of Algebra II concepts as well as further exploration of Algebra concepts that students may see in college math classes. Topics include, but are not limited to: Logarithms, Matrices, Quadratics, Polynomials, Families of Functions, System of Equalities and Inequalities.

Statistics and Probability A

MA401|Course Credit .5|Grade Level 11-12

Prerequisite: MA201 Accelerated Algebra II or MA300 Algebra II

This course studies statistics as they apply to everyday life, business, and technology. The first semester of this course will cover an introduction to statistics, descriptive statistics, basic probability concepts, discrete probability distributions, normal probability distributions, and confidence intervals. The second semester of this course will cover hypothesis testing with one and two samples, correlation and regression, chi-square tests, and time permitting nonparametric tests.

Independent Math

MA500|Course Credit .5|

Prerequisite: Instructor approval

Student and instructor sign agreement detailing student work to be completed.

Introduction to College Algebra

CMA202|Course Credit .75 HS/3.0 College|Grade Level 11-12

Prerequisite: Meet College Admission Requirement

This class covers introduction to functions operations, graphing function transformations,

introduction to solving polynomial equations, introduction to exponential and log functions, and solving systems of equations.

College Algebra

CMA 203|Course Credit .75 HS/3.0 College|Grade Level 11-12

Prerequisite: Meet College Admission Requirement

This course covers topics such as functions and graphs, equations and inequalities, polynomial functions, rational functions, inverse functions, exponential functions, logarithmic functions, sequences and series, systems of equations and inequalities, trigonometric functions (right triangle trig, laws of sine and cosine, identities, radian measure), and problem solving. A graphing approach is used and therefore the use of a graphing calculator will be highly emphasized.

Precalculus

CMA400|Course Credit 1.25 HS/5.0 College|Grade Level 11-12

Prerequisite: Meet College Admission Requirement

This course is intended to provide the essential mathematical background needed in calculus. Topics include equation solving, functions (polynomial, radical, rational, exponential, logarithmic, trigonometric, and inverse trig), identities, applications, conic sections, matrices and parametric/polar graphing.

Calculus

CMA401|Course Credit 1.25 HS/5.0 College|Grade Level 12

Prerequisite: Meet College Admission Requirement

This is a first course in calculus, covering limits, differentiation and integration. The course begins with a brief review of the concept, properties, and limit is introduced, and processes for determining limits are developed. The derivative of a function is defined and applied to algebraic and trigonometric functions. Several applications of differentiation are covered, including optimization and related rates. Anti-differentiation and elementary differential equations are introduced, and then students see the definite integral as a limit of a Riemann sum and as an antiderivative via the Fundamental Theorem of

Calculus. Finally, the course explores differentiation and integration of exponential and logarithmic functions.

Music Curriculum

Course Number	Course	Credit	Prerequisite	Class Max	College Credit
MU100	Senior High Concert Choir A/B	1.0			
MU101	Senior High Band A/B	1.0			
MU102	Pop Culture Through the Ages I	.5		25	
MU103	Musical Theatre	.5		25	
MU104	Pop Culture Through the Ages II	.5		25	
MU106	Music in the Making	.5		25	
MU201	History of Rock and Roll	.5		25	
MU500	Independent Music	.5	Instructor Approval- see page 60		
CMU101	CIS Central Lakes Wind Symphony	.5	Grades 11-12		Yes

Music

Senior High Concert Choir A/B

MU100|Course Credit 1.0|Grade Level 9-12

Royalton Senior High Choir is offered to students that have a desire to sing, and learn more about music theory, history, and different musical styles. Choir students are graded on their daily participation, performance at concerts and occasional quizzes. Concert attendance is mandatory. Students perform in the three school concerts (December, March, and May), at graduation and at a Fall Saturday event. Students participate in the large group contest (sponsored by the Minnesota State High School League). Choir students also have an opportunity to participate in the solo and ensemble contest and to audition for the ACDA Honors Choir or the Central Minnesota Youth Chorale. It is preferred that students take choir for the whole year. If a student is only able to take choir for a semester, they should talk to the instructor.

Senior High Band A/B

MU101|Course Credit 1.0|Grade Level 9-12

Prerequisite: JH Band or instructor approval

As a member of the Senior High Band you will be involved in one of the most diverse organizations in school. Senior Band is a mixture of many things: Concert Band, Pep Band, Jazz Band, Solos, Small Group Ensembles, and Marching Band. Required performances include all concerts, graduation, and contest activities.

Pop Culture Through the Ages I

MU102|Course Credit .5|Grade Level 9-12

Music, art and life . . . what was it like? How did it all evolve, from the 1st century to the 1800's? "Pop culture" is an important part in the shaping of humanity, with all its cultures and traditions. How did music and art help change the world going from barely surviving to learning how to thrive?

Musical Theatre: The History of Broadway

MA103|Course Credit .5|Grade Level 9-12

This class is the study of the history of Broadway and the beginnings of musical theater. This class will look at musicals from a variety of eras up to the

present. Time will also be spent looking at the various theater jobs as well as how to audition for musicals.

Pop Culture Through the Ages II

MU104|Course Credit .5|Grade Level 9-12

Music, art and life is ever changing! Europeans came to America bringing their cultures, music and art. Native Americans were already here with a rich culture and traditions of their own. From the landing of the Mayflower, through the industrial age to today, see how music, art and life keeps changing.

Music in the Making

MU106|Course Credit .5|Grade Level 9-12

This class will be an opportunity for students to discover music in "real life" settings. We will start with some basic music theory, learn the elements of music, dabble in learning guitar and piano, journey through genres (pop, folk, country), and finish the semester with song writing. Students will get a chance to create their own music and discover new ideas.

History of Rock and Roll

MU201|Course Credit .5|Grade Level 9-12

This class is the study of Rock and Roll, starting with the roots/origins of Rock and Roll and beyond. The following topics may be covered: Rhythm and Blues, Gospel/Country, Early rock (1950's and Elvis, etc.), British Invasion (Beatles, etc.), Folk and folk rock/singer songwriters, and much, much, more! Students will learn through class lectures, worksheets, and various forms of multimedia. Examinations will be given.

Independent Music

MU500|Course Credit .5| Grade Level 11-12

Prerequisite: Instructor approval

Student and instructor sign an agreement detailing student work to be completed.

Central Lakes Wind Symphony

CMU101|Course Credit .5HS/1 College per sem
|Grade Level 11-12

This performing group prepares and performs traditional and contemporary band literature in

public performance. Required performances include all concerts, graduation, solo ensemble, and large group contest.

Physical Education/Health Curriculum

Course Number	Course	Credit	Prerequisite	Class Max
PH100	Physical Education	.5	Grade 9	
PH101	Lifetime Recreation	.5		25
PH102	Weight Training	.5		20
PH103	Fitness for Life	.5		25
PH104	Team Sports	.5		25
PH105	Weight Training & Fitness for Girls	.5		20
PH200	Health	.5	Grade 10	
PH203	Adv. Weight Training & Conditioning	.5	PH102 Weight Training & Conditioning OR PH105 Weight Training & Fitness for Girls	20
PH500	Independent Physical Education	.5	Instructor Approval- see page 60	
PH501	Independent Health	.5	Instructor Approval- see page 60	

Physical Education/Health

Physical Education

PH100|Course Credit .5|Grade Level 9

Materials Needed: Physical education clothes

Fees: Special fees will be assessed for various activities.

Physical Education is a lab class in which student participation, group cooperation and sportsmanship are the key elements for your grade. You will be given the opportunity to develop and refine various lifelong learning skills and attributes that will help maintain and improve your overall state of well-being. Activities in this class may include inline skating, biking, rock climbing, archery, cross country skiing, weight training and lacrosse, among other things.

Lifetime Recreation

PH101|Course Credit .5|Grade Level 9-12

Materials Needed: Physical education clothes

Students in this class will participate in activities that they can be active with throughout their lives. Activities will include: Rock Climbing, Badminton, Cross Country Skiing, Archery, In-Line Skating, Bowling, Table Tennis, Golf and Volleyball.

Weight Training and Conditioning

PH102|Course Credit .5|Grade Level 9-12

Materials Needed: Physical education clothes

Students will get an introduction into many aspects of weight training. Initially, we will discuss the body's muscles and different exercises to strengthen them. We will discuss safety and techniques as well. Students will develop their own weight training program to follow throughout the semester and they will chart their progress at 3 points throughout the semester. Students signing up for this course should expect to work hard each day and achieve gains in strength and conditioning.

Fitness for Life

PH103|Course Credit .5|Grade Level 9-12

Materials Needed: Physical education clothes

This class will focus on students participating in workouts and activities they can engage in throughout their lives to maintain a high level of fitness. Students will work out in the weight room

and follow a variety of workout videos including: P90X, Jillian Michaels, and Pilates. Students will create and follow an individual workout plan that includes both weights and aerobic activity. Other activities for this course include: In-Line Skating, Circuits, Cross Country Skiing, Biking, Tennis, Hiking and Rock Climbing.

Team Sports

PH104|Course Credit .5|Grade Level 9-12

Materials Needed: Physical education clothes

Students in this class should expect to participate at a high level in competitive sports. Sports included in this class may include Softball, Soccer, Flag Football, Lacrosse, Field Hockey, Ultimate Frisbee, Basketball, Team Handball, Floor Hockey, Arena Soccer and Volleyball.

Weight Training and Fitness for Girls

PH105|Course Credit .5|Grade Level 9-12

Materials Needed: Physical education clothes

This course will give students an opportunity to learn the fundamentals of weight training, conditioning, and overall fitness. Over the course of 18 weeks, students will increase their strength, endurance, and fitness level through the use of weights, cardio machines and other aerobic exercises. Eventually, students will create their own weight training and fitness program to follow throughout the semester.

Health

PH200|Course Credit .5|Grade Level 10

This course emphasizes the importance of knowledge, attitudes, and practices relating to personal health and wellness. It's a course designed to expose students to a broad range of issues and information relating to the various aspects of health, which include physical, social, and mental/emotional. Topics of exploration include, but are not limited to: Nutrition/Physical Fitness/Weight Management; Mental Health; Eating Disorders; Bullying; First Aid/CPR; Relationships; Sex Education; Pregnancy/Birth; Alcohol, Drugs and Vaping; and the Basics of Cooking and Sewing.

Advanced Weight Training and Conditioning

PH203|Course Credit .5|Grade Level 9-12

Prerequisite: Weight Training & Conditioning or
Weight Training and Fitness for Girls

Materials Needed: Physical education clothes

Students signing up for Advanced Weight Training should have a strong foundation of weight lifting experience and knowledge. Students will work out and follow two prescribed 8-week strength and conditioning programs throughout the semester.

