



AGENDA
July 16, 2020
5:30 PM

High School Media Center & Via Zoom

I. Routine Matters

A. Roll Call:

Stefanie Folkema, Teri Umbreit, Matt Meissner, Jennifer Widell, Kristin Papke, Kenneth Lind, Brent Stavig; ex officio

B. Approval of Agenda

C. Citizens Comments

D. Approval of Consent Agenda Items

- 1. Approve Minutes of Work Session Board Meeting on June 17, 2020 3
- 2. Approve Minutes of the Regular Board Meeting on June 18, 2020 4
- 3. Approve Obligations - \$990,600.82
 - a. June Obligations - \$924,495.01 8
 - b. July Obligations - \$66,105.81 21
- 4. Investments & Wire Transfers 28
- 5. Approve Personnel Items
 - a. Employment of Sheila Shykes, 7th & 10th Grade English Teacher, effective the start of 2020-21 school year.
 - b. Employment of Mari Ringness, Interim High School Counselor, effective the start of 2020-21 school year.
 - c. One-Year Contract - Tier 1 License for Bernadette Campbell, Family & Consumer Science Teacher, effective 2020-21 school year.
 - d. FMLA Request for Michael Ramstad, Custodian, effective July 14 - August 31, 2020

E. Consideration of Item(s) Removed from Consent Agenda

F. Recognition/Policy Review

1. Policy Review

a. First Reading

b. Second Reading - Annual Review Required

- 1. Policy 410 - Family and Medical Leave Policy (Review) 29
- 2. Policy 413 - Harassment and Violence (Review) 39
- 3. Policy 414 - Mandated Reporting of Child Neglect (Revised) 52
- 4. Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults (Review) 60
- 5. Policy 506 - Student Discipline (Revised) 64
- 6. Policy 514 - Bullying Prohibition Policy (Review) 84
- 7. Policy 522 - Student Sex Nondiscrimination (Revised) 95
- 8. Policy 524 - Internet Acceptable Use and Safety Policy (Revised) 100
- 9. Policy 616 - School District System Accountability (Revised) 113
- 10. Policy 722 - Public Data Requests and Form (New) 120
- 11. Policy 806 - Crisis Management Policy (Revised) 127

c. Policy Adoption

- 1. Policy 429 - Cocurricular Assignment of Personnel (Review) 143
- 2. Policy 430 - Contract Releases After Resignation Deadline (Review) 144
- 3. Policy 440 - Civic Involvement by Employees (Review) 146
- 4. Policy 503.1 - Student Attendance - Age of Initial Entrance (Review) 147
- 5. Policy 505 - Distribution of Nonschool-Sponsored Materials (Review) 149
- 6. Policy 507 - Corporal Punishment (Review)

7. Policy 508 - Extended School Year for Certain Students with Individualized Education Program (Review)	155
8. Policy 509 - Enrollment of Nonresident Students (Revised)	157
9. Policy 510 - School Activities (Revised)	161
10. Policy 515 - Protection and Privacy of Pupil Records (Revised)	163
11. Policy 533 - Wellness (Review)	195
d. <u>Policy Adoption - Review and Adopt</u>	
1. Policy 709 - Student Transportation Safety	203
G. Financial Topics	
1. FY20 Audit Preparation	
2. Approve List of Fundraisers	222
3. Designate Business Manager and Superintendent for Making Electronic Fund Transfers for the District	
II. Reports	
A. Updates	223
B. Meetings Attended	
III. Communications - Superintendent's Report	
IV. Old Business	
V. New Business	
A. 2020-21 Meal Pricing - Remains the same as 2019-20	
Breakfast: All Students - \$.90	
Lunch: Elementary - \$2.65 / High School - \$2.80	
Adult Pricing: Breakfast - \$2.25 / Lunch - \$4.00	
B. Approve School Resource Officer (SRO) Contract	226
C. Long Term Facilities Maintenance 10 Year Plan	234
D. High School Handbook Review	243
E. Elementary Handbook Review	295
F. Activities Handbook Review	297
G. Transportation Handbook Review	326
H. Tiger Care Handbook Review	327
I. Aquatic Center Handbook Review	331
J. Social Media for Student Participants/Parents Review	369
K. Update MSHSL Volunteer Fall Coaches	371
VI. Calendar	
A. Work Session Board Meeting - August 6, 2020 at 5:15 pm via Teleconference	
B. Regular School Board Meeting - August 20, 2020 at 5:30 pm via Teleconference	
VII. Adjournment	

**Unapproved Minutes of School Board Work Session
Independent School District #139
June 17, 2020**

Chairperson Folkema called the School Board Work Session to order at 5:45 pm. This meeting took place via teleconference using Zoom.

I. Routine Matters

A. Roll Call:

Members Present: Stefanie Folkema, Matt Meissner, Jennifer Widell, Kristin Papke, Ken Lind

Members Absent: Teri Umbreit

Others in Attendance: Laureen Frost, Business Manager; Brent Stavig, High School Principal; Staci Souhan, Elementary Principal; Lee Rood, Athletic Director, and other interested parties.

B. Approval of Agenda

Motion by Papke seconded by Meissner to approve the agenda. Motion carried unanimously.

II. New Business

A. COVID-19 Fall Planning Session

Reports were given by the following:

Janet Wagener – Counseling

Laureen Frost – Finance (CARES Act)

Nate Sorgert – Facilities

Renee Mussetter – Transportation

Deborah Meissner – Health Services (MDH Guidelines)

Lee Rood – Summer Programs/Fall Sports

Staci Souhan – CE Jacobson Elementary

Julie Thom – Early Childhood

Jim Hatz – Technology

Brent Stavig – Food Service and open positions

III. Adjournment

Motion by Lind seconded by Papke adjourning the meeting at 7:42 pm. Motion carried unanimously.

**Unapproved Minutes of Regular School Board Meeting
Independent School District #139
June 18, 2020**

Chairperson Folkema called the Regular School Board Meeting to order at 5:30 pm. This meeting took place via teleconference using Zoom.

I. Routine Matters

A. Roll Call:

Members Present: Stefanie Folkema, Teri Umbreit, Matt Meissner, Jennifer Widell, Kristin Papke, Kenneth Lind

Others in Attendance: William Campbell, ex officio; Laureen Frost, Business Manager; Brent Stavig, High School Principal; Staci Souhan, Elementary Principal; Lee Rood, Athletic Director; and other interested parties.

B. Approval of Agenda

Motion by Meissner seconded by Umbreit to approve the agenda as presented. Motion carried unanimously.

C. Approval of Consent Agenda Items

Motion by Widell seconded by Papke to approve Consent Agenda items. Motion carried unanimously.

1. Approve Minutes of Special Session Board Meeting on May 7, 2020
2. Approve Minutes of Special Session Board Meeting on May 12, 2020
3. Approve Minutes of the Regular Board Meeting on May 21, 2020
4. Approve Minutes of Special Session Board Meeting on May 27, 2020
5. Approve Minutes of Special Session Board Meeting on June 1, 2020
6. Approve Minutes of Work Session Board Meeting on June 4, 2020
7. Approve Minutes of Special Session Board Meeting on June 4, 2020
8. Approve Obligations - \$803,309.59
 - a. May Obligations - \$715,008.23
 - b. June Obligations - \$88,301.36
9. Investments & Wire Transfers
Investments at the end of May were at \$3,773,702
10. Approve Personnel Items
 - a. Retirement of Marlen Holmberg, Van Driver, effective June 30, 2020
 - b. Resignation of Grant Nicoll, High School Social Studies Teacher, effective end of 2019-20 School Year
 - c. FMLA Request for Michael Ramstad, Custodian, effective June 4 - July 13, 2020
 - d. Employment of Taylor Youngblom - 6th Grade Teacher/Math - effective start of 2020-21 school year
 - e. Employment of Alyssa Yaroscak, Kindergarten Teacher, effective start of 2020-21 school year
 - f. Employment of Adam Engel, High School Social Studies Teacher, effective start of 2020-21 school year

D. Citizens Comments - None

E. Consideration of Item(s) Removed from Consent Agenda - None

F. Recognition/Policy Review

1. Policy Review

a. First Reading - Annual Review Required

1. Policy 410 - Family and Medical Leave Policy (Review)
2. Policy 413 - Harassment and Violence (Review)
3. Policy 414 - Mandated Reporting of Child Neglect (Revised)

4. Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults (Review)
5. Policy 506 - Student Discipline (Revised)
6. Policy 514 - Bullying Prohibition Policy (Review)
7. Policy 522 - Student Sex Nondiscrimination (Revised)
8. Policy 524 - Internet Acceptable Use and Safety Policy (Revised)
9. Policy 616 - School District System Accountability (Revised)
10. Policy 722 - Public Data Requests and Form (New)
11. Policy 806 - Crisis Management Policy (Revised)

b. Second Reading

1. Policy 429 - Cocurricular Assignment of Personnel (Review)
2. Policy 430 - Contract Releases After Resignation Deadline (Review)
3. Policy 440 - Civic Involvement by Employees (Review)
4. Policy 503.1 - Student Attendance - Age of Initial Entrance (Review)
5. Policy 505 - Distribution of Non-School-Sponsored Materials (Review)
6. Policy 507 - Corporal Punishment (Review)
7. Policy 508 - Extended School Year for Certain Students with Individualized Education Program (Review)
8. Policy 509 - Enrollment of Nonresident Students (Revised)
9. Policy 510 - School Activities (Revised)
10. Policy 515 - Protection and Privacy of Pupil Records (Revised)
11. Policy 533 - Wellness (Review)

c. Policy Adoption

G. Financial Topics

1. Revenue/Expenditures

Business Manager Frost provided an update. The general fund revenues were in \$961,451 stronger than expenditures.

II. Reports

A. Positive Points

Principal Souhan presented the Elementary update. Principal Stavig presented the High School update. Information will be brought to the Board at the July Regular School Board Meeting regarding transitioning from MAPS to FAST assessments.