Conditioning will also be included in each week's workout. Individuals taking this class WANT TO LIFT WEIGHTS every day and see great improvements in their strength and endurance. The class will focus on students participating in workouts.

Independent Physical Education

PH500|Course Credit .5|Grade Level 11-12

Prerequisite: Instructor approval

Student and instructor sign an agreement detailing student work to be completed.

Independent Health

PH501|Course Credit .5|Grade Level 11-12

Prerequisite: Instructor approval

Student and instructor sign an agreement detailing student work to be completed

Science Curriculum

Course Number	Course	Credit	Prerequisite	College Credit	Class Max
SC100	Earth Science A/B	1.0			
SC101	Meteorology	.5			26
SC102	Ecology	.5	Preference for 9 th /10 th graders		26
SC103	Natural Disasters	.5			26
SC104	Science in Action - Biology	.5			26
SC105	Forensics & Microbiology	.5			26
SC106	Earth Science	.5			26
SC107	Zoology	.5			24
SC109	Exercise Science and Nutrition	.5			26
SC110	Science in Action Chemistry		Grades 10-12, Instructor Approval		26
SC111	Science in Action Physics		Grades 10-12, Instructor Approval		26
SC200	Biology A/B	1.0	Physical Science or Earth Science		
SC300	Chemistry A/B	1.0			26
SC400	Physics A/B	1.0	Accel Alg II or Algebra II		26
SC500	Independent Science	.5	Instructor Approval- see page 60		
SCS300	CIS Human Biology	.75	Meet CLC Requirements	Yes	

Science

Earth Science A/B

SC100|Course Credit 1.0|Grade Level 9

Earth Science is the study of the world around you. Topics will include Astronomy (study of outer space), Geology (study of rocks, earthquakes, volcanoes and plate tectonics), Meteorology (study of atmosphere, climate and climate change), and Oceanography (study of the oceans and water systems). This course will use hands-on experimentation, activities, and direct instruction. You will be enabled to learn the “how” and “why,” not just the “what” of science.

Meteorology

SC101|Course Credit .5|Grade Level 9-12

Meteorology is the scientific study of atmospheric processes and patterns, and their impact on human activities. Meteorology examines the collection and analysis of meteorological data at local, regional, and global scales. Topics include the heat, moisture, and wind dynamics of the atmosphere, application of satellite and radar data, development and impact of thunderstorms, tornadoes and hurricanes, weather analysis and forecasting, and the study of climate and climate change.

Ecology

SC102|Course Credit .5|Grade Level 9-12

Prerequisite: Preference for 9th/10th graders

This course will focus on the interrelationship between organisms and their environment. It will include the basic principles of both community and population ecology, as well as the ecological problems that many areas are facing. There will also be many activity-based, hands-on lessons that will allow for movement and self-led discovery. This course would be a great fit for those interested in any science/biology field, including medical and natural resources, as well as those who enjoy hands-on learning.

Natural Disasters

SC103|Course Credit .5|Grade Level 9-12

This class will be mostly project based and student oriented. We will be exploring the different natural disasters of the world such as, but not limited to,

tornados, tsunamis, typhoons, earthquakes, volcanoes, and hurricanes. We will be looking at what causes these natural disasters and learn about past natural disasters, because the “Key to the future is the past”! This course will have a geology twist.

Science in Action - Biology

SC104|Course Credit .5|Grade Level 9-12

In this course you will be exploring the various branches of science (earth science, animal science, biology, chemistry, plant science, physics), and how their content applies to everyday life. This will include an emphasis on lab activities and hands-on learning, along with data collection and analysis. Students will also be given the opportunity to design their own experiments, allowing for personalized, interest-based discovery. This course would be a great fit for those curious about science, including those interested in the medical and natural resources fields, as well as those who like hands-on learning.

Forensic Science & Microbiology

SC105|Course Credit .5|Grade Level 9-12

This course will combine the principles of forensic science with the practices and knowledge of the field of microbiology. Forensic science is the application of chemistry, physics, and biology to the criminal and civil laws that are enforced in a criminal justice system. This application includes fingerprinting, fiber analysis, ballistics, blood spatter, and other evidence analysis. Students will become familiar with the use of microscopes as they transition from examining microscopic evidence at (fictional) crime scenes to examining microscopic organisms in microbiology. The microbiology portion of this course will involve the identification of microorganisms as well as determining their role in the environment/world. This course would be a great fit for those who enjoy crime scene investigations and using microscopes, especially those interested in criminal justice and medical fields.

Earth Science

SC106|Course Credit .5|Grade Level 11-12

Earth Science is the study of the world around you. Topics will include Astronomy (study of outer space), Geology (study of rocks, earthquakes, volcanoes and plate tectonics), Meteorology (study of atmosphere, climate and climate change), and Oceanography (study of the oceans and water systems). This course will use hands-on experimentation, activities, and direct instruction. You will be enabled to learn the “how” and “why,” not just the “what” of science.

Zoology

SC107|Course Credit .5|Grade Level 9-12

Zoology is the study of animal life. From classification to anatomy, ecology and evolution, this course covers the foundations of animal science. Students will be introduced to a wide range of animal life, along with their unique characteristics, and be able to understand how their structure and behavior allows them to perform their specific role within the ecosystem. This course would be a great fit for those interested in wildlife, natural resources, ecology, veterinary medicine, or those who simply enjoy learning about animals.

Exercise Science and Nutrition

SC109|Course Credit .5|Grade Level 9-12

This course will explain how the brain, heart, and muscles respond under different body conditions. We will look at concepts and application of the human body’s response to exercise and physical activity. We will also discuss proper nutrition, genetic influence, eating behavior, energy, balance, and weight and muscle control.

Science in Action – Chemistry

SC110|Course Credit .5|Grade Level 10-12

Prerequisite: Instructor Approval

This class is a semester-long introductory chemistry class. You will learn the basic concepts of chemistry by exploring our everyday world with many hands-on experiments. This is for any student in grades 10-12 that would like an introduction to chemistry before taking the year long chemistry class, or someone who would like to learn more about chemistry. This class does not fulfill the chemistry/physics requirement for graduation.

Science in Action – Physics

SC111|Course Credit .5|Grade Level 10-12

Prerequisite: Instructor Approval

This class is a semester-long introductory physics class. It will focus on real world, hands-on applications of physics concepts. Everything from hot wheels to magnets will be explored. Any student in grades 10-12 that would like an introduction to physics before taking the year long physics class, or someone who would like to learn about how physics affects their lives should take this course. This class does not fulfill the chemistry/physics requirement for graduation.

Biology

SC200|Course Credit 1.0|Grade Level 10

Prerequisite: Earth Science A/B

Students will study biological concepts, theories, and principles through investigation and analysis of cells, organisms, and ecosystems. Major topics include botany, biochemistry, ecology, microbiology, genetics, immunology, reproduction, and animal behavior. This course requires participation in projects, labs and field studies. A self-created biological experiment will be demonstrated with a PowerPoint presentation. Principles of Biomedical Science (PBS) will be embedded into the curriculum.

Chemistry

SC300|Course Credit 1.0|Grade Level 11-12

Materials Needed: Scientific calculator required

This class is appropriate for students considering almost any advanced study (i.e. school after high school). Topics: Properties of matter, scientific measurement, atomic structure, the periodic table, chemical names, chemical formulas, chemical reactions, chemical quantities, stoichiometry, and kinetic molecular theory. Skills: Laboratory proficiency, scientific writing, and math for chemistry.

Physics

SC400|Course Credit 1.0|Grade Level 11-12

Prerequisite: Must have completed Algebra

II/Accelerated Algebra II

Materials: scientific calculator

Motion, forces, momentum, and energy will be studied. Students will relate these quantities with equations and graphs to gain a better understanding of how our universe works. Students will also study: static electricity, parallel & series circuits, magnetic fields, and electromagnetism.

Independent Science

SC500|Course Credit .5|Grade Level 11-12

Prerequisite: Instructor approval

Student and instructor sign an agreement detailing student work to be completed.

Human Biology

CSC300|Course Credit .75 HS/3 College|Grade Level 11-12

Prerequisite: Meet CLC requirements

This course is an introduction to the structure and function of the human body using an organ systems approach. The organ systems studied include the integumentary, skeletal, muscular, circulatory, respiratory, digestive, excretory, nervous, endocrine and reproductive systems. Human development and heredity will also be integrated.

Social Studies Curriculum

Course Number	Course	Credit	Prerequisite	Course Max
SO100	American History A/B	1.0		
SO101	Current Events	.5		26
SO102	Sociology	.5		26
SO103	Law & Justice	.5		26
SO104	History vs Hollywood	.5		26
SO200	Human Geography A/B	1.0	American History II	
SO201	Economics	.5	American History II	26
SO300	World History A/B	1.0	Human Geography	
SO301	Psychology	.5	Human Geography	26
SO302	Sport & Activity Psychology	.5		26
SO400	Civics A/B	1.0	World History	
SO500	Independent Social Studies	.5	Instructor Approval see page 60	

American History A/B

SO100|Course Credit 1.0|Grade Level 9

American History II is an overview of American History starting with the immigration of the First Americans thousands of years ago and cumulating with the critical events shaping our 21st Century.

Current Events

SO101|Course Credit .5|Grade Level 9-12

Students in this class will stay current on what is happening in the world. A periodical will be used as their text.

Sociology

SO102|Course Credit .5|Grade Level 9-12

In this elective you will be able to learn the “how’s and whys” of human behavior and interaction in groups. Topics covered in this very popular class include Cultural Diversity, Conformity and Peer pressure, Dating patterns, Deviance, Crime and Social Control.

Law and Justice

SO103|Course Credit .5|Grade Level 9-12

Students in this class will focus on the rights and responsibilities of individuals. Topics will include: the American criminal and juvenile justice system; laws and policing; court structures; corrections and prison systems.

History vs Hollywood

SO104|Course Credit .5|Grade Level 9-12

In this class we will examine history through the eyes of Hollywood. After getting Hollywood’s take on an historical event, we will research to see what they got right, and what they got wrong. We will also research information behind the event that is not covered in the movie. Students will assist in the movie selection process.

Human Geography A/B

SO200|Course Credit 1.0|Grade Level 10

Prerequisite: American History II

Human Geography is the study of earth and the living things on it especially human beings. In this class we will learn together how land, resources, population, customs, climate, and politics affect

how people live on earth. During the second semester, we will take in depth looks at South America, Europe, China, Japan and Australia. Also included in this class is a 3- week group project where you will be able to create your own continent based on geographic principles.

Economics

SO201|Course Credit .5|Grade Level 10-12

Prerequisite: American History II

This course gives an overview of economics and provides a foundation for studying further in economics. The course will cover the following topics: market structures, business organization, and financial institutions that operate in our country; competition and pricing; supply and demand; and business start-ups. By the end of this course students will understand and be able to use economic concepts, theories, and principles and apply it to their everyday lives.

World History A/B

SO300|Course Credit 1.0|Grade Level 11

Prerequisite: Human Geography

This course examines world history from ancient times to the present. The economic, political, social, religious, intellectual and geographic factors that have shaped world civilizations are discussed. This course includes the study of both western and eastern civilizations. Students will develop a better understanding of the present world order and current events by studying the seminal events that have shaped world history. A few of the topics covered are the Roman Republic and Roman Empire, the rise of civilization in ancient China, the founding of Islam, the ancient Greeks, the Renaissance and the Reformation.

Psychology

SO301|Course Credit .5|Grade Level 9-12

This introductory psychology course encourages an understanding and appreciation of the scientific approach to the study of behavior. The course examines in six major strategies or “schools of thought” for sorting out and interpreting human behavior: Behaviorists, Freudian (Psychodynamic), Cognitive, Humanists, Biological, and Social-

Cultural. Since the Behaviorists and Freudian schools are dominant in America today, the class will be studying units on such topical subjects as addiction, suicide, personality tests and abnormal psychology.

Sport & Activity Psychology

SO302|Course Credit .5|Grade Level 9-12

This class examines how psychological factors can impact an individual's physical performance in sport & activities. It will demonstrate ways to improve performance through the understanding and influence of psychological factors, as well as the roles that group psychology and functioning impact sports & activities. The application of this type of psychology will show the impact on not just sports but activities like band competitions, choir competitions, speech meets, BPA competitions, Knowledge Bowl meets and others as well.

Civics A/B

SO400|Course Credit 1.0|Grade Level 12

Prerequisite: World History

Students will investigate the structure and operation of the United States government. They will learn about our Constitution and how it sets up the entire framework for our government. Students will explore the three branches of government and will discuss how we exercise our rights as U.S. citizens when we go to the polls to vote on Election Day. Students will discuss politics, look at political cartoons, and debate topics and issues that arise out of events that are happening around us each day.

Independent Social Studies

SO500|Course Credit .5|Grade Level 11-12

Prerequisite: Instructor approval

Student and instructor sign an agreement detailing student work to be completed.

World Language Curriculum

Course Number	Course	Credit	Prerequisite	College Credit	Course Max
WL100	Spanish I A/B	1.0			25
WL200	Spanish II A/B	1.0	Spanish I w/ grade of "C" or higher or Instructor Approval		25
WL300	Spanish III A/B	1.0	Spanish II w/ grade of "C" or higher or Instructor Approval		25
WL400	Spanish IV A/B	1.0	Spanish III w/ grade of "C" or higher or Instructor Approval		25
WL500	Independent Spanish	.5	Instructor Approval see page 60		
CWL300	CIS Intermediate Spanish I	1.0	Meet CLC Requirements	Yes	
CWL400	CIS Intermediate Spanish II	1.0	Meet CLC Requirements	Yes	

World Language

Spanish I A/B

WL100|Course Credit 1.0|Grade Level 9-12

Students will have an introduction to Spanish language and culture. The class will focus on communication: developing the ability to understand and produce language to successfully interact in Spanish. Communication basics include, e.g., greetings; introductions; description of self, others and surroundings; expressing feelings, preferences and opinions; expressing possession; asking questions; making comparisons. Topics and vocabulary may include, e.g., family, clothing, home, school, colors, numbers, weather, food, shopping, travel, health, telling date and time. Students will be assessed on their ability to understand and be understood in reading, listening, writing, and speaking.

Spanish II A/B

WL200|Course Credit 1.0|Grade Level 10-12

Prerequisite: Grade of “C” or better in Spanish I or Instructor Approval

Students will review material from Spanish I. While maintaining a focus on communication, the class will highlight grammatical patterns to increase understanding of tenses, including past and future. Communication will include narration of present and past; expressing obligations; giving recommendations. Topics will recycle from Spanish I and may also include: description of daily habits; childhood; past events. Students will further develop their ability and confidence in reading, listening, writing, and speaking in familiar contexts.

Spanish III A/B

WL300|Course Credit 1.0|Grade Level 11-12

Prerequisite: Grade of “C” or higher in Spanish II or Instructor Approval

Students will build upon the vocabulary and grammar skills from Spanish I and II. Additional grammatical investigation will continue with conditional and compound tenses as well as the subjunctive mood. Communication will include hypothesizing and defending an opinion. Topics will recycle from Spanish I and II, and authentic audiovisual and written materials will expand the

breadth of discussion from familiar to global contexts. *Depending on numbers, Spanish III and IV may be taught in a combined class.

Spanish IV A/B

WL400|Course Credit 1.0|Grade Level 12

Prerequisite: Grade of “C” or better in Spanish III or Instructor Approval

Students will strengthen and expand on material from Spanish I – III. More in-depth study of grammatical structures will complement and solidify understanding of the full spectrum of tenses and moods, focusing on contrasts between English and Spanish. Topics will recycle from Spanish I-III and may also include analysis and comparison of cultural practices in the Spanish-speaking world. Students will communicate orally and in writing, working to increase complexity and accuracy in the skills of description, narration, and argumentation, of both concrete and abstract concepts. *Depending on numbers, Spanish III and IV may be taught in a combined class.

Independent Spanish

WL500|Course Credit .5|Grade Level 11-12

Prerequisite: Instructor approval

Student and instructor sign an agreement detailing student work to be completed.

Intermediate Spanish I

CWL300|Course Credit 1.0 RHS & College|Grade Level 11-12

Prerequisite: Meet CLC Requirements

This course is a review of the fundamentals in grammar and vocabulary covered in the first year of Spanish language study, with amplification to more advanced structures and complex language usage. The remaining verb tenses (future, conditional, subjunctives) will be introduced through reading, writing, and speaking. Graded level readers are used for pronunciation, comprehension and cultural information, providing topics in art, music, politics, and current events. Short essays and conversations complete the language skill practices. (Two-three years of high school Spanish is recommended before taking this course.)

Intermediate Spanish II

CWL400|Course Credit 1.0 RHS & College|Grade Level 12

Prerequisite: Intermediate Spanish I

This course follows Intermediate Spanish I in sequence of grammar acquisition. Review begins with the present subjunctive formation and uses. Continued emphasis will cover reflexives, Ser/Estar, passive voice, perfect tenses, and the introduction of imperfect subjunctive. Grammar practice and the perfecting of language structures is emphasized. Vocabulary will reflect upper level constructions, idioms, words frequently confused and cultural variances. This course is also designed to promote communication in the target language. Graded level readers provide reading practice, grammar review, vocabulary building and cultural reference. Role play, videos, newspapers, magazines and native speaker guests serve as a basis for class discussion, enhanced reading, listening, and comprehension skills.

Other Elective Courses

Driver's Education

ELDRED|Course Credit .5|Grades 9-10

Class Limit 25

Material Fee: There is a fee for this course.

Driver's Education covers all aspects of driving including rules, signs, basic maneuvers, emergencies, city driving, highway driving, expressways, emotions, drugs and alcohol, insurance, vehicle maintenance, distracted driving, safety and vehicular restraints, among others. We look at films that simulate real life situations and study the Minnesota Driver's Manual, as well as all other topics related to driving. Upon satisfactory completion of the classroom portion (30 hours) of Driver's Education, students will be awarded their completion card which allows them to take their written permit test at the DMV. Students in this course will also be taking part in physical education activities.

Steps for taking Driver's Ed at RHS:

- A student receives a completion card after successful completion of the classroom portion.
- When students turn 15 years old, they take the completion card along with an ID to sign up at any Behind-the-Wheel academy they choose. The Behind-the-Wheel academy will give students their "Blue Card".
- Students will need to take their "Blue Card" along with an ID to the DMV to take the written test.
- Once students pass their permit, they complete 6 hours of driving with an instructor.
- Students must have their permit for a minimum of 6 months, even if they turn 16 prior to that, before they can take their driver's license road test.
- Permits are good for 2 years.

Peer Tutor/Staff Aide

ELPTSA|Course Credit .25|Grade Level 11-12

Students in this class may be given the opportunity to tutor other students who are needing extra help and/or helping the instructor with various tasks.

Students are allowed to earn .5 credits total during their high school years. This is a Pass/Fail class and does not count in your GPA. See page 63 for the Peer Tutor/Staff Aide Form.

Internship

ELINTR|Course Credit .5|Grade Level 11-12

Internships are nontraditional courses where students are responsible for assisting the Activities Director or Band Director or Pre-K/Kindergarten Teacher in a wide variety of duties. Some of the tasks may include: preparing programs for events and competitions, updating websites, prepping for home events and competitions, creating videos and other miscellaneous responsibilities. Interested students need to apply for positions. Internships are graded as Pass/Fail. See page 62 for the Internship Form.

APPENDIX

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Four-Year High School Plan – 24 Credits Needed to Graduate (see Graduation Requirements on page 15)

Grade 9

Semester 1	Semester 2
English: English 9 A	English: English 9 B
Math: Accelerated Geometry A or Math: Algebra I A	Math: Accelerated Geometry B or Math: Algebra I B
Science: Earth Science A	Science: Earth Science B
Social: American History II A	Social: American History II B
Elective: _____	Phy Ed: Physical Education 9
Elective: _____	Elective: _____
Elective: _____	Elective: _____

Grade 10

Semester 1	Semester 2
English: English 10 A	English: English 10 B
Math: Accelerated Algebra II A or Math: Geometry A	Math: Accelerated Algebra II B or Math: Geometry B
Science: Biology A	Science: Biology B
Social: Human Geography A	Health: Health
Elective: _____	Elective: _____
Elective: _____	Elective: _____
Elective: _____	Elective: _____

Grade 11

Semester 1	Semester 2
English: English 11 A or English: CIS Composition I	English: English 11 B English: May take CIS Composition II
Math: CIS Intro to College Algebra or Math: Algebra II A	Math: CIS College Algebra or Math: Algebra II B
Science: Required either junior or senior year: Chemistry A or Physics A or	Science: Required either junior or senior year: Chemistry B or Physics B or
Elective: _____	Elective: _____
Social: World History A	Social: World History B
Elective: _____	Elective: _____
Elective: _____	Elective: _____
Elective: _____	Elective: _____

Grade 12

Semester 1	Semester 2
English: English 12 A or English: CIS Composition I	English: English 12 B or English: CIS Composition II
Math: CIS Intro to College Algebra or Math: Algebra III or Math: CIS Precalculus	Math: CIS College Algebra or Math: Statistics or Math: CIS Precalculus
Science: Required either junior or senior year: Chemistry A or Physics A or Elective: _____	Science: Required either junior or senior year: Chemistry B or Physics B or Elective: _____
Social: Civics A Elective: _____	Social: Civics B Elective: _____
Elective: _____	Elective: _____
Elective: _____	Elective: _____

Instructor Approval Form

Student Name _____

Graduation Year _____

The courses below require instructor approval. Mark an "X" by the courses you would like to take, have the instructor sign the form on the appropriate line, attach this form to your course registration and turn both completed forms into the CRC.