B. Updates - None

C. Meetings Attended

Board Clerk Widell attended an MSBA Webinar June 18, 2020 with the Secretary of State regarding upcoming School Board Elections.
Principal Stavig attended a COVID-19 Planning Session on June 7, 2020.

D. Q-Comp Annual Report - 2019-20

Mary Kurvers presented the 2019-20 Q-Comp Annual Report.

III. Communications - Superintendent's Report

Superintendent Campbell gave an update on Fall planning guidance.

IV. Old Business - None

V. **New Business**

A. Adopt Fiscal Year 2021 Preliminary Budget

FY-21 PRELIMINARY BUDGET SUMMARY					JUNE 2020
FUND NAME	Estimated FUND BAL. 6/30/2020	2020-21 REVENUE BUDGET	2020-21 EXPENDITURE BUDGET	FY-21 BUDGET ONLY	Estimated FUND BAL. 6/30/2021
01-GENERAL	\$1,526,110.51	\$10,384,546	\$10,364,413	\$20,133.00	\$1,546,243.51
ASSIGNED (82) ACTIVITY	\$50,083.28	\$146,000	\$134,500	\$11,500.00	\$61,583.28
RESTRICTED (08)-SCHOLARSHIP	\$189,000.25	\$19,000	\$19,000	\$0.00	\$189,000.25
RESTRICTED (88)STUDENT ACTIVITY	\$142,918.00	\$58,250	\$70,000	(\$11,750.00)	\$131,168.00
01-GENERAL TOTAL	\$1,908,112.04	\$10,607,796.00	\$10,587,913.00	\$19,883.00	\$1,927,995.04
02 FOOD SERVICE	\$62,807.83	\$453,200	\$456,932	(\$3,732.00)	\$59,075.83
04-COMMUNITY SERV	\$62,403.99	\$401,454	\$397,709	\$3,745.00	\$66,148.99
07-DEBT REDEMPTION	\$324,833.57	\$1,457,406	\$1,463,600	(\$6,194.00)	\$318,639.57
10-TRUST (aquatic)	\$513,632.04	\$8,000	\$8,000	\$0.00	\$513,632.04
TOTAL FUNDS	\$2,871,789.47	\$12,927,856	\$12,914,154	\$13,702.00	\$2,885,491.47

Motion by Umbreit seconded by Papke to adopt the FY21 Preliminary Budget as presented. Motion carried unanimously.

- B. Designation of Identified Official with Authority for the MDE External User Access Recertification System
Motion by Papke seconded by Umbreit to adopt resolution to authorize Brent Stavig to act as the Identified Official with Authority (IOWA) for Rush City Public School District 0139-01. Motion passed unanimously.
- C. SEE Membership Renewal
Campbell discussed the SEE Membership.
- D. Notice of Filing Dates for Election to the School Board
Due to the vacancy created in December 2019 by resignation of a Board Member, there will be one Board Member position, for the term of one year, on the November ballot. Motion by Umbreit seconded by Meissner to approve. Motion carried unanimously.
- E. MSHSL Resolution for Membership 2020-2021 & School Board Video
Athletic Director Rood gave an update. Motion by Umbreit seconded by Widell to pass the resolution. Motion carried unanimously.
- F. 2020-21 Fuel Quote Action
Campbell reviewed quotes from Kwik Trip and Holiday with the recommendation to go with the lowest bid. Motion by Meissner seconded by Papke to accept the quote from Kwik Trip. Motion passed unanimously.
- G. 2020-21 Snow Removal Quote Action
Campbell explained that the only quote received was from All Seasons and recommended to accept this quote. Motion by Meissner seconded by Papke to accept the quote from All Seasons. Motion passed unanimously.
- H. 2020-21 Garbage Disposal Quote Action
Campbell reviewed quotes from Pete’s Rubbish Hauling LLC and Waste Management of Minnesota with the recommendation to go with the lowest bid. Motion by Widell seconded by Meissner to accept the quote from Pete’s Rubbish Hauling LLC. Motion carried unanimously.
- I. 2020-21 Meal Pricing - Remains the same as 2019-20
Breakfast: All Students - \$.90
Lunch: Elementary - \$2.65 / High School - \$2.80
Adult Pricing: Breakfast - \$2.25 / Lunch - \$4.00
Campbell explained he came across new information and requested to have this item tabled. Motion by Lind seconded by Widell to table this item. Motion carried unanimously.

J. Aquatic Center Plan - COVID-19

Athletic Director Rood provided an update on options for opening the Aquatic Center. Opening would not be fiscally responsible to the taxpayers.

K. Approve Contract for Interim High School Principal - July 1, 2020 thru June 30, 2021

Motion by Umbreit seconded by Widell to approve the contract for Janet Wagener as Interim High School Principal. Motion carried unanimously.

L. Approve Leave of Absence Request for Janet Wagener, Social Worker, effective July 1, 2020 - June 30, 2020

Motion by Meissner seconded by Umbreit to approve the leave of absence request for Janet Wagener, School Counselor. Motion carried unanimously.

VI. **Calendar**

A. Work Session Board Meeting - July 2, 2020 at 5:15 pm via Teleconference

The July 2, 2020 Work Session Board Meeting has been cancelled.

B. Regular School Board Meeting - July 16, 2020 at 5:30 pm via Teleconference

VII. **Adjournment**

Thank you, best wishes and goodbyes were extended to Superintendent Campbell.

Motion by Umbreit seconded by Meissner adjourning the meeting at 6:50 pm. Motion carried unanimously.

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
201900022	HARRIS BANK	07/10/2020	Campbell A	MAPT Registration	0	80.00	12,267.43
01 E	005 760 000 720 820			PUPIL TRANSPORTATION/REGULAR TO & FROM/DUES AND MEMBERS		80.00	
01 E	005 680 000 000 401		Hatz A	Powercord	0	82.44	
				COMPUTER ASSIST.INST/DISTRICT WIDE/GENERAL SUPPLIES		82.44	
01 E	005 680 000 000 401		Hatz B	Web Cams	0	104.00	
				COMPUTER ASSIST.INST/DISTRICT WIDE/GENERAL SUPPLIES		104.00	
01 E	005 680 000 000 401		Hatz C	Microphones	0	39.90	
				COMPUTER ASSIST.INST/DISTRICT WIDE/GENERAL SUPPLIES		39.90	
01 E	005 850 001 302 401		Hatz D	Kindles	0	10,447.00	
				OPERATING CAPITAL/OPERATING CAPITAL/GENERAL SUPPLIES		10,447.00	
01 E	005 680 000 000 401		Hatz E	Power strips	0	290.40	
				COMPUTER ASSIST.INST/DISTRICT WIDE/GENERAL SUPPLIES		290.40	
01 E	300 292 000 000 350		Rood A	Gator Service	0	88.11	
				BOYS/GIRLS ATHLETIC/DISTRICT WIDE/REPAIRS & MAINT SERV		88.11	
01 E	300 292 000 000 401		Rood B	Covid Supplies	0	45.92	
				BOYS/GIRLS ATHLETIC/DISTRICT WIDE/GENERAL SUPPLIES		45.92	
01 E	005 760 000 720 320		Sorgert A	Sip Trunk	0	427.80	
				PUPIL TRANSPORTATION/REGULAR TO & FROM/COMMUNICATION SE		85.56	
01 E	100 810 000 000 320			OPERATIONS/MAINTENAN/DISTRICT WIDE/COMMUNICATION SERV.		149.73	
01 E	300 810 000 000 320			OPERATIONS/MAINTENAN/DISTRICT WIDE/COMMUNICATION SERV.		149.73	
04 E	500 584 000 000 320			PRESCHOOL PROGRAM/DISTRICT WIDE/COMMUNICATION SERV.		42.78	
01 E	100 203 004 000 430		Souhan A	Instructional Supplies	0	74.89	
				ELEMENTARY EDUCATION/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		74.89	
01 E	100 640 000 335 366		Souhan B	Q Comp	0	31.20	
				STAFF DEVELOPMENT/QUALITY COMPENSATION ALTERNATI/TRAVEL		31.20	
01 E	100 640 000 335 366		Souhan C	Q Comp	0	30.27	
				STAFF DEVELOPMENT/QUALITY COMPENSATION ALTERNATI/TRAVEL		30.27	
01 E	100 640 000 335 366		Souhan D	Q Comp	0	79.69	
				STAFF DEVELOPMENT/QUALITY COMPENSATION ALTERNATI/TRAVEL		79.69	
01 E	400 202 000 000 401		Souhan F	Gift for new K Teacher	0	354.00	
				ELEM ACTIVITY ACCOUNT/DISTRICT WIDE/GENERAL SUPPLIES		354.00	
01 E	300 640 000 316 366		Stavig A	Lunch for the Committee	0	49.12	
				STAFF DEVELOPMENT/RES.FOR STAFF DEV./TRAVEL		49.12	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			Stavig B	Lunch for the Committee	0	42.69	
01 E 300 640 000 316 366			STAFF DEVELOPMENT/RES.FOR	STAFF DEV./TRAVEL		42.69	
			1	Void	Check(s) For a Total of		12,267.43