- Ag, Pizza & You (for 10th graders only) _____
Mr. Goldade
- Fix It 101 _____
Mr. Skwira
- Work-Based Learning _____
Ms. Liddane
- Royals TV _____
Mr. Koenig
- Senior High Band (only needed if you weren't in Junior High Band) _____
Mr. Coppicus
- Science In Action – Chemistry _____
Ms. Noerenberg
- Science in Action – Physics _____
Ms. Noerenberg

Independent Study Form

Student Name

Independent Course

Semester

Period

Course Instructor

Instructor's Signature

Date

Principal's Signature

Date

Part A: To be completed by the student

1. Why are you wanting to take an independent study course?

Part B: To be completed by the instructor

1. Specifically describe what will be expected of the student.

2. Describe the grading system you will use.

Internship Permission Form

Student Name

Type of Internship

Semester

Period

Supervisor of Internship

Supervisor's Signature Date

Principal's Signature Date

Part A: To be completed by the student

1. Why are you wanting to complete an internship?

Part B: To be completed by the supervisor

1. Specifically describe what will be expected of the student, including attendance, punctuality, responsibility, dependability and following directions.

Internships are graded on a Pass/Fail Grading System

Peer Tutor/Staff Aide Form

(.25 credits per semester/Graded Pass or Fail)

 Student Name

 Grad Year

I would like to be a Peer Tutor/Staff Aide for:

 Semester

 Period

Teacher Approval:

Teachers are allowed one Peer Tutor/Staff Aide per semester. Please do not sign more than one form per semester without prior approval.

 Teacher's Printed Name

 Teacher's Signature

 Date

POSTSECONDARY ENROLLMENT OPTIONS (PSEO)

(Taken from the MDE website)

<https://education.mn.gov/MDE/fam/dual/pseo/index.htm>

Postsecondary Enrollment Options (PSEO) is a program that allows public and nonpublic students in 10th, 11th and 12th grades to earn college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible postsecondary institutions. Students generate both college credit and high school credit by successful completion of the course. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th-graders are eligible to enroll in PSEO on a more limited basis (see note below). Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09.

PSEO for 10th-Graders to take Career and Technical Education (CTE) Courses

Legislation allows public and nonpublic 10th-grade students to enroll initially in one Career and Technical Education (CTE) course through PSEO. If the student earns a “C” or higher grade in this first course, she/he is eligible to take additional postsecondary courses while in 10th grade. In order to be eligible, a 10th-grade student must have met the proficiency level of “meets or exceeds” on the 8th-grade MCA reading test. If the student did not take the MCA, another reading assessment accepted by the enrolling postsecondary institution can be substituted. For students with disabilities, there is an alternative option to demonstrate reading proficiency. Access the Alternate Eligibility Options Policy and Modification Request Form below.

Eligible Courses and Institutions

Courses taken through PSEO must meet graduation requirements at their high school. Only nonsectarian and non-developmental courses are considered eligible by statute. Courses must be offered by

Minnesota PSEO eligible postsecondary institutions. [Access the list of Participating Postsecondary Institutions](#) for a list of schools and their contact information. Postsecondary institutions are required to allow PSEO students to enroll in online courses consistent with the institution’s policy regarding postsecondary student enrollment in online courses.

How to Enroll in PSEO

Students must meet the PSEO eligibility requirements and abide by participation limits outlined in the [Postsecondary Enrollment Options Act](#) and explained in the PSEO Reference Guide (below). Interested and eligible 10th-, 11th- and 12th-grade students should contact the postsecondary institution to find out their admissions requirements, which courses are offered and what the application process/timeline is at that institution. Public school students should meet with their high school counselor to discuss graduation requirements and the benefits and risks of enrolling in the PSEO program. All students must complete the PSEO Notice of Student Registration (listed at the bottom of this page) for the school year during which they intend to enroll.

Tuition, Fees and Transportation Reimbursements

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course; however, students may incur fees for equipment that becomes their property when the course or program is completed or for textbooks that are not returned to the postsecondary institution according to their policies. Public school students may be responsible for tuition costs if they do not notify the district by May 30 and the district does not waive this date requirement. Please see page 70 for the Intent to Enroll. Form. Funds are available to help pay transportation expenses for PSEO students whose families are at or below the poverty level, as determined by the federal government, to participate in PSEO courses on college campuses. [Access the PSEO Mileage Reimbursement Program Instructions](#). If you have any questions regarding the mileage reimbursement

for low-income students' participation in the PSEO program, contact [Kelly Garvey](#) at 651-582-8524.

Additional Information for Public School

Students:

Participation in High School Activities

Enrolling in a PSEO course does not prohibit a student from participating in activities sponsored by the high school.

Notification of Intent to Enroll

To assist the district in planning, public school students are required to inform their district of their intent to enroll in PSEO courses during the following school year by May 30. If public school students do not notify the enrolling district by May 30, and the enrolling district does not waive the deadline, the family may be responsible for the postsecondary tuition expense.

Dissemination of Information

By March 1 of each year, or three weeks prior to the date a student registers for courses for the following school year (whichever is earlier), a district must provide up-to-date information on the district's or charter school's website and in materials that are distributed to all students and their parents in grades eight through grade 11 about the program, including information about enrollment requirements and the ability to earn postsecondary credit.

District Grade Weighting Policies and Access to Technology for PSEO students

Each year, districts must publish their grade-weighting policy on their website, including a list of courses for which students can earn weighted grades. School districts must allow a PSEO student reasonable access to the high school building, computers and/or other technology resources during regular school hours to participate in PSEO courses, whether on-line or on campus.

Credits and Transcripts

Districts must transcript credits earned in PSEO by a ratio prescribed in statute. Districts have the authority to decide which subject area and standards the PSEO course meets. If there is a dispute

between the district and the student regarding the number of credits granted for a particular course, the student may appeal the board's decision to the commissioner. The commissioner's decision regarding the number of credits will be final.

Extended Eligibility for Public School Students Not on Track to Graduate

If a school district determines a pupil is not on track to graduate, she/he may still continue to participate in PSEO. For the purposes of PSEO eligibility, school districts must complete the Verification of Extended PSEO Eligibility Form (below) for each instructional term and postsecondary institution the student attends.

PSEO State-Approved Early/Middle College Programs

PSEO funding can be used for developmental coursework only when a student enrolls full-time in a State-Approved Alternative Program's Early/Middle College. This program must be specifically designed to allow the student to earn dual high school and college credit with a well-defined pathway leading to a postsecondary degree or credential. Each alternative program and its partnering postsecondary institution must complete and submit the Early/Middle College Program Identification Application and companion Narrative Template (both available below) with required documents to be considered for PSEO funding for developmental coursework for alternative students.

- [Participating Postsecondary Institutions](#) - 8/4/22
A list of postsecondary institutions approved to participate in the PSEO program. Please contact each campus directly for specific PSEO program information.
- [List of State-Approved Early/Middle College Programs 2022-23](#) - 4/4/22
- [2022-23 Postsecondary Enrollment Options Program Registration Form - Typed Signature Option](#) - 4/4/22
- [2022-23 Postsecondary Enrollment Options Program Registration Form - Digital Signature Option](#) - 4/4/22

- [2022-23 Postsecondary Enrollment Options Program Registration Form - Word Version](#) - 3/22/22
- [Postsecondary Enrollment Options \(PSEO\) Reference Guide](#) - 11/19/21
A reference guide to assist students and parents, high school educators and Minnesota Colleges and Universities.
- [2021-22 Postsecondary Enrollment Options \(PSEO\) Program Notice of Student Registration Form](#) - 10/20/21
- [2021-22 Postsecondary Enrollment Options \(PSEO\) Verification of Extended PSEO Eligibility](#) - 5/14/21
- [2021-22 Postsecondary Enrollment Options \(PSEO\) Verification of Extended PSEO Eligibility - Word Version](#) - 5/12/21
- [2021-22 Postsecondary Enrollment Options \(PSEO\) Verification of Extended PSEO Eligibility - Typed Signature Option](#) - 5/12/21
- [2021-22 Postsecondary Enrollment Options \(PSEO\) Program Notice of Student Registration Form - Word Version](#) - 5/11/21
- [Alternate PSEO Eligibility Options Policy](#) - 2/23/21
For 10th-Grade Students with a Disability Who Wish to Participate in Career and Technical Education Classes through Postsecondary Options.
- [Instructions to Submit a Reasonable Modification Request for 10th-Graders with a Disability](#) - 2/22/21
For 10th-grade students with a disability who wish to apply for an alternative option to demonstrate reading proficiency.
- [Suggested PSEO Language for Districts](#) - 2/11/21

PSEO Students are Responsible for:

- Knowing their Star ID and password
- Completing the NOSR form each semester
- Obtaining pre-approval for college classes that meet RHS graduation requirements. See the Pre-Approved Course Sheet on page 68.
- Registering for college classes and giving a copy of your college schedule to the counselor

- Ordering and returning your college textbooks
- Attending PSEO Information sessions to become familiar with the expectations and how to navigate the college system such as D2L.
- Reading the PSEO Student Handbook and becoming aware of such things as withdrawing from a course, academic warning, academic probation, attendance, etc.

College in the Schools (CIS)

College in the Schools, sometimes referred to as concurrent enrollment, allows high school students to take free college-level courses at their high school through partnerships between high schools and local colleges and universities. Royalton High School partners with Central Lakes College in Brainerd. Here are some advantages of CIS/Concurrent enrollment:

- Students take college-level courses in their high school. This gives students a taste of college within the safety of the high school.
- Students earn both high school and college credit by passing the course. This can save time and money.
- CIS classes follow the high school schedule.
- Students are not responsible for ordering and returning their own textbooks.
- Students typically register for their classes in a group at the high school or CLC registers the students for their course(s).

PSEO/CIS Eligibility – Central Lakes College

- 12th grade PSEO and CIS: must have a high school GPA of 2.5 or greater
- 11th grade PSEO and CIS: must have a high school GPA of 3.0 or greater
- 10th grade PSEO: must have a 3.0 GPA and have taken the 8th grade MCA reading test and have met the proficiency of “meets or exceeds.” Note: 10th grade students are eligible to enroll in one Career and Technical Education (CTE) course during their first semester participating in the PSEO

program. View full list of [Grade 10 PSEO Eligible CTE Courses](#).

- 10th grade CIS: student must have a GPA of 3.0 AND a Letter of Support from their high school counselor.

PSEO Application/Registration Process:

1. Complete the Intent to Enroll form by May 30 if you plan to enroll in PSEO courses for the following year. See page 70.
2. Go to the college website and in the search bar type PSEO. This usually brings up the PSEO information for that particular college, i.e., eligibility requirements, online application, Notice of Student Registration Form (NOSR), etc.
3. Check to see you meet the eligibility requirements for admission. If you do, complete the online application. Make sure you meet the application deadline date for the semester in which you want to enroll.
4. Complete the NOSR each semester when planning to enroll in PSEO courses. Make sure you meet deadline dates.
5. If you do not have a Parchment account through RHS, please create an account. Go to: royaltonpublicschools.org. Click on Middle/High School. Click on Guidance Office. In Quick Access, click on Transcript Request. Create your account. Once you have an account, place an order to send your transcripts to the college for your PSEO college.
6. Take the Accuplacer Test if it is needed in order to enroll.
7. Meet with the college PSEO advisor AND attend all PSEO information sessions so you know how to access any online course, correspond with your instructor, check your college email, etc.
8. Register for your college classes. Make sure you meet all prerequisites for the course you want to take.

9. Print a copy of your schedule (must list course, course number, and credits) and give it to your high school counselor.
10. Order or pick up your textbooks 3 weeks before your class begins. Check your E-Services account for your schedule. Your schedule should have the start and end dates for the semester.
11. Return your textbooks after you have completed the course. Failure to do so will result in a bill.

CIS Application/Registration Process:

1. If you meet the eligibility requirements, you can apply online to Central Lakes College. Follow the steps listed in the link below:
<http://www.clcmn.edu/wp-content/uploads/2018/08/Steps-to-Complete-CIS-Application.pdf>
2. Complete the PSEO/CIS Enrollment form for Central Lakes College. This should be completed in the spring when you register for your high school classes. Please ask for it at high school registration time.
3. Register to take the Accuplacer if it is required. <http://www.clcmn.edu/course-placement-testing/>
4. Make sure you meet all prerequisites for the courses you want to take. Register for the college class(es). Students will either register as a group or you will be given the course code by the counselor for the CIS courses.

Pre-Approved PSEO Courses

The courses listed below have already been approved by Mr. Swenson to count towards your required graduation requirements. **You will need 4 college credits to equal 1 RHS credit and 2 college credits to equal .5 RHS credits.** If you want to take World History for example, the courses are worth 3 college credits, the equivalent of .75 RHS credits. It is not enough to meet your graduation requirements. You would need to take two World History courses to earn enough credit to meet the RHS graduation requirement.

RHS Required Course	Central Lakes College Courses	St. Cloud State University Courses	St. Cloud Technical & Community College Courses
English 11 or 12	Composition I Composition II Honors Comp I Honors Comp II	Intro to Expository Writing Intro to Literature Intro Rhetorical/Analytical Writing Analytical/Research Writing Human Classics of Literature	Analytical Writing Intro to Literature Intro Multicultural Literature Stretch Analytical Writing
World History	World Hist: Beginning-1500 World Hist: 1500-Present	Western Civilization Antiquity-1500 Western Civilization 1500-Present	World History to 1500 World History Since 1500 World War II
Civics	Intro to Political Science American Gov't & Politics State & Local Government Society and Laws	American National Government Political Ideas & Institution State and Local Government	Intro to American Politics Public Issues
Economics	The American Economy Principles of Econ - Macro Principles of Econ - Micro	Econ and Democratic Citizenship Intro to Economics Principles of Macroeconomics Principles of Microeconomics Comparative Economic Systems	Intro to Macroeconomics Intro to Microeconomics
Chemistry	Life Science Chemistry Chemical Principles	General Chemistry General, Organic & Biological Chem	Intro to General Chemistry General Chemistry
Physics	Principles of Physics	General Physics I Classical Physics I	General Physics Conceptual Physics
Earth Science	Earth Science & Environment Planet Earth		
Algebra III or Statistics	Intro to Statistics Intro to College Algebra College Algebra Precalculus	Intermediate Algebra College Algebra Trigonometry Statistical Methods for Natural Sci	Introductory Statistics Principles of Intermediate Alg College Algebra
Personal Finance	CCST 1559- Money Management		ECON 1310- Personal Finance
Phy Educ Elective			Life Wellness

If a course is not listed on this sheet, you **MUST** get pre-approval from Mr. Swenson before it can count towards graduation requirements. Use the back side of this page for pre-approval, and return it to the Guidance Office prior to registering for the college course.

Permission for PSEO Course Approval Form

Student _____ Grad Year _____

College	Course Title /Course ID	College Credits	To fulfill what RHS Required Course

Principal's Signature _____ Date _____

Please provide a course description (you can get this through your E-Services account by bringing up the course and clicking on the course link for the course(s) you are wanting approval) and staple it to this form

Intent to Enroll in PSEO for 2024-2025

To assist the district in planning, public school students are required to inform their district of their intent to enroll in PSEO courses during the following school year by May 30. If public school students do not notify the enrolling district by May 30, and the enrolling district does not waive the deadline, the family may be responsible for the postsecondary tuition expense.

Please complete and return this form to Monica Flakus, counselor, by May 30, 2024.

I plan to enroll in college classes during the 2024-2025 school year. I realize I will have additional responsibilities when I enroll in PSEO courses. The additional responsibilities include:

- I will need to complete the NOSR (Notice of Student Registration) form **each semester** I plan to enroll in a college class taught by a college professor, i.e. classes taught on the college campus or online college classes. Complete Part 1 of the form in black ink and give it to Monica Flakus, RHS counselor.
- I am responsible for any testing (Accuplacer or ACT) requirements.
- I am responsible for registering for my college classes and giving a copy of my completed college registration form to the RHS counselor.
- I am responsible for keeping the RHS counselor informed about any changes to my college schedule at the time of the change.
- I am responsible for ordering and returning college textbooks. Failure to do so will result in a college book bill.
- I acknowledge I should attend any PSEO Information sessions the college offers because I am responsible for knowing the college's procedures for course registration, accessing online classes, dates of attendance, grading, and dropping/withdrawing from a course.

I plan to enroll in PSEO

_____ Fall 2024 only

_____ Spring 2025 only

_____ Fall and Spring of the 2024-25 school year

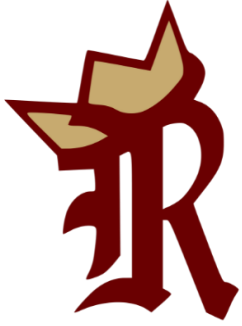
I plan to take college courses through _____
Name of college/university

Student Name _____

Student Signature _____

Parent Signature _____

Return this form to Monica Flakus in the Royalton High School Guidance Office by May 30, 2024.



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Application for Elective CNA Credits

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 section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling school district or charter school. 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 or charter school, for elective credit to the school district or charter school in order to receive elective credit. The school district or charter school must verify the hours worked with the employer before awarding elective credit.

Please fill out this form to apply for elective high school credit for being employed in a field described above. When completed, turn this form into the CRC. Credit will not be awarded until hours worked are verified by your employer. Awarded credits will appear on your transcript after the next credit awarding grading window.

STUDENT NAME: _____

GRADUATION YEAR: _____

DATE OF APPLICATION: _____

PLACE OF EMPLOYMENT: _____

WORK SUPERVISOR: _____

OF HOURSE BEING SUBMITTED FOR CREDIT: _____

STUDENT SIGNATURE: _____



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2024-2025 Spring Break Survey
Discussion
January 8, 2024

Spring Break Survey

Royalton Public Schools has not had a spring break in the last 25 years, rather some four day weekends are sprinkled in throughout the winter and spring months. This allows for earlier dismissal at the end of the school year.

The Board has requested a discussion regarding surveying the school community to determine if they would want a spring break in future calendar years.

Possible Spring Break Survey Question

Royalton Public Schools requests your feedback regarding instituting a spring break in the 2024-2025 school year.

Spring Break Impacts on Final Student Day and Graduation :

- **With** a spring break in the school year 24-25, the school year would end **Tuesday, June 3, 2025** and graduation would be within the week of **June 2 - 6, 2025**.
- **Without** a spring break in school year 24-25, the school year would end Friday, May 30, 2025 and graduation would occur on Friday, May 30, 2025.
- **With** a spring break in the school year 25-26, the school year would end **Thursday, June 4, 2026** and graduation would be either June 4th or 5th, 2026.
- **Without** a spring break in school year 25-26, the school year would end **Friday, May 29, 2026** and graduation would occur on **Friday, May 29, 2026**.

Possible Spring Break Survey Question

Survey Question:

Would you be in favor of a **week-long** spring break in March if it meant the school year would continue further into June with **fewer** four day weekends throughout the winter and spring?

(For 2024-2025 calendar options see the January 8th Board Meeting Agenda on the website.)

Discussion



Thank you!



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2024-2025 Spring Break Survey

Discussion

February 12, 2024

Spring Break Survey Question

Royalton Public Schools has not had a spring break in the last 25 years, rather some four day weekends are sprinkled in throughout the winter and spring months. This allows for earlier dismissal at the end of the school year.

Based on community input, the Board has requested a survey be sent to the school community to determine if they do or do not want a spring break built into future school calendars.

Spring Break Survey Question Cont...

Below are *examples* of Spring Break impacts on the final student day and graduation:

2024-2025 School Year:

- With a spring break, the school year would end **Tuesday, June 3, 2025** and graduation would be within the week of **June 2 - 6, 2025**.
- Without a spring break, the school year would end **Friday, May 30, 2025** and graduation would occur on **Friday, May 30, 2025**.