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
201900023	HARRIS BANK	07/10/2020	Campbell A	MAPT Registration	0	80.00	12,345.19
01 E	005 760 000 720 820			PUPIL TRANSPORTATION/REGULAR TO & FROM/DUES AND MEMBERS		80.00	
01 E	005 680 000 000 401		Hatz A	Powercord	0	82.44	
				COMPUTER ASSIST.INST/DISTRICT WIDE/GENERAL SUPPLIES		82.44	
01 E	005 680 000 000 401		Hatz B	Web Cams	0	104.00	
				COMPUTER ASSIST.INST/DISTRICT WIDE/GENERAL SUPPLIES		104.00	
01 E	005 680 000 000 401		Hatz C	Microphones	0	39.90	
				COMPUTER ASSIST.INST/DISTRICT WIDE/GENERAL SUPPLIES		39.90	
01 E	005 850 001 302 401		Hatz D	Kindles	0	10,447.00	
				OPERATING CAPITAL/OPERATING CAPITAL/GENERAL SUPPLIES		10,447.00	
01 E	005 680 000 000 401		Hatz E	Power strips	0	290.40	
				COMPUTER ASSIST.INST/DISTRICT WIDE/GENERAL SUPPLIES		290.40	
01 E	300 292 000 000 350		Rood A	Gator Service	0	88.11	
				BOYS/GIRLS ATHLETIC/DISTRICT WIDE/REPAIRS & MAINT SERV		88.11	
01 E	300 292 000 000 401		Rood B	Covid Supplies	0	45.92	
				BOYS/GIRLS ATHLETIC/DISTRICT WIDE/GENERAL SUPPLIES		45.92	
01 E	005 760 000 720 320		Sorgert A	Sip Trunk	0	427.80	
				PUPIL TRANSPORTATION/REGULAR TO & FROM/COMMUNICATION SE		85.56	
01 E	100 810 000 000 320			OPERATIONS/MAINTENAN/DISTRICT WIDE/COMMUNICATION SERV.		149.73	
01 E	300 810 000 000 320			OPERATIONS/MAINTENAN/DISTRICT WIDE/COMMUNICATION SERV.		149.73	
04 E	500 584 000 000 320			PRESCHOOL PROGRAM/DISTRICT WIDE/COMMUNICATION SERV.		42.78	
01 E	100 203 004 000 430		Souhan A	Instructional Supplies	0	74.89	
				ELEMENTARY EDUCATION/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		74.89	
01 E	100 640 000 335 366		Souhan B	Q Comp	0	31.20	
				STAFF DEVELOPMENT/QUALITY COMPENSATION ALTERNATI/TRAVEL		31.20	
01 E	100 640 000 335 366		Souhan C	Q Comp	0	30.27	
				STAFF DEVELOPMENT/QUALITY COMPENSATION ALTERNATI/TRAVEL		30.27	
01 E	100 640 000 335 366		Souhan D	Q Comp	0	79.69	
				STAFF DEVELOPMENT/QUALITY COMPENSATION ALTERNATI/TRAVEL		79.69	
01 E	100 710 000 000 401		Souhan E	Counselor Supply	0	77.76	
				GUIDANCE/DISTRICT WIDE/GENERAL SUPPLIES		77.76	
01 E	400 202 000 000 401		Souhan F	Gift for new K Teacher	0	354.00	
				ELEM ACTIVITY ACCOUNT/DISTRICT WIDE/GENERAL SUPPLIES		354.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			Stavig A	Lunch for the Committee	0	49.12	
01 E 300 640 000 316 366			STAFF DEVELOPMENT/RES.FOR	STAFF DEV./TRAVEL		49.12	
			Stavig B	Lunch for the Committee	0	42.69	
01 E 300 640 000 316 366			STAFF DEVELOPMENT/RES.FOR	STAFF DEV./TRAVEL		42.69	
				1 Wire Transfer Check(s) For a Total of			12,345.19

	0	Manual	Checks For a Total of	0.00
	1	Wire Transfer	Checks For a Total of	12,345.19
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		12,345.19
Less	1	Voided	Checks For a Total of	12,267.43
			Net Amount	77.76

COMMENT	CHECK		INVOICE	POST	
	NUMBER	VENDOR	DESCRIPTION	AMOUNT	DATE
	15367	CARASOFT TECHNOLOGY	ENTERPRISE THREAT PROTECTOR RENEWAL	196.00	06/05/2020
	15368	EAST CENTRAL ENERGY	BALL FIELD ELECTRICITY	38.36	06/05/2020
	15369	INDIANHEAD FOODSERVI	Pizza Crust	347.75	06/05/2020
	15370	AUTO OWNERS INSURANC	FY21 AUTO INSURANCE	21,773.82	06/05/2020
	15371	ARC IRRIGATION LLP	Sprinkler Repair	71.35	06/25/2020
	15372	BRAHAM COUNTRY FLORA	Graduation Stage	194.00	06/25/2020
	15372	BRAHAM COUNTRY FLORA	Graduation Flowers	306.00	06/25/2020
	15373	BUSCH, PAULA	Food Service Refund	27.90	06/25/2020
	15374	CANON FINANCIAL SERV	Copiers	1,547.28	06/25/2020
	15375	CARASOFT TECHNOLOGY	ENTERPRISE THREAT PROTECTOR RENEWAL	196.00	06/25/2020
	15376	CAREY, SUZEN	Food Service Refund	38.05	06/25/2020
	15377	CLIMATE MAKERS INC	Phase 2	39,550.00	06/25/2020
	15378	CENTRAL MN EDUCATION	LAMPS, PAPER, CUSTODIAL SUPPLIES	375.42	06/25/2020
	15378	CENTRAL MN EDUCATION	LAMPS, PAPER, CUSTODIAL SUPPLIES	869.34	06/25/2020
	15378	CENTRAL MN EDUCATION	LAMPS, PAPER, CUSTODIAL SUPPLIES	981.57	06/25/2020
	15378	CENTRAL MN EDUCATION	LAMPS, PAPER, CUSTODIAL SUPPLIES	1,853.37	06/25/2020
	15379	CONTINENTAL CLAY	CONTINENTAL CLAY COMPANY QUOTE FOR FIXING THE ELEMENTARY SCHOOL KILN. THE RUSH CITY EDUCATION FOUNDATION HAS AWARDED A GRANT FOR THIS PROJECT.	1,298.42	06/25/2020
	15380	CORNERSTONE KIDS INC	FY20 Playground Inspection	1,100.00	06/25/2020
	15381	EAST CENTRAL ENERGY	HIGH SCHOOL ELECTRICITY	6,704.13	06/25/2020
	15381	EAST CENTRAL ENERGY	BUS GARAGE ELECTRIC	182.11	06/25/2020
	15381	EAST CENTRAL ENERGY	FY20 BALL FIELD ELECTRICITY	39.95	06/25/2020
	15381	EAST CENTRAL ENERGY	POOL ELECTRICITY	131.00	06/25/2020
	15381	EAST CENTRAL ENERGY	ELEM ELECTRICITY	2,858.00	06/25/2020
	15381	EAST CENTRAL ENERGY	REC CTR ELECTRICITY	429.00	06/25/2020
	15382	EBNER, KATHY	Food Service Refund	35.15	06/25/2020
	15383	ECM PUBLISHERS INC	Snow Removal Bids	100.80	06/25/2020
	15383	ECM PUBLISHERS INC	Garbage Removal Bids	118.80	06/25/2020
	15384	ENGEL, LORI	Food Service Refund	48.85	06/25/2020
	15385	FAIRVIEW HEALTH SERV	DOT Physical	120.00	06/25/2020
	15386	FAIRVIEW HEALTH SERV	DOT Physical	87.00	06/25/2020
	15387	GILBERT, JULIE	Food Service Refund	24.65	06/25/2020
	15388	HAGEMAN, CONNIE	Food Service Refund	15.05	06/25/2020
	15389	HANDT, FAITH	Food Service Refund	40.90	06/25/2020
	15390	HERMANSON, MELINDA	Food Service Refund	16.95	06/25/2020
	15390	HERMANSON, MELINDA	Food Service Refund	20.45	06/25/2020
	15391	HILLIER, JULIE	Food Service Refund	108.30	06/25/2020
	15392	JERRYS AUTO REPAIR I	Oil & Filter	49.25	06/25/2020
	15392	JERRYS AUTO REPAIR I	Oil & Filter	50.00	06/25/2020
	15392	JERRYS AUTO REPAIR I	Oil, filter, and Batteries	324.23	06/25/2020
	15392	JERRYS AUTO REPAIR I	Oil, filter, Inspections	300.25	06/25/2020
	15393	JOHNSON, CAROL	Food Service Refund	35.75	06/25/2020
	15394	LANGWORTHY, AMY	Food Service Refund	76.80	06/25/2020
	15395	MENARDS CAMBRIDGE	Paint and Sanitizer	42.93	06/25/2020
	15395	MENARDS CAMBRIDGE	Ceiling Tiles	234.24	06/25/2020
	15396	MIELKE, JASON	Food Service Refund	38.25	06/25/2020
	15397	MN ENERGY RESOURCES	FY20 ELEM SCHOOL GAS	19.50	06/25/2020
	15398	MORRIS, MEGHANNE	Food Service Refund	20.20	06/25/2020
	15399	OURADNIK, STEVE	Food Service Refund	43.15	06/25/2020
	15400	OXYGEN SERVICE COMPA	Oxygen Tank Rental	70.03	06/25/2020
	15401	PATTY, SCHLAVIN	Gas Reimbursement	10.00	06/25/2020
	15402	SCAN AIR FILTER INC	Filters	855.61	06/25/2020
	15403	SCHLIPP, ARLAN	PTO Shaft payment Reimbursement	285.00	06/25/2020
	15404	SLETTEN, HEATHER	Food Service Refund	30.38	06/25/2020

COMMENT	CHECK		INVOICE DESCRIPTION	POST	
	NUMBER	VENDOR		AMOUNT	DATE
	15405	SMITH, JENNIFER	Food Service Refund	6.20	06/25/2020
	15406	SWANSON, ERIC	Food Service Refund	50.10	06/25/2020
	15407	TEAM SPORTING GOODS	.32 Cal Blanks	180.00	06/25/2020
	15407	TEAM SPORTING GOODS	.32 Pistol	260.54	06/25/2020
	15408	VOIGHT, ALICIA	Food Service Refund	5.85	06/25/2020
	15409	WALD, CHERYL	Food Service Refund	116.20	06/25/2020
	15410	HILLYARD INC - MINNE	HS Supplies	7,363.66	06/25/2020
	15411	ALBRIGHT, JEREMY	Pool Pass Refund	200.00	06/30/2020
	15412	ALL STAR TROPHY & AW	Plaques	15.00	06/30/2020
	15413	CAMPBELL, WILLIAM	Mosaic Balance	18.50	06/30/2020
	15414	EAST CENTRAL ENERGY	BALL FIELD ELECTRICITY	70.47	06/30/2020
	15415	G&G AUTO SUPPLY INC	Batteries	103.95	06/30/2020
	15416	HENDRICKS, BRYAN	Uniform Allowance	250.00	06/30/2020
	15417	LAKE STATE REPAIR LL	Truck#4	53.70	06/30/2020
	15417	LAKE STATE REPAIR LL	Truck#14	33.70	06/30/2020
	15417	LAKE STATE REPAIR LL	Truck #1-5, 7-14	725.25	06/30/2020
	15418	MENARDS CAMBRIDGE	QC TEE	5.99	06/30/2020
	15419	NEURER, KERRY	FY20 Uniform Allowance	150.88	06/30/2020
	15420	RUPP ANDERSON SQUIRE	Legal Fees	4,444.71	06/30/2020
	15421	SCHLIPP, ARLAN	Uniform Reimbursement	169.95	06/30/2020
	15422	VERIZON WIRELESS SER	Admin Phone	300.80	06/30/2020