2025-2026 School Year:

- With a spring break, the school year would end **Thursday, June 4, 2026** and graduation would be either **June 4th or 5th, 2026**.
- Without a spring break, the school year would end **Friday, May 29, 2026** and graduation would occur on **Friday, May 29, 2026**.

Royalton Public Schools requests your feedback regarding instituting a spring break in the 2024-2025 school year. (All answers are anonymous)

Spring Break Survey Question Cont...

Survey Question:

Would you be in favor of a **week-long** spring break in March if it meant the school year would continue into June with **fewer** four day weekends throughout the winter and spring?

(For 2024-2025 calendar examples see the January 8th Board Meeting Agenda on the website.)

Spring Break Survey Results

436 Students Responded to the Survey

77.5% or 338 students are not in favor of a spring break

22.5% or 98 students are in favor of a spring break

349 Parents Responded to the Survey

84.2% or 294 parents are not in favor of a spring break

15.8% or 55 parents are in favor of a spring break

101 Staff Responded to the Survey

83.2% or 84 staff are not in favor of a spring break

16.8% or 17 staff are in favor of a spring break

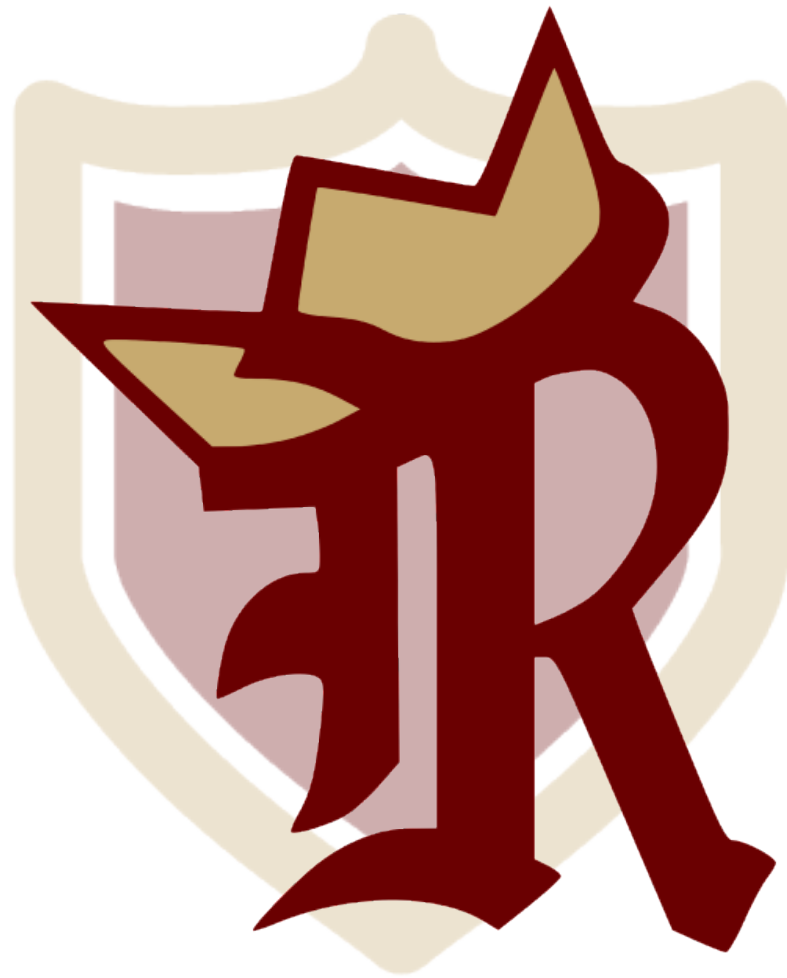
2024-2025 Calendar Options

- [Option 1](#) - calendar is similar to prior years
 - Stipends to teachers of \$500 for the additional work outside of the contract day for LETRS training (\$20,500)
 - 12 Board credits toward a lane change
- [Option 4](#) - calendar includes early outs and **No** spring break
 - All professional development days will be the LETRS training
 - All PLC time will be devoted to the Science of Teaching Reading
 - 12 Board credits to toward a lane change, no stipend

After School Options on Early-out Days

- MAP available for Pre-K through grade 5
- Potential “MAP-like” programming for middle school students (dependent on student and parent interest)
- JH athletic practices will possibly have two canceled practices per season:
 - Nov - basketball;
 - Dec - basketball;
 - Jan - basketball;
 - Feb - basketball;
 - Apr - baseball, softball;
 - May - baseball, softball;

Discussion



Thank you!



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Building Security

January 23, 2023

Background

- Elementary School building door security is good; need additional cameras both inside and outside
- High School/Middle School needs door access and door alarm upgrades, need additional cameras and replacement of some current cameras
- Reviewed Building Access

Background Cont...

Current Vendor for Fob System

- GB Technologies

Potential Vendors for New Fob System

- UHL Company
- Systematic Technologies Inc

Current Camera Server Support by TechCheck

Current Alarm System Monitored by Central MN Alarms

Security Upgrade Option 1

- Door Access Server Upgrade - **\$25,000-55,000**
- Rekey outside doors (40 doors) - **\$12,000-15,000**
- Fob the HS/MS building (22 doors) - **\$100,000-130,000**
- Add additional **103** cameras - **\$200,000-300,000**
- Door alarms for HS/MS - **\$20,000-30,000**
- No fitness center use during school day - Community Impact
 - (Current Avg 15 people per week)
- No hallway walkers during the school day - Community Impact
 - (No walkers this year, but have had them in the past; some inquiries about walking at the E.S., currently limited to high school)

Estimated Total Cost: \$357-000-530,000¹⁴⁸

Security Upgrade Option 2

- Door Access Server Upgrade - **\$25,000-55,000**
- Rekey outside doors - **\$12,000-15,000**
- Fob fewer doors - [See Map](#)
- Door alarms for HS/MS - **\$20,000-30,000**
- Additional cameras - [See List](#)
- No fitness center use during lunch period
- No hallway walkers during the school day

Estimated Total Cost: \$57,000-100,000 + additional fobbed doors and cameras

Security Upgrade Option 3

- Door Access Server Upgrade - **\$25,000-55,000**
- Rekey outside doors - **\$12,000-15,000**
- No additional fobs
- Door Alarms - **\$20,000-30,000**
- Additional cameras - [See List](#)
- Leave the Fitness Center in current status
- No hallway walkers during the school day

Estimated Total Cost: \$57,000-100,000 + and cameras



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Building Security

May 11, 2023

Security Upgrade Recommendation

Recommended Prioritized List in the following order (Recommend doing it over the next few years)

1. Rekey outside doors (40 doors) - **\$15,000**
2. Door Access Server and Software - ICT System - **\$73,372.21**
3. New camera server - Hanwha/Wisenet - **\$21,023.94**
4. Additional 48 Cameras - **\$44,970.07**

Estimated Total Cost: \$154,366.22

Revenue Options

Safe Schools estimated starting FY24 Balance: \$79,411

Estimated FY24 Safe School Revenues: \$37,257

General Fund estimated starting FY24 Balance: 2.5M

Capital estimating starting FY24 Balance: \$288,350

Estimated FY24 Operating Capital Revenue: \$227,795

LTFM (Door Access Server & Rekey only)

LTFM estimated starting FY24 Balance: \$7,378

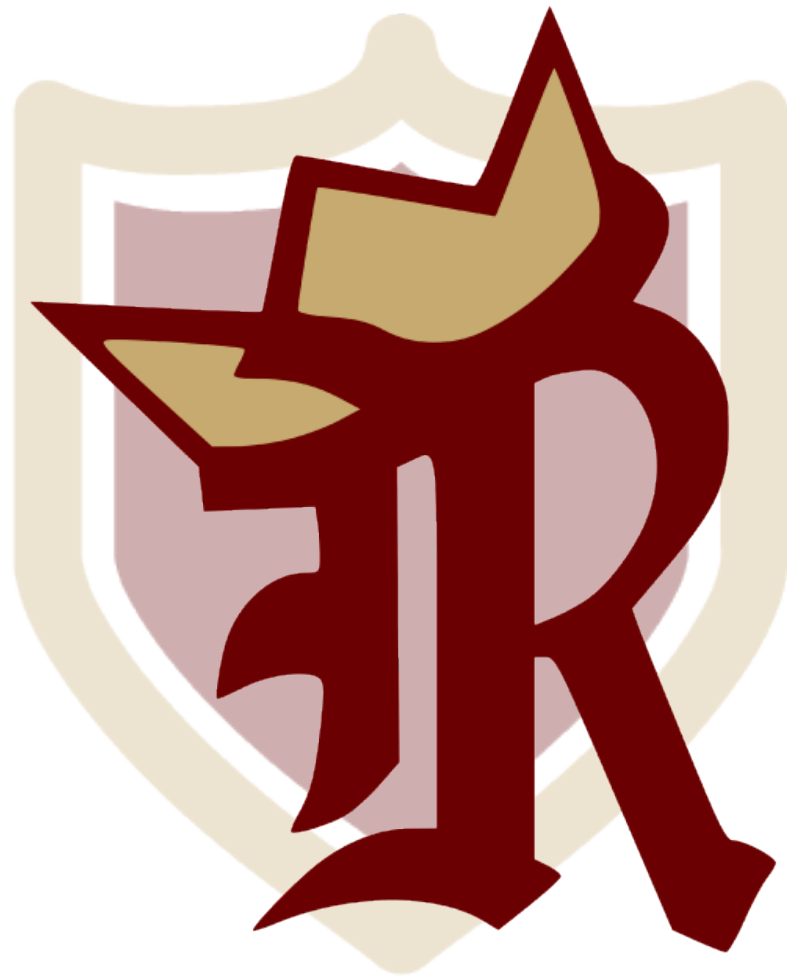
Estimated FY24 LTFM Revenue: \$181,594

**** All numbers are subject to change and can fluctuate significantly during the FY23 Audit ****

Security Upgrade Recommendation Cont...

- System for Fitness Center Access has improved - Continue to allow Public Use
 - Better control over fob access
 - New system will increase the effectiveness of the control of fob access
- Hallway walkers are after school and very few in number at the high school only
 - Have helped with notification of inappropriate behaviors of youth
 - Continue to allow Public Use

Discussion



Thank you!



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Building Security

May 22, 2023

Security Upgrade Recommendation

Recommended Prioritized List in the following order (**Recommend doing it over the next few years**)

1. Rekey outside doors (40 doors) - **\$15,000**
2. Door Access Server and Software - ICT System - **\$73,372.21**
3. New camera server - Hanwha/Wisenet - **\$21,023.94**
4. Additional 48 Cameras - **\$44,970.07**

Estimated Total Cost: \$154,366.22

Revenue Options

Safe Schools estimated starting FY24 Balance: \$79,411

Estimated FY24 Safe School Revenues: \$37,257

General Fund estimated starting FY24 Balance: 2.5M

Capital estimating starting FY24 Balance: \$288,350

Estimated FY24 Operating Capital Revenue: \$227,795

LTFM (Door Access Server & Rekey only)

LTFM estimated starting FY24 Balance: \$7,378

Estimated FY24 LTFM Revenue: \$181,594

Recommend Using: Safe Schools Revenue first (approx. \$116,668.00) followed by Capital, LTFM, other resources over the next few years.

**** All numbers are subject to change and can fluctuate significantly during the FY23 Audit ****

Security Upgrade Recommendation Cont...

- System for Fitness Center Access has improved - Continue to allow Public Use
 - Better control over fob access
 - New system will increase the effectiveness of the control of fob access
- Hallway walkers are after school and very few in number at the high school only
 - Have helped with notification of inappropriate behaviors of youth
 - Continue to allow Public Use

Discussion



Thank you!



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Building Security Update

February 12, 2024

Security Upgrades

Elementary School has been rekeyed, and fob access for ECC hallway doors
High School rekeying to be completed before the end of February

Door Access Server is in place

Training on door access software completed

Costs and Revenue Sources

- Cost of rekeying of elementary school: \$2,252.59
- Cost of server: \$73,372.21
- Cost of rekeying high school/middle school: \$1,763.00

Board approved to use unreserved fund balance of the General Fund

Recommend using Safe Schools revenues to align with Board Policy 714 Section VI

Board Policy 714 Section VI

VI. ORDER OF RESOURCE USE

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

Recommendation

- Total expenses to date for building security upgrades: \$77,388.30
- Utilize Safe Schools revenue first to cover expenses
 - Current Safe Schools fund balance available: \$71,770
 - Current Safe Schools revenue: \$32,844
 - Total expenses planned to date: \$22,800
 - Total Safe Schools funds available: \$81,814
- Recommend we use the available Safe School funds

Discussion



Thank you!



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FY24 Budget Revision Presentation General Fund

FY24 Budget Revision

Revenue:

- 1. Special Education Cross-subsidy**
- 2. Support Aid**
- 3. Unemployment Reimbursement**

Expense:

- 1. Wages & Benefits (contract settlements and unemployment)**
- 2. Purchased Services**
- 3. Capital Expenditures (building projects funded by ESSER)**

Royalton Public Schools

Original Budget FY24

Revised Budget FY24

General Fund 01

	Final FY22	Final FY23	Original Budget FY24	Revised Budget FY24	Increase / (Decrease) FY23	% Change FY23
<u>EXPENDITURES</u>						
100 Salaries & Wages	\$ 6,082,205	\$ 6,412,479	\$ 6,007,286	\$ 6,722,489	\$ 310,010	5.16%
200 Employee Benefits	1,683,469	1,756,061	1,969,060	1,929,109	\$ 173,048	8.79%
300 Purchased Services	1,606,288	1,665,328	1,626,087	1,418,954	\$ (246,374)	-15.15%
400 Supplies & Materials	821,237	855,400	904,437	855,153	\$ (247)	-0.03%
500 Capital Expenditures	524,343	1,014,689	328,629	247,200	\$ (767,489)	-233.54%
800 Other Expenditures	1,866	22,546	(1,416)	19,555	\$ (2,991)	211.23%
	<u>\$ 10,719,408</u>	<u>\$ 11,726,503</u>	<u>\$ 10,834,083</u>	<u>\$ 11,192,460</u>	<u>\$ (534,043)</u>	<u>-4.93%</u>
<u>REVENUE</u>						
	\$ 10,339,211	\$ 11,232,710	\$ 11,134,574	\$ 11,193,093	\$ (39,617)	-0.36%
Net Surplus/(Deficit)	<u>\$ (380,197)</u>	<u>\$ (493,793)</u>	<u>\$ 300,491</u>	<u>\$ 633</u>	<u>\$ 494,426</u>	

ROYALTON PUBLIC SCHOOLS

GENERAL FUND BALANCE SUMMARY

<i>Reserve Fund Balance</i>	Final FY22	Expenditures				Expenditures			
		Revenue FY23	FY23	Transfers	Final FY23	Revenue FY24	FY24	Transfers	FY24
Staff Development 403	\$ 121,768	\$ 141,984	\$ (263,752)	\$ -	\$ -	\$ 144,359	\$ (69,359)	\$ -	75,000
Operating Capital 424	472,767	261,450	(588,675)	-	145,542	222,727	(218,200)	-	150,069
Gifted and Talented 438	20,413	13,447	(27,929)	-	5,931	13,146	(23,463)	4,386	-
Safe Schools 449	74,831	37,257	(40,318)	-	71,770	34,844	(13,698)	-	92,916
Long Term Facilities Maint 467	67,509	177,642	(241,960)	-	3,191	199,651	(184,583)	-	18,259
Medical Assistance 472	108,568	17,031	(43,359)	-	82,240	15,000	(97,240)	-	-
TOTAL RESERVE FUND BALANCE	\$1,001,626	\$ 648,811	\$ (1,205,993)	\$ -	\$ 308,674	\$ 629,727	\$ (606,543)	\$ 4,386	336,244

<i>Unassigned Fund Balance</i>	Final FY22	Expenditures				Expenditures			
		Revenue FY23	FY23	Transfers	Final FY23	Revenue FY24	FY24	Transfers	FY24
TOTAL UNASSIGNED FUND BALANCE	\$1,901,870	\$ 10,611,053	\$ (10,533,633)	\$ -	\$ 1,817,633 *	\$ 10,563,366	\$ (10,585,917)	\$ (4,386)	\$ 1,790,696 **

<i>Assigned Fund Balance</i>	Final FY22	FY23		FY24	
		(Use)/Assign	Final FY23	(Use)/Assign	FY24
Roof Repairs		\$ -	\$ 100,000		\$ 100,000
Reading Specialist		-	170,000		170,000
TOTAL ASSIGNED FUND BALANCE	-	-	270,000	-	270,000

* FY23 Unassigned Fund Balance 15.5%

**FY24 Unassigned Fund Balance 16%

FY24 Budget Revision

- **Policy is 14-20% Unassigned General Fund Balance**
 - **Projected: 16% = \$1,790,696**
 - **Target 18-20% = \$2,015,000 - \$2,238,000**

- **Ongoing monitoring of expenditures**
 - **Consider options to spend down restricted fund balances (safe schools = \$92,916)**
 - **Increase the unassigned fund balance to \$1,883,612**
 - **Unassigned fund balance = 17%**
 - **Policy - “Order of Resource Use”**



Thank you!

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;

Royalton American Legion has generously offered to donate \$2,000 to the Royalton High School Band to be used for transportation and extras.

The Blackbaud Giving Fund has generously offered a grant of \$3,000 made on behalf of the Medtronic Foundation Volunteer Grant Program and its donors. They have matched Clinton and Karen Cooppicus donations from November 2023. \$2,000 will be presented to Royalton High School and \$500 to the Middle School for educational band programs and purchasing equipment. \$500 to the Elementary School benefit musical educational programs.

CyberGrants on behalf of Charities Aid Foundation of America has generously donated \$100 to match Melissa Talberg's donation to support one or more of our programs.

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 _____, 2024.

_____ Board Chair, Rian Hofstad

_____ Board Clerk, Angela Roering

Adopted: March 8, 2004
Revised: September 25, 2023

Royalton School District Policy 534
Reviewed:

534 SCHOOL MEALS POLICY

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. Students have use of a meal account. Students will be provided a reimbursable meal regardless of the student's account balance. When the student's account balance reaches \$10.00 and lower, the school district sends out a message to the account holder (i.e. parent/guardian) via email or the automated calling system that their lunch account has a low balance. Families can add money to students' accounts either by using the electronic payment option, mailing a check, or paying in person at the school office.

If the school district participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

B. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

C. Each school that participates in the free school meals program must:

(1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

(2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

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[Note: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, that now states require that Minnesota school districts that participate in the national school lunch program must adopt a school meals policy. In 2023, the Minnesota legislature amended the statute to create the free school meals program.]¶

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]¶

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid a la carte items or second meal charges.]¶

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Deleted: [Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]¶

Deleted: [OPTION 1: All a la carte items or second meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge meals or a la carte items or a second meal u... [1]

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If the school district receives school lunch aid under Minnesota Statutes section 124D.111... [3]

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Deleted: E. → When a student has a negative account balance, the student will not be allowed to charge a snack item.¶ ... [5]

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. ~~Families will be notified once their balance reaches \$10 or less. Families will be notified by email or the automated calling system.~~
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students’ names publicly, ~~providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals;~~ or affixing stickers, stamps, or pins.

Deleted: Families will be notified of an outstanding negative balance once the negative balance reaches \$[insert amount] or [insert number of meals]. Families will be notified by [insert the method used to notify families (e.g., automated calling system, email, letters sent home)].¶

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free ~~or~~ reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. ~~Negative balances with no contact for 90 days will be turned over to the superintendent or superintendent’s designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.~~
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student’s participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

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Deleted: Negative balances of more than \$[insert amount], not paid prior to [enter time period (e.g., end of the month, end of the semester, end of the school year)], will be turned over to the superintendent or superintendent’s designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.

- B. The school district will post this policy on the school district’s website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district’s school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

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Adopted: May 15, 2018

Royalton Public Schools Policy 210

Revised: _____

Reviewed: _____

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 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. Disclosure 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 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 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

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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 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.

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- 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.

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→ [Note: The \$8,000 figure increased to \$20,000 effective July 1, 2022]

- C. [The Royalton School Board members will not be employed by the school district or receive compensation in any capacity other than school board duties, and stipend positions in Schedule D of the Royalton Education Master Agreement.](#)
- D. The school board may contract with a class of school district employees, such as teachers or custodians, 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. 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 in which the contract is approved.