Totals for checks 98,856.74

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
01	GENERAL FUND	21,773.82	0.00	74,028.94	95,802.76
02	FOOD SERVICE FUND	0.00	817.63	607.01	1,424.64
04	COMMUNITY SERV FUND	0.00	200.00	1,429.34	1,629.34
*** Fund Summary Totals ***		21,773.82	1,017.63	76,065.29	98,856.74

***** End of report *****

PAYROLL FUND SUMMARY - JUNE 2020

Fund	Description	Net Pay	Payables	Total Payroll
1	RUSH CITY GENERAL FUND	\$ 366,718.69	\$ 413,467.81	\$ 780,186.50
2	RUSH CITY FOOD SERVICE FUND	\$ 916.53	\$ 1,347.31	\$ 2,263.84
4	RUSH CITY COMMUNITY SERVICE FUND	\$ 12,076.72	\$ 13,023.31	\$ 25,100.03
TOTAL RUSH CITY ISD #139		\$ 379,711.94	\$ 427,838.43	\$ 807,550.37

MID-MONTH PAYROLL

JUNE 2020

Check #	Vendor Name	Check Date	Check Amount
33148	RUSH CITY EDUCATION ASSN	06/15/2020	\$ 4,196.45
2020057	COMMISSIONER OF REVENUE	06/15/2020	\$ 7,671.81
2020058	Vendor Continued Check	06/15/2020	\$ -
2020059	EDUCATORS BENEFIT CONSULTANTS LLC	06/15/2020	\$ 6,639.88
2020060	FURTHER	06/15/2020	\$ 93,883.27
2020061	MN TRA	06/15/2020	\$ 25,750.16
2020062	Vendor Continued Check	06/15/2020	\$ -
2020063	NORTHWOODS BANK	06/15/2020	\$ 47,709.66
2020064	PUBLIC EMP RETIREMENT ASSN	06/15/2020	\$ 8,037.23

9	Computer Checks	Total of	\$ 193,888.46
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FUND SUMMARY

Fund	Description	Net Pay	Payables
1	GENERAL FUND	\$ 140,823.76	\$ 187,738.29
2	FOOD SERVICE FUND	\$ 332.20	\$ 227.53
4	COMMUNITY SERV FUND	\$ 7,405.72	\$ 5,922.64
TOTAL MID-MONTH PAYROLL		\$ 148,561.68	\$ 193,888.46

FY20 June Payables

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
67970	AT&T MOBILITY	07/17/2020	287298279774X0703202	Hot Spots	0	71.70	71.70
01 E 300 211 000 000 430				SECONDARY EDUCATION/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		71.70	
67971	CITY OF RUSH CITY	07/17/2020	04-00000041-00-7	FY20 ANDY SALOKA	0	26.19	155.54
01 E 005 810 000 000 330				BLGD WATER/SEWER			
				OPERATIONS/MAINTENAN/DISTRICT WIDE/WATER AND SEWAGE		26.19	
			04-00000405-00-7	FY20 REC CTR	0	65.14	
04 E 500 598 000 000 330				WATER/SEWER			
				RECREATION CENTER/DISTRICT WIDE/WATER AND SEWAGE		65.14	
			04-00000409-00-1	FY20 BUS GARAGE	0	11.76	
01 E 005 760 000 720 330				WATER/SEWER			
				PUPIL TRANSPORTATION/REGULAR TO & FROM/WATER AND SEWAGE		11.76	
			04-00000452-00-9	FY20 ELEMENTARY	0	22.36	
01 E 100 810 000 000 330				WATER/SEWER			
				OPERATIONS/MAINTENAN/DISTRICT WIDE/WATER AND SEWAGE		20.12	
02 E 005 770 000 701 330				FOOD SERVICES/TYPE A LUNCH/WATER AND SEWAGE		2.24	
			04-00000469-01-2	FY20 HIGH SCHOOL	0	30.09	
01 E 300 810 000 000 330				WATER/SEWER`			
				OPERATIONS/MAINTENAN/DISTRICT WIDE/WATER AND SEWAGE		27.08	
02 E 005 770 000 701 330				FOOD SERVICES/TYPE A LUNCH/WATER AND SEWAGE		3.01	
67972	Vendor Continued Void	07/17/2020					0.00
67973	ECM PUBLISHERS INC	07/17/2020	781842	Coaches	0	120.00	555.00
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		120.00	
			782372	June 4 Minutes	0	18.00	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		18.00	
			782373	June 4 Minutes	0	16.20	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		16.20	
			782374	May 12 Minutes	0	21.60	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		21.60	
			782375	May 7 Minutes	0	25.20	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		25.20	
			782376	June 1 Minutes	0	19.80	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		19.80	
			782377	May 21 Minutes	0	124.20	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		124.20	
			782378	May 27 Minutes	0	18.00	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		18.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			782984	Food Service Supervisor	0	120.00	
01 E 005 110 000 000 305			BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE			120.00	
			782985	HS Counselor	0	72.00	
01 E 005 110 000 000 305			BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE			72.00	
67974	ELECTRICAL PRODUCTION SERVICES	07/17/2020	5721	Moving Electrical to Demo wall in FACS Room	0	552.50	552.50
01 E 300 680 000 302 530			COMPUTER ASSIST.INST/OPERATING CAPITAL/EQUIPMENT			552.50	
67975	FLAGSHIP RECREATION LLC	07/17/2020	F4689	Tire Swing Replacement	0	1,224.00	1,224.00
01 E 005 865 000 347 305			LONG TERM FACILITIES/PHYSICAL HAZARDS/FEES FOR SERVICE			1,224.00	
67976	GOEBEL PLUMBING & SERVICE INC	07/17/2020	10505	Irrigation Repair	0	1,486.57	1,486.57
01 E 005 810 000 000 350			OPERATIONS/MAINTENAN/DISTRICT WIDE/REPAIRS & MAINT SERV			743.29	
01 E 300 292 000 000 350			BOYS/GIRLS ATHLETIC/DISTRICT WIDE/REPAIRS & MAINT SERV			743.28	
67977	GRAYSON DEWOLFE LLC	07/17/2020	18	Final Payment for Concert	0	200.00	200.00
01 E 300 259 000 000 430			VOCAL MUSIC/DISTRICT WIDE/INSTRUCTIONAL SUPPLY			200.00	
67978	KWIK TRIP INC	07/17/2020	374862	FY20 DIESEL/UNLEADED FUEL	0	48.27	48.27
01 E 005 810 000 000 350			OPERATIONS/MAINTENAN/DISTRICT WIDE/REPAIRS & MAINT SERV			48.27	
67979	MENARDS CAMBRIDGE	07/17/2020	36405	Paint Supplies	0	10.02	748.01
01 E 005 810 000 000 350			OPERATIONS/MAINTENAN/DISTRICT WIDE/REPAIRS & MAINT SERV			10.02	
			36892	Microwaves and Lock Box	0	737.99	
04 E 500 505 000 321 305			COMM SERVICE DIRECT/COMMUNITY ED/FEES FOR SERVICE			658.00	
01 E 005 850 001 302 401			OPERATING CAPITAL/OPERATING CAPITAL/GENERAL SUPPLIES			79.99	
67980	OXYGEN SERVICE COMPANY INC	07/17/2020	03470808	Cylinder Rental	0	67.77	67.77
01 E 300 301 000 628 534			AGRICULTURE ED./PERKINS CONSORTIUM/EQUIPMENT SPECIAL			67.77	
67981	QUADIENT LEASING USA, INC.	07/17/2020	N8356581	Copiers	0	454.05	454.05
01 E 300 211 000 000 380			SECONDARY EDUCATION/DISTRICT WIDE/COMPUTERS TECHNOLOGY			454.05	
67982	SHIFFLER EQUIPMENT SALES	07/17/2020	2017802800	Locker Parts	2002000107	179.30	179.30
01 E 300 211 000 000 350			SECONDARY EDUCATION/DISTRICT WIDE/REPAIRS & MAINT SERV			179.30	

13 Computer Check(s) For a Total of 5,742.71

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
67929	AT&T MOBILITY	07/09/2020	287298279774X0703202	Hot Spots	0	71.70	71.70
01 E 300 211 000 000 430				SECONDARY EDUCATION/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		71.70	
67930	CITY OF RUSH CITY	07/09/2020	04-00000041-00-7	FY20 ANDY SALOKA	0	26.19	155.54
01 E 005 810 000 000 330				BLGD WATER/SEWER OPERATIONS/MAINTENAN/DISTRICT WIDE/WATER AND SEWAGE		26.19	
			04-00000405-00-7	FY20 REC CTR	0	65.14	
04 E 500 598 000 000 330				WATER/SEWER RECREATION CENTER/DISTRICT WIDE/WATER AND SEWAGE		65.14	
			04-00000409-00-1	FY20 BUS GARAGE	0	11.76	
01 E 005 760 000 720 330				WATER/SEWER PUPIL TRANSPORTATION/REGULAR TO & FROM/WATER AND SEWAGE		11.76	
			04-00000452-00-9	FY20 ELEMENTARY	0	22.36	
01 E 100 810 000 000 330				WATER/SEWER OPERATIONS/MAINTENAN/DISTRICT WIDE/WATER AND SEWAGE		20.12	
02 E 005 770 000 701 330				FOOD SERVICES/TYPE A LUNCH/WATER AND SEWAGE		2.24	
			04-00000469-01-2	FY20 HIGH SCHOOL	0	30.09	
01 E 300 810 000 000 330				WATER/SEWER OPERATIONS/MAINTENAN/DISTRICT WIDE/WATER AND SEWAGE		27.08	
02 E 005 770 000 701 330				FOOD SERVICES/TYPE A LUNCH/WATER AND SEWAGE		3.01	
67932	ECM PUBLISHERS INC	07/09/2020	781842	Coaches	0	120.00	555.00
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		120.00	
			782372	June 4 Minutes	0	18.00	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		18.00	
			782373	June 4 Minutes	0	16.20	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		16.20	
			782374	May 12 Minutes	0	21.60	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		21.60	
			782375	May 7 Minutes	0	25.20	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		25.20	
			782376	June 1 Minutes	0	19.80	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		19.80	
			782377	May 21 Minutes	0	124.20	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		124.20	
			782378	May 27 Minutes	0	18.00	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		18.00	
			782984	Food Service	0	120.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Supervisor			
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		120.00	
			782985	HS Counselor	0	72.00	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		72.00	
67933	ELECTRICAL PRODUCTION SERVICES	07/09/2020	5721	Moving Electrical to Demo wall in FACS Room	0	552.50	552.50
01 E 300 680 000 302 530				COMPUTER ASSIST.INST/OPERATING CAPITAL/EQUIPMENT		552.50	
67934	FLAGSHIP RECREATION LLC	07/09/2020	F4689	Tire Swing Replacement	0	1,224.00	1,224.00
01 E 005 865 000 347 305				LONG TERM FACILITIES/PHYSICAL HAZARDS/FEES FOR SERVICE		1,224.00	
67935	GOEBEL PLUMBING & SERVICE INC	07/09/2020	10505	Irrigation Repair	0	1,486.57	1,486.57
01 E 005 810 000 000 350				OPERATIONS/MAINTENAN/DISTRICT WIDE/REPAIRS & MAINT SERV		743.29	
01 E 300 292 000 000 350				BOYS/GIRLS ATHLETIC/DISTRICT WIDE/REPAIRS & MAINT SERV		743.28	
67936	GRAYSON DEWOLFE LLC	07/09/2020	18	Final Payment for Concert	0	200.00	200.00
01 E 300 259 000 000 430				VOCAL MUSIC/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		200.00	
67937	KWIK TRIP INC	07/09/2020	374862	FY20 DIESEL/UNLEADED FUEL	0	48.27	48.27
01 E 005 810 000 000 350				OPERATIONS/MAINTENAN/DISTRICT WIDE/REPAIRS & MAINT SERV		48.27	
67938	MENARDS CAMBRIDGE	07/09/2020	36405	Paint Supplies	0	10.02	748.01
01 E 005 810 000 000 350				OPERATIONS/MAINTENAN/DISTRICT WIDE/REPAIRS & MAINT SERV		10.02	
			36892	Microwaves and Lock Box	0	737.99	
04 E 500 505 000 321 305				COMM SERVICE DIRECT/COMMUNITY ED/FEES FOR SERVICE		658.00	
01 E 005 850 001 302 401				OPERATING CAPITAL/OPERATING CAPITAL/GENERAL SUPPLIES		79.99	
67939	OXYGEN SERVICE COMPANY INC	07/09/2020	03470808	Cylinder Rental	0	67.77	67.77
01 E 300 301 000 628 534				AGRICULTURE ED./PERKINS CONSORTIUM/EQUIPMENT SPECIAL		67.77	
67940	QUADIENT LEASING USA, INC.	07/09/2020	N8356581	Copiers	0	454.05	454.05
01 E 300 211 000 000 380				SECONDARY EDUCATION/DISTRICT WIDE/COMPUTERS TECHNOLOGY		454.05	
67941	SHIFFLER EQUIPMENT SALES	07/09/2020	2017802800	Locker Parts	2002000107	179.30	179.30
01 E 300 211 000 000 350				SECONDARY EDUCATION/DISTRICT WIDE/REPAIRS & MAINT SERV		179.30	
			12	Void	Check(s) For a Total of		5,742.71

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	13	Computer	Checks For a Total of	5,742.71
Total For	13	Manual, Wire Tran, ACH & Computer Checks		5,742.71
Less	12	Voided	Checks For a Total of	5,742.71
			Net Amount	0.00

FY21 Payables

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
67983	AMERICAN CAPITAL FINANCIAL SER	07/17/2020	10075	Monitor Buyout	0	1,500.00	1,500.00
01 E 100 680 000 000 430				COMPUTER ASSIST.INST/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		300.00	
01 E 300 680 000 000 430				COMPUTER ASSIST.INST/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		1,200.00	
67984	BENCHMARK EDUCATION CO LLC	07/17/2020	397192	SUPPLIES	1002100030	4,884.00	4,884.00
01 E 100 203 000 000 460				ELEMENTARY EDUCATION/DISTRICT WIDE/TEXTBOOKS & WORKBOO		4,884.00	
67985	CENTRAL MN EDUCATIONAL RESEARC	07/17/2020	177068	Terry Towels	0	53.88	53.88
01 E 005 810 000 000 410				OPERATIONS/MAINTENAN/DISTRICT WIDE/CUSTODIAL SUPPLIES		53.88	
67986	COMMITTEE FOR CHILDREN	07/17/2020	2009574	SECOND STEP	1002100020	98.00	98.00
				PRINCIPAL TOOLKIT			
				- TALK IT OVER			
				TOOL			
01 E 100 407 000 740 433				SPECIFIC LEARNING DISABILITY/SPECIAL ED-GEN/INDIVID. IN		98.00	
67987	DEMCO INC	07/17/2020	6812617	MEDIA SUPPLIES	1002100006	232.69	232.69
				LIST OF ITEMS ARE			
				SEPARATE			
01 E 100 620 000 000 430				EDUCATIONAL MEDIA/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		232.69	
67988	ECM PUBLISHERS INC	07/17/2020	784041	Food Service	0	120.00	192.00
				Supervisor			
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		120.00	
			784042	HS Counselor	0	72.00	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		72.00	
67989	FUN EXPRESS/ORIENTAL TRADING	07/17/2020	703925209-01	KDG CLASSROOM	1002100010	19.18	19.18
				SUPPLIES -			
				SCHMIDT			
01 E 100 201 000 000 430				EARLY CHILDHOOD/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		19.18	
67990	HILLYARD INC - MINNEAPOLIS	07/17/2020	603939797	Disinfecting	0	21.54	21.54
				Wipes			
01 E 005 850 001 302 401				OPERATING CAPITAL/OPERATING CAPITAL/GENERAL SUPPLIES		21.54	
67991	HOUGHTON MIFFLIN HARCOURT PUBL	07/17/2020	954843899	SUPPLIES	1002100031	712.50	2,750.30
01 E 100 203 000 000 460				ELEMENTARY EDUCATION/DISTRICT WIDE/TEXTBOOKS & WORKBOO		712.50	
			954844083	SUPPLIES	1002100031	1,364.65	
01 E 100 203 000 000 460				ELEMENTARY EDUCATION/DISTRICT WIDE/TEXTBOOKS & WORKBOO		1,364.65	
			954845241	SUPPLIES	1002100031	673.15	
01 E 100 203 000 000 460				ELEMENTARY EDUCATION/DISTRICT WIDE/TEXTBOOKS & WORKBOO		673.15	
67992	INTEGRATED SYSTEMS CORPORATION	07/17/2020	0708837	FY21 August	0	167.00	167.00
01 E 005 110 004 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		167.00	
67993	INTRADO INTERACTIVE SERVICES C	07/17/2020	121304	School Messenger	0	3,368.75	3,368.75

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 680 000 000 305				COMPUTER ASSIST.INST/DISTRICT WIDE/FEES FOR SERVICE		3,368.75	
67994	KS STATEBANK	07/17/2020	3354983	FY21 STUDENT COMPUTER RENTAL AGREEMENT - YEAR 2 OF 3	0	36,744.13	36,744.13
01 E 300 680 000 302 370				COMPUTER ASSIST.INST/OPERATING CAPITAL/OP RENTALS AND L		20,500.00	
01 E 100 680 000 302 370				COMPUTER ASSIST.INST/OPERATING CAPITAL/OP RENTALS AND L		16,244.13	
67995	LOFFLER COMPANIES INC	07/17/2020	3465211	Copiers	0	2,640.00	3,023.25
01 E 100 203 000 000 351				ELEMENTARY EDUCATION/DISTRICT WIDE/MAINTENANCE/COPIERS		1,635.00	
01 E 300 211 000 000 351				SECONDARY EDUCATION/DISTRICT WIDE/MAINTENANCE/COPIERS		950.00	
01 E 005 110 000 000 351				BUSINESS SERVICES/DISTRICT WIDE/MAINTENANCE/COPIERS		55.00	
			3465211C	Color Copies	0	383.25	
01 E 100 203 000 000 351				ELEMENTARY EDUCATION/DISTRICT WIDE/MAINTENANCE/COPIERS		263.31	
01 E 300 211 000 000 351				SECONDARY EDUCATION/DISTRICT WIDE/MAINTENANCE/COPIERS		119.94	
67996	LOUZEK, MICHAEL A	07/17/2020	072020	Reimbursement for Golf Balls	0	86.70	86.70
88 E 300 298 479 301 401				EXTRACURRICULAR/EXTRACURRICULAR ACTIVITIES/GENERAL SUPP		86.70	
67997	MENARDS CAMBRIDGE	07/17/2020	36978	Bulbs	0	29.77	29.77
01 E 005 810 000 000 350				OPERATIONS/MAINTENAN/DISTRICT WIDE/REPAIRS & MAINT SERV		29.77	
67998	MINNESOTA WEARABLES	07/17/2020	070120	Track Uniforms	0	7,570.00	7,570.00
01 E 400 293 000 302 530				ATHLETICS FLO-THRU/OPERATING CAPITAL/EQUIPMENT		7,570.00	
67999	PETE'S RUBBISH HAULING	07/17/2020	938	FY21 GARBAGE REMOVAL	0	1,192.62	1,192.62
01 E 005 760 000 720 333				PUPIL TRANSPORTATION/REGULAR TO & FROM/OTHER UTILITIES		74.54	
01 E 005 810 000 000 333				OPERATIONS/MAINTENAN/DISTRICT WIDE/OTHER UTILITIES		840.80	
02 E 005 770 000 701 333				FOOD SERVICES/TYPE A LUNCH/OTHER UTILITIES		277.28	
68000	PROGRESS PUBLICATIONS	07/17/2020	49363034	Elementary Calendar	0	12.75	12.75
01 E 100 050 000 000 401				PRINCIPAL'S OFFICE/DISTRICT WIDE/GENERAL SUPPLIES		12.75	
68001	RIVERSIDE INSIGHTS	07/17/2020	INV041498	BATTELLE DEVELOPMENTAL INVENTORY 2ND EDITION TEST PROTOCOLS	1002100024	207.86	207.86
01 E 100 420 000 740 433				SPECIAL EDU-GENERAL/SPECIAL ED-GEN/INDIVID. INSTR. EXP		207.86	
68002	ROCHESTER 100 INC	07/17/2020	INV51589	SUPPLIES	1002100027	758.70	758.70
01 E 100 203 000 000 430				ELEMENTARY EDUCATION/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		758.70	
68003	ROOD, LEE E	07/17/2020	070920	Reimbursement for Bat	0	199.99	199.99

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 296 060 000 401				GIRLS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES		199.99	
68004	SCHOOL DATEBOOKS INC	07/17/2020	S20-0174959	Student Planners	0	180.11	180.11
01 E 300 050 000 000 401				PRINCIPAL'S OFFICE/DISTRICT WIDE/GENERAL SUPPLIES		180.11	
68005	SEESAW	07/17/2020	2020-29862	Seesaw	0	1,347.50	1,347.50
01 E 005 850 001 302 401				OPERATING CAPITAL/OPERATING CAPITAL/GENERAL SUPPLIES		1,347.50	
68006	SUPREME SCHOOL SUPPLY	07/17/2020	115421	SUPPLIES	1002100025	231.77	231.77
01 E 100 203 000 000 430				ELEMENTARY EDUCATION/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		231.77	
68007	TDS METROCOM LLC	07/17/2020	320-358-3773	FY21 Phone Service	0	181.52	181.52
01 E 005 810 000 000 320				OPERATIONS/MAINTENAN/DISTRICT WIDE/COMMUNICATION SERV.		68.98	
04 E 500 597 000 000 320				SWIMMING POOL PROGRAM/DISTRICT WIDE/COMMUNICATION SERV.		56.27	
04 E 500 598 000 000 320				RECREATION CENTER/DISTRICT WIDE/COMMUNICATION SERV.		56.27	
68008	VAUGHAN, MICHAEL PATRICK	07/17/2020	070220	Track Officials Registration	0	55.00	55.00
01 E 300 640 292 316 366				STAFF DEVELOPMENT/RES.FOR STAFF DEV./TRAVEL		55.00	
68009	WEVIDEO INC	07/17/2020	10897	WeVideo Renewal - 60 users	502100007	539.00	539.00
01 E 100 298 000 000 430				EXTRACURRICULAR/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		269.50	
01 E 300 211 000 000 430				SECONDARY EDUCATION/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		269.50	
68010	WOODBURN PRESS	07/17/2020	12986	SUPPLIES	1002100026	457.80	457.80
01 E 100 203 000 000 430				ELEMENTARY EDUCATION/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		457.80	
28 Computer Check(s) For a Total of						66,105.81	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
67942	AMERICAN CAPITAL FINANCIAL SER	07/09/2020	10075	Monitor Buyout	0	1,500.00	1,500.00
01 E 100 680 000 000 430				COMPUTER ASSIST.INST/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		300.00	
01 E 300 680 000 000 430				COMPUTER ASSIST.INST/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		1,200.00	
67943	BENCHMARK EDUCATION CO LLC	07/09/2020	397192	SUPPLIES	1002100030	4,884.00	4,884.00
01 E 100 203 000 000 460				ELEMENTARY EDUCATION/DISTRICT WIDE/TEXTBOOKS & WORKBOO		4,884.00	
67944	CENTRAL MN EDUCATIONAL RESEARC	07/09/2020	177068	Terry, Towels	0	53.88	53.88
01 E 005 810 000 000 410				OPERATIONS/MAINTENAN/DISTRICT WIDE/CUSTODIAL SUPPLIES		53.88	
67945	COMMITTEE FOR CHILDREN	07/09/2020	2009574	SECOND STEP	1002100020	98.00	98.00
				PRINCIPAL TOOLKIT			
				- TALK IT OVER			
				TOOL			
01 E 100 407 000 740 433				SPECIFIC LEARNING DISABILITY/SPECIAL ED-GEN/INDIVID. IN		98.00	
67946	DEMCO INC	07/09/2020	6812617	MEDIA SUPPLIES	1002100006	232.69	232.69
				LIST OF ITEMS ARE			
				SEPARATE			
01 E 100 620 000 000 430				EDUCATIONAL MEDIA/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		232.69	
67947	ECM PUBLISHERS INC	07/09/2020	784041	Food Service	0	120.00	192.00
				Supervisor			
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		120.00	
			784042	HS Counselor	0	72.00	
01 E 005 110 000 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		72.00	
67948	FUN EXPRESS/ORIENTAL TRADING	07/09/2020	703925209-01	KDG CLASSROOM	1002100010	19.18	19.18
				SUPPLIES -			
				SCHMIDT			
01 E 100 201 000 000 430				EARLY CHILDHOOD/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		19.18	
67949	HILLYARD INC - MINNEAPOLIS	07/09/2020	603939797	Disinfecting	0	21.54	21.54
				Wipes			
01 E 005 850 001 302 401				OPERATING CAPITAL/OPERATING CAPITAL/GENERAL SUPPLIES		21.54	
67950	HOUGHTON MIFFLIN HARCOURT PUBL	07/09/2020	954843899	SUPPLIES	1002100031	712.50	2,750.30
01 E 100 203 000 000 460				ELEMENTARY EDUCATION/DISTRICT WIDE/TEXTBOOKS & WORKBOO		712.50	
			954844083	SUPPLIES	1002100031	1,364.65	
01 E 100 203 000 000 460				ELEMENTARY EDUCATION/DISTRICT WIDE/TEXTBOOKS & WORKBOO		1,364.65	
			954845241	SUPPLIES	1002100031	673.15	
01 E 100 203 000 000 460				ELEMENTARY EDUCATION/DISTRICT WIDE/TEXTBOOKS & WORKBOO		673.15	
67951	INTEGRATED SYSTEMS CORPORATION	07/09/2020	0708837	FY21 August	0	167.00	167.00
01 E 005 110 004 000 305				BUSINESS SERVICES/DISTRICT WIDE/FEES FOR SERVICE		167.00	
67952	INTRADO INTERACTIVE SERVICES C	07/09/2020	121304	School Messenger	0	3,368.75	3,368.75

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 680 000 000 305				COMPUTER ASSIST.INST/DISTRICT WIDE/FEES FOR SERVICE		3,368.75	
67953	KS STATEBANK	07/09/2020	3354983	FY21 STUDENT COMPUTER RENTAL AGREEMENT - YEAR 2 OF 3	0	36,744.13	36,744.13
01 E 300 680 000 302 370				COMPUTER ASSIST.INST/OPERATING CAPITAL/OP RENTALS AND L		20,500.00	
01 E 100 680 000 302 370				COMPUTER ASSIST.INST/OPERATING CAPITAL/OP RENTALS AND L		16,244.13	
67954	LOFFLER COMPANIES INC	07/09/2020	3465211	Copiers	0	2,640.00	3,023.25
01 E 100 203 000 000 351				ELEMENTARY EDUCATION/DISTRICT WIDE/MAINTENCE/COPIERS		1,635.00	
01 E 300 211 000 000 351				SECONDARY EDUCATION/DISTRICT WIDE/MAINTENCE/COPIERS		950.00	
01 E 005 110 000 000 351				BUSINESS SERVICES/DISTRICT WIDE/MAINTENCE/COPIERS		55.00	
			3465211C	Color Copies	0	383.25	
01 E 100 203 000 000 351				ELEMENTARY EDUCATION/DISTRICT WIDE/MAINTENCE/COPIERS		263.31	
01 E 300 211 000 000 351				SECONDARY EDUCATION/DISTRICT WIDE/MAINTENCE/COPIERS		119.94	
67955	LOUZEK, MICHAEL A	07/09/2020	072020	Reimbursement for Golf Balls	0	86.70	86.70
88 E 300 298 479 301 401				EXTRACURRICULAR/EXTRACURRICULAR ACTIVITIES/GENERAL SUPP		86.70	
67956	MENARDS CAMBRIDGE	07/09/2020	36978	Bulbs	0	29.77	29.77
01 E 005 810 000 000 350				OPERATIONS/MAINTENAN/DISTRICT WIDE/REPAIRS & MAINT SERV		29.77	
67957	MINNESOTA WEARABLES	07/09/2020	070120	Track Uniforms	0	7,570.00	7,570.00
01 E 400 293 000 302 530				ATHLETICS FLO-THRU/OPERATING CAPITAL/EQUIPMENT		7,570.00	
67958	PETE'S RUBBISH HAULING	07/09/2020	938	FY21 GARBAGE REMOVAL	0	1,192.62	1,192.62
01 E 005 760 000 720 333				PUPIL TRANSPORTATION/REGULAR TO & FROM/OTHER UTILITIES		74.54	
01 E 005 810 000 000 333				OPERATIONS/MAINTENAN/DISTRICT WIDE/OTHER UTILITIES		840.80	
02 E 005 770 000 701 333				FOOD SERVICES/TYPE A LUNCH/OTHER UTILITIES		277.28	
67959	PROGRESS PUBLICATIONS	07/09/2020	49363034	Elementary Calendar	0	12.75	12.75
01 E 100 050 000 000 401				PRINCIPAL'S OFFICE/DISTRICT WIDE/GENERAL SUPPLIES		12.75	
67960	RIVERSIDE INSIGHTS	07/09/2020	INV041498	BATTELLE DEVELOPMENTAL INVENTORY 2ND EDITION TEST PROTOCOLS	1002100024	207.86	207.86
01 E 100 420 000 740 433				SPECIAL EDU-GENERAL/SPECIAL ED-GEN/INDIVID. INSTR. EXP		207.86	
67961	ROCHESTER 100 INC	07/09/2020	INV51589	SUPPLIES	1002100027	758.70	758.70
01 E 100 203 000 000 430				ELEMENTARY EDUCATION/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		758.70	
67962	ROOD, LEE E	07/09/2020	070920	Reimbursement for Bat	0	199.99	199.99

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 296 060 000 401				GIRLS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES		199.99	
67963	SCHOOL DATEBOOKS INC	07/09/2020	S20-0174959	Student Planners	0	180.11	180.11
01 E 300 050 000 000 401				PRINCIPAL'S OFFICE/DISTRICT WIDE/GENERAL SUPPLIES		180.11	
67964	SEESAW	07/09/2020	2020-29862	Seesaw	0	1,347.50	1,347.50
01 E 005 850 001 302 401				OPERATING CAPITAL/OPERATING CAPITAL/GENERAL SUPPLIES		1,347.50	
67965	SUPREME SCHOOL SUPPLY	07/09/2020	115421	SUPPLIES	1002100025	231.77	231.77
01 E 100 203 000 000 430				ELEMENTARY EDUCATION/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		231.77	
67966	TDS METROCOM LLC	07/09/2020	320-358-3773	FY21 Phone Service	0	181.52	181.52
01 E 005 810 000 000 320				OPERATIONS/MAINTENAN/DISTRICT WIDE/COMMUNICATION SERV.		68.98	
04 E 500 597 000 000 320				SWIMMING POOL PROGRAM/DISTRICT WIDE/COMMUNICATION SERV.		56.27	
04 E 500 598 000 000 320				RECREATION CENTER/DISTRICT WIDE/COMMUNICATION SERV.		56.27	
67967	VAUGHAN, MICHAEL PATRICK	07/09/2020	070220	Track Officials Registration	0	55.00	55.00
01 E 300 640 292 316 366				STAFF DEVELOPMENT/RES.FOR STAFF DEV./TRAVEL		55.00	
67968	WEVIDEO INC	07/09/2020	10897	WeVideo Renewal - 60 users	502100007	539.00	539.00
01 E 100 298 000 000 430				EXTRACURRICULAR/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		269.50	
01 E 300 211 000 000 430				SECONDARY EDUCATION/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		269.50	
67969	WOODBURN PRESS	07/09/2020	12986	SUPPLIES	1002100026	457.80	457.80
01 E 100 203 000 000 430				ELEMENTARY EDUCATION/DISTRICT WIDE/INSTRUCTIONAL SUPPLY		457.80	
28 Void Check(s) For a Total of						66,105.81	

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	28	Computer	Checks For a Total of	66,105.81
Total For	28	Manual, Wire Tran, ACH & Computer Checks		66,105.81
Less	28	Voided	Checks For a Total of	66,105.81
			Net Amount	0.00

RUSH CITY SCHOOL DISTRICT #139
LIQUIDABLE AND FIXED CASH INVESTMENTS

2019-20

A	B	C	D	E	F
	LIQUID ASSET FUND	MAX-LIQUID ASSET FUND	FIXED ASSETS	TOTAL ALL ACCTS 2019-20	TOTAL ALL ACCTS 2018-19
31-Jul	\$55,901	\$2,153,345	\$728,000	\$2,937,246	\$2,109,844
31-Aug	\$51,326	\$2,793,532	\$728,000	\$3,572,858	\$2,897,862
30-Sep	\$37,765	\$2,857,249	\$728,000	\$3,623,014	\$2,984,348
31-Oct	\$54,289	\$2,818,448	\$728,000	\$3,600,737	\$3,156,668
30-Nov	\$82,611	\$2,559,025	\$731,000	\$3,372,636	\$3,201,396
31-Dec	\$93,781	\$3,016,752	\$731,000	\$3,841,533	\$3,641,459
31-Jan	\$109,104	\$1,746,114	\$731,000	\$2,586,218	\$2,446,236
28-Feb	\$146,346	\$1,737,918	\$734,000	\$2,618,264	\$2,327,232
31-Mar	\$10,279	\$2,147,845	\$734,000	\$2,892,124	\$2,812,800
30-Apr	\$54,403	\$2,327,692	\$734,000	\$3,116,095	\$3,025,283
31-May	\$88,738	\$2,950,964	\$734,000	\$3,773,702	\$3,643,965
30-Jun	\$216,425	\$3,049,904	\$734,000	\$4,000,329	\$3,458,749
				\$3,327,896.34	\$2,975,486.83

NOTE: Max account includes cash balances per each fund from UNITY and Northwoods Bank of Rush City

Does NOT include 10 Trust Fund or 06 Building Construction Fund. or 88 Student Activity Accounts

As per policy #705

Quarterly Investment detail/update reports will be communicated to the School Board as follows:

1st Calendar Quarter	May
2nd Calendar Quarter	August
3rd Calendar Quarter	November
4th Calendar Quarter	February

WIRE TRANSFERS

ELECTRONIC TRANSFERS(Current Month): as per M.S. 471.38, Subd.3:			
6/15/2020	\$350,000	To Northwoods from LAF/MAXacct	payroll
6/30/2020	\$350,000	To Northwoods from LAF/MAXacct	payroll

Adopted: 8/13/1998

Orig. 1995

Reviewed: 9/19/2019

Rev. 2015

410 FAMILY AND MEDICAL LEAVE POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. “Covered active duty” means:

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

B. “Covered servicemember” means:

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

takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- F. “Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave

for one or more of the following reasons:

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

IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave under Federal Law

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

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

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

accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

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

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

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

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

B. Twelve-week Leave under State Law

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

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of

kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.

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

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the

leave period may be required to:

1. take leave for the entire period or periods of the planned medical treatment;
or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

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

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

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

Adopted: 10/8/1998Orig. 1995
Rev. 2017Reviewed: 9/19/2019**413 HARASSMENT AND VIOLENCE**

[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

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

[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school

district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
- C.
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or

sexual attachment to children by an adult.

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

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

F. Sexual Harassment; Definition

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

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

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

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

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

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

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

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

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential

treatment with regard to an individual's employment or educational status; or

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

G. Sexual Violence; Definition

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

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute

harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates _____ as the school

district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

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

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be

sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

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

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action

to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: ISD #139 Policy 102 (Equal Educational Opportunity)
ISD #139 Policy 401 (Equal Employment Opportunity)
ISD #139 Policy 402 (Disability Nondiscrimination Policy)
ISD #139 Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

ISD #139 Policy 406 (Public and Private Personnel Data)
ISD #139 Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
ISD #139 Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
ISD #139 Policy 506 (Student Discipline)
ISD #139 Policy 514 (Bullying Prohibition Policy)
ISD #139 Policy 515 (Protection and Privacy of Pupil Records)
ISD #139 Policy 521 (Student Disability Nondiscrimination)
ISD #139 Policy 522 (Student Sex Nondiscrimination)
ISD #139 Policy 524 (Internet Acceptable Use and Safety Policy)
ISD #139 Policy 525 (Violence Prevention)
ISD #139 Policy 526 (Hazing Prohibition)
ISD #139 Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 139
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. ___ maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

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

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

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

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

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

List any witnesses that were present _____

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

(Complainant Signature)

(Date)

Received by _____

(Date)

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or

physically or sexually abused within the preceding three years.

E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4 6, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child’s health.

F. “Nonmaltreatment mistake” means: (1) at the time of the incident, the individual was performing duties identified in the center’s child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

G. “Physical abuse” means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. Stat. § 121A.58.

H. “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.

I. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child

care services.

- J. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a **current or recent** position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, **as well as** sexual contact, **solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children**. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

(Note: The inclusion of sex trafficking becomes effective on May 29, 2017.)

- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays)

to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.

- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred ~~and that~~ may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged

perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding

the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: ISD #139 Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Confidential Student Maltreatment Reporting Form

Date Submitted: _____

MDE File #: _____ (MDE staff use only)

REPORTER (name of person completing form) Reporter is confidential under Minnesota Statutes, section 626.556.

Name: _____ Title: _____ Phone: _____ Mandated Reporter: Yes ___ No ___

Address: _____ City: _____ State: _____ Zip: _____

SCHOOL INFORMATION

ISD #: _____ School District: _____ Program Name: _____

School Name: _____ Address: _____ City: _____ Zip: _____

Principal/Director: _____ Phone: _____ (Ext): _____

Transportation Company (if necessary): Contact: _____ Phone: _____

ALLEGED VICTIM (Complete one reporting form for each alleged victim)

Name: _____ Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian: _____ Phone: _____ Alternate Phone: _____

Gender: Male ___ Female ___ DOB: _____ Grade: _____ Ethnicity: _____

Special Education: Yes ___ No ___ Disability Description: _____ State Student ID: _____

ALLEGED OFFENDER

Name: _____ Position: _____ DOB: _____ Gender: Male ___ Female ___

Address: _____ City: _____ State: _____ Zip: _____

Ethnicity: _____ Phone: _____ Alternate Phone: _____

Licensed: Yes ___ No ___ If licensed, name of licensing board: _____ Folder #: _____

INCIDENT

Date: _____ Time: _____ Location (i.e. - bus, classroom): _____

Address (if different than school): _____ County: _____

Witness Contact Information: _____

Police Notified: Yes ___ No ___ Police Department: _____

Police Contact: _____ Phone: _____ Case No.: _____

Alleged Maltreatment: Physical Abuse ___ Sexual Abuse ___ Neglect ___ Unknown ___ **Injury:** Yes ___ No ___ Unknown ___

Description of Incident and Injury: (please attach additional page if needed).

Adopted: 11/12/1998

Orig. 1995

Reviewed: 9/19/2019

Rev. 2015

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572,

Subd. 17.

- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult’s will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.
- E. “Financial Exploitation” means a breach of a fiduciary duty by an actor’s unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor’s failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult’s funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult’s will for the profit or advantage of another.
- F. “Vulnerable Adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or

emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.

- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: ISD #139 Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
ISD #139 Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
ISD #139 Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
ISD #139 Policy 406 (Public and Private Personnel Data)
ISD #139 Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Adopted: 5/13/1999

Reviewed: 9/19/2019

506 STUDENT DISCIPLINE

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate,

has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

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

behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. 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.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
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. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' 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.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent

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

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

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

VIII. 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. The removal from class shall be for a period of time

deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

[Note: The following Sections C. - K. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences.]

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

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

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

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

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

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

F. *Procedures for Notification.*

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

G. *Disabled Students; Special Provisions.*

1. *Procedures for consideration of whether there is a need for further assessment;*
2. *Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and*
3. *Any procedures determined appropriate for referring students in need of special education services to those services.*

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

1. *Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;*
- ~~2. *Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and*~~
- ~~3~~ 2. *Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.*

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

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

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

IX. DISMISSAL

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

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

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

to surrounding persons or property.

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

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

C. Suspension Procedures

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

child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

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

- a. strongly 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 Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
 9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
 10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
 11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the

effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

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

XI. NOTIFICATION OF POLICY VIOLATIONS

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

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

XII. STUDENT DISCIPLINE RECORDS

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

XIII. DISABLED STUDENTS

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

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

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

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of 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.

XV. DISTRIBUTION OF POLICY

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

XVI. REVIEW OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: ISD #139 Policy 413 (Harassment and Violence)
ISD #139 Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
ISD #139 Policy 501 (School Weapons)
ISD #139 Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
ISD #139 Policy 503 (Student Attendance)
ISD #139 Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
ISD #139 Policy 514 (Bullying Prohibition Policy)
ISD #139 Policy 524 (Internet Acceptable Use and Safety Policy)
ISD #139 Policy 525 (Violence Prevention)
ISD #139 Policy 526 (Hazing Prohibition)
ISD #139 Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
ISD #139 Policy 610 (Field Trips)
ISD #139 Policy 709 (Student Transportation Safety Policy)
ISD #139 Policy 711 (Video Recording on School Buses)
ISD #139 Policy 712 (Video Surveillance Other Than on Buses)

(Sample Form)
NOTICE OF SUSPENSION
(Date)

(Name of Parent or Guardian)
(Address)
(City, State, Zip)

Dear (Parent or Guardian)

(Name of Student) has been suspended from (name of school) for (number of days) commencing on (date).

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before

_____, at _____ on _____
(Name of Administrator) (Time) (Date)

pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.

The plan of readmission is:

Alternative educational services in the form of homework will be available to be picked up at the school after _____ [date] _____.

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.

If you have any questions, please call.

Sincerely,

Administrator

Adopted: 2/26/2004

Orig. 2003

Rev. 2014

Revised: 9/19/2019

514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See ISD #139 Policy 506). The school district may take into account the following factors:

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

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

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

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

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

III. DEFINITIONS

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

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

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

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

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student

who is the target or victim of prohibited conduct.

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

IV. REPORTING PROCEDURE

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

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will

not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See ISD #139 Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
 - G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and

privacy of pupil records policy (See ISD #139 Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See ISD #139 Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

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

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

Cross References: ISD #139 Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
ISD #139 Policy 413 (Harassment and Violence)
ISD #139 Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

ISD #139 Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
ISD #139 Policy 423 (Employee-Student Relationships)
ISD #139 Policy 501 (School Weapons Policy)
ISD #139 Policy 506 (Student Discipline)
ISD #139 Policy 507 (Corporal Punishment)
ISD #139 Policy 515 (Protection and Privacy of Pupil Records)
ISD #139 Policy 521 (Student Disability Nondiscrimination)
ISD #139 Policy 522 (Student Sex Nondiscrimination)
ISD #139 Policy 524 (Internet Acceptable Use and Safety Policy)
ISD #139 Policy 525 (Violence Prevention)
ISD #139 Policy 526 (Hazing Prohibition)
ISD #139 Policy 529 (Staff Notification of Violent Behavior by Students)
ISD #139 Policy 709 (Student Transportation Safety Policy)
ISD #139 Policy 711 (Video Recording on School Buses)
ISD #139 Policy 712 (Video Surveillance Other Than on Buses)

Rush Qty Schools - Independent School District #139
Bullying Harassment/ Discrimination Report Form

Rush Qty Schools maintains a firm policy prohibiting all forms of bullying, harassment, and discrimination. All persons are to be treated with respect and dignity. Bullying, harassment, or discrimination by students or by school staff which create an intimidating, hostile, or offensive environment will not be tolerated. See the definitions on the back of this form.

Complainant Name _____

Home address _____

Phone(s) _____ Today's Date _____

Date of alleged incident(s) _____

Name of person(s) you believe bullied, harassed, or discriminated against you or another person _____

If the alleged action was against another person, identify that person _____

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

When and where did the incident(s) occur? _____

List any witnesses. _____

This complaint is based on my honest belief that _____ has bullied, harassed, or discriminated against me or another person. The information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

Complainant Signature and Date

Received by Signature and Date

Definitions

Bullying

Bullying means intimidating, threatening, abusive, or harmful conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern, or

2. the conduct materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits.
3. Bullying includes cyber bullying, which means using technology or other electronic communication.

Harassment

Harassment is unwelcome physical or verbal conduct (including electronic communications) relating to an individual's or group's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability that:

1. creates an intimidating, hostile, or offensive work or academic environment,
2. substantially interferes with an individual's work or academic performance, or
3. adversely affects an individual's employment or academic opportunities.

Discrimination

Discriminate means to segregate, separate, or treat individuals or groups differently on the basis of their race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Adopted: 9/9/1999

Reviewed: 9/19/2019

522 STUDENT SEX NONDISCRIMINATION

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

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates Superintendent **Brent Stavig**, 51001 Fairfield Avenue, Rush City, MN, 55069, 320-358-4855, bstavig@rushcity.k12.mn.us as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance.

The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Janet Wagener, High School Counselor ~~and Brent Stavig, High School Principal~~, 51001 Fairfield Avenue, Rush City, MN, 55069, 320-358-4795, bstavig@rushcity.k12.mn.us, jwagener@rushcity.k12.mn.us, and Staci Souhan, Elementary Principal, 95 S. Harte Avenue, Rush City, MN, 55069, 320-358-4724, ssouhan@rushcity.k12.mn.us as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

[Note: In some school districts, the Title IX coordinator and human rights officer may be the same. If so, a school district need only insert “its Title IX coordinator” in the blank without designating a name, office address and telephone number, and work e-mail address, which are provided elsewhere in the policy. If they are different, or if more than one human rights officer is designated, this information should be inserted and kept up to date. Also, in some school districts, the superintendent may be the designated human rights officer. If so, an alternative individual should be designated by the school board for complaints involving the superintendent.]

- E. The school district shall conspicuously post the names of the Title IX coordinator and human rights officer(s), including office addresses and telephone numbers and work e-mail addresses.

- F. Submission of a good faith complaint, grievance, or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint, or grievance alleging unlawful sex discrimination toward a student, shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions, and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
 34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: ISD #139 Policy 102 (Equal Educational Opportunity)
 ISD #139 Policy 413 (Harassment and Violence)
 ISD #139 Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 139

UNLAWFUL SEX DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student

Independent School District No. 139 maintains a firm policy prohibiting all forms of unlawful sex discrimination. All students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: _____
Home Address: _____
Work Address: _____
Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex: _____

If the alleged unlawful sex discrimination was toward another person, identify that person: _____

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

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

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or a student on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature) (Date)

Received by: _____

Adopted: 9/9/1999

Reviewed: 9/19/2019

NOTE: **Hilighted changes are recommendations from District Technology**
Redlined changes are provided by MSBA

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, **bulletin boards, websites** and other resources while **exchanging messages connecting** with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are deemed by the district to be inappropriate and/or otherwise harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as ~~“MySpace” and “Facebook,”~~ “Twitter,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.
7. ~~Users must keep all account information and passwords on file with the designated school district official.~~ Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software, **music or video,** or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for ~~102~~ product advertisement. Users will not use the school

district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (ISD #139 Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
 - C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, **and personal devices accessing the schools guest wifi network, the school district will follow the guidelines provided by the Children's Internet Protection Act (CIPA)**, and **school district** will monitor the online activities of **users both minors and adults** and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
 - D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
 - E. The school district will educate students about appropriate online behavior (**Digital Citizenship**), including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

- A. Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.
- B. Students who are permitted to bring their own electronic devices to school will comply with school specific guidelines for the use of personal electronic devices in school.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents/Guardians have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the District Electronic Technologies and Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents/guardians, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.
- D. All users shall be responsible for the protection and security of their passwords. Staff shall have the ability to change passwords and maintain the confidentiality of logon codes.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district hard drives, servers or hosted services or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district, hard drives, servers, or hosted services.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district

resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.
9. Notification that student email addresses may be provided to District approved third-party providers for access to educational tools and content.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents/guardians have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.

5. A statement that the school district's acceptable use policy is available for parental/guardian to review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 565(4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
~~*J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)~~

Cross References: ISD #139 Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
ISD #139 Policy