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IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. 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~~)
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)

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SCHEDULE D

OCCASIONAL WORK ASSIGNMENT

FALL SPORTS

CROSS COUNTRY

Scorers \$35 per meet

FOOTBALL

Announcer-Varsity \$30 per game (play by play)
Clock-Varsity \$30 per game
Clock-JV/C Squad \$25 per game
Clock-JH \$20 per game
Chain Crew-Varsity \$30 per game
Officials-Varsity/JV/C-Squad Set By Associations
Officials-JH \$30 per game
Supervision-Varsity \$35 per game
Ticket Takers-Varsity \$30 per game

VOLLEYBALL

Announcer-Varsity N/A
Clock \$25 per match
Clock-Varsity/JV \$40 per night
Clock-Varsity/JV/C-Squad \$60 per night
Clock-JH \$20 per match (3 sets); \$30 for 6 sets
Libero Tracker -JV/V only \$17 per match
Line Judges-JV/V only \$35 per match
Officials-Varsity/JV/C-Squad Set By Associations
Officials-JH \$25 per match (3 sets); \$40 for 6 sets
Official Scorebook-Varsity only \$20 per match
Supervision-Varsity/JV \$35 per event
Supervision-Varsity/JV/C-Squad \$55 per event
Supervision-JH \$20 for 1 match; \$35 for double header
Ticket Takers-Varsity/JV \$27 per night
Ticket Takers-Varsity/JV/C-Squad \$35 per night

WINTER SPORTS

BASKETBALL

Announcer-Varsity \$25 per night (play by play)
Clock-Varsity/JV \$40 per night
Clock-Varsity/JV/C-Squad \$60 per night
Clock-C-Squad \$25 per game
Clock-JH \$0 per game
Officials-Varsity/JV/CSquad Set By Associations
Officials-JH \$30 per game
Official Scorebook-Varsity only \$20 per game
Supervision-Varsity/JV \$35 per event
Supervision-Varsity/JV/C-Squad \$55 per event
Supervision-JH \$20 for 1 game; \$35 for double header
Ticket Takers-Varsity/JV \$27 per night
Ticket Takers-Varsity/JV/C-Squad \$35 per night

SCHEDULE D

OCCASIONAL WORK ASSIGNMENT CONT'D

WRESTLING

Announcer-Tri/Quad/Tourney	\$40 per event
Clock-Varsity/JV	\$35 per night
Clock-Tri	\$40 per event
Clock-Quad	\$60 per event
Official Book/Announcer-Varsity	\$20 per event
Official Book/Announcer-Tri	\$30 per event
Official Book/Announcer-Quad	\$40 per event
Officials-Varsity/JV	Set By Associations
Officials-JH	\$25 per match
Supervision-Varsity/JV	\$35 per night
Supervision-Tri/Quad/Tourney	\$35 per night
Ticket Takers-Varsity/JV	\$27 per night
Ticket Takers-Tri/Quad	\$35 per event
Ticket Takers-Tournament	\$40 per event

SPRING SPORTS

BASEBALL

Umpire-Varsity/JV	Set By Associations
Umpire-JV Double Header	\$60 per night
Umpire-JH	\$30 per game
Umpire-JH Double Header	\$55 per night

SOFTBALL

Umpire-Varsity/JV	Set By Associations
Umpire-JV Double Header	\$60 per night
Umpire-JH	\$30 per game
Umpire-JH Double Header	\$55 per night

TRACK

Official Starter-Varsity	
Official Starter-JH	

ACTIVITY & EVENT DUTIES

Concert Direction-After School	\$50 per event (Number of events TBD by Administration)
Chaperone-Dance	
Ticket Taker-Play	\$15 per event (45 minutes)
Supervisor-Concert	\$40 per event
Supervisor-Play	\$25 per event
Elem. Program	\$30 per program
Homebound Instruction	\$31 per hour
Summer Program Teacher	\$31 per hour
Adult Education	\$31 per hour
Behind Wheel Driver's Education	\$31 per hour
Accompanist	\$68 per event
Pep Band	\$50 per event

714 FUND BALANCES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

IV. CLASSIFICATION OF FUND BALANCES

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

V. MINIMUM FUND BALANCE

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

VI. ORDER OF RESOURCE USE

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

VII. COMMITTING FUND BALANCE

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

VIII. ASSIGNING FUND BALANCE

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

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

IX. REVIEW

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

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

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

714 FUND BALANCES

[Note: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws

or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.

- G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. "Unrestricted" fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

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

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of [____ percent of the annual budget.] [____ months of operating expenses.]

[Note: School districts need to select one of the bracketed choices above and fill in the blank. The other bracketed choice should be deleted. If a minimum fund balance is specified, a stabilization arrangement such as that specified in Part IX below that sets aside specific stabilization amounts may not be necessary.]

VI. ORDER OF RESOURCE USE

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

[Note: The school board determines this order.]

VII. COMMITTING FUND BALANCE

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

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: _____. ***[Specify individual(s), such as the superintendent, business manager, etc., or an entity, such as the finance committee, authorized to make these assignments.]*** Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

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

IX. STABILIZATION ARRANGEMENTS

[Note: If the school board has established any arrangement(s) for emergencies and other contingencies, the description(s) should be included in this section. The school board needs to specifically define the circumstances or conditions when these amounts may be used, which must be unanticipated adverse financial or economic circumstances. These circumstances or conditions cannot be situations that are expected to or which occur routinely. Stabilization arrangements should be reported as restricted or committed if they meet the criteria or, otherwise, should be reported as unassigned. They should not be reported as assigned. If the school board does not have any such arrangements, this section should be deleted.]

X. REVIEW

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

[Note: The school board should determine the review period adequate for their school district and change "an annual" to "a quarterly" or "a monthly" or some other time frame if appropriate.]

Legal References:

Statement No. 54 of the Governmental Accounting Standards Board

Cross References:

~~MSBA Service Manual, Chapter 7, Education Funding~~ None

Adopted: [December 11, 2006](#)
Revised: [May 23, 2022](#)

[Royaltan School District Policy 506](#)
Reviewed:

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[Note: School districts are required by statute to have a policy addressing these issues.]¶

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, 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. See Addendum A.
- 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 ~~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 ~~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~~

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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;](#) ▼
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;

Deleted: 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;

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.

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

Deleted: [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.] ¶

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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. 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. 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.

F. Procedures for Return of a Student to a Specific 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.

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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.

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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. 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.

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H. Students with a Disability; 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.

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I. 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.

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- 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.

J. 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.

K. 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.

L. 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.

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

- 1. Students in need of special education referrals may be referred by parents/guardians, teachers, administration, Opportunity Team, and Child Study teams where data is logged through documented interventions and then assessed through our special education service provider.

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 2. → Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota StatutesN section 121A.29. ¶

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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.

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1. Students that are victims of bullying who respond with behavior not allowed under the School's Behavior Policies have access to a remedial response through, including but not limited to, the school Social Worker, Counselor, Special Education Teacher (if applicable), Administrator, Psychologist, and/or Behavior Interventionist.

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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 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.

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The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425 is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

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- 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.

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- C. Disciplinary Dismissals Prohibited

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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 less than one day, 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

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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. 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

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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 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 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.

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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 must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, 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.

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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 pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration

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of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

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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. See Addendum B.

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The Discipline Complaint Procedure must, at a minimum:¶
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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)

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Addendum A

Guidelines for Implementation of Policy 506

The implementation requirements in Policy 506 will be adhered to by staff and administrators. Building Administrators will share the policy with staff, students and parents/guardians annually.

Teachers are expected to address student behavior and utilize the PBIS, MTSS, and other behavioral support systems in place to ensure a positive learning environment for students. If student behavior rises to the level of necessary intervention from administration, an investigation will occur. The depth of investigation will depend on the type of incident and the administrator is expected to use appropriate judgment in determining action steps.

Administrators will investigate any reported incidents as outlined in this policy as soon as possible with a heightened sense of urgency depending on the type of incident. Disciplinary action will comply with the discipline matrix provided in the student handbook.

Any discipline complaint will be handled as outlined in Addendum B to Policy 506.

Addendum B

Discipline Complaint Procedure of Policy 506

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.

Complaints will be received and handled in the following manner:

- 1) Complaints can be made by email or telephone to the appropriate school district official. If the complaint is about a teacher, the communication should be directed to the principal. If the complaint is about the principal, the communication should be directed to the Superintendent.
- 2) Complaints will be investigated by district officials, who are not the subject of the complaint, within three days of the receipt of the complaint. During the investigation involved parties will be able to submit additional information related to the complaint.
- 3) Complainant will receive a written determination through email that addresses each allegation and the conclusions of the investigation.
- 4) If the investigation finds that behavior or discipline policies were not implemented appropriately, corrective action will be taken to amend the student's record.
- 5) Training, coaching, or other accountability practices will be provided to staff to ensure compliance with policies in the future.
- 6) Reprisal or retaliation toward a person who reports a complaint is prohibited and will result in appropriate disciplinary consequences.

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather.
 - 2. Clothing that does not create a health or safety hazard.
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
 - 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
 - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
 - 3. Apparel promoting products or activities that are illegal for use by minors.
 - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in [Policy 413](#).
 - 5. Any apparel or footwear that would damage school property.
- D. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).
- E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- F. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in

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or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgement of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)
Minn. Stat. § 363A.03, Subd. 36a (Definitions)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed. Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: January 12, 2004
Revised: February 24, 2020

Royalton School District Policy 417
Reviewed:

417 CHEMICAL USE AND ABUSE

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, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The 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.
- C. Every school that participates in a school district chemical abuse program shall establish 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 school district shall establish a drug-free awareness program for its employees.

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 student's normal function in academic, school, or social activities is chronically impaired.
- 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.

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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.

B. Programs and Activities

The school district shall develop, implement, and evaluate comprehensive 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.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

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.

2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy 506 and the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56, and proposed for expulsion.

3. Searches by school district officials in connection with the use, possession, or transfer, of alcohol or a controlled toxic substance and medical cannabis will be conducted in accordance with school board policies related to search and seizure.

4. Nothing in paragraph IV.B 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.

D. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team designated by the superintendent or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school

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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. ¶

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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.

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nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. 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.

E. 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 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. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

F. 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.

V. EMPLOYEES

- A. The school district shall establish a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace.
 2. The school district's policy of maintaining a drug-free workplace.
 3. Available drug counseling, rehabilitation, and employee assistance programs.

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¶

F. → School and Community Advisory Team ¶

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1. → The superintendent, with the advice of the school board, shall establish a sch... [12]

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

B. The school district shall notify a 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 occurring in the workplace.

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)
- 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 (Definitions; Medical Cannabis)
- Minn. Stat. § 152.23 (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. §§ 7101-7122 (Student Support and Academic Enrichment Grants)
- 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-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)

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

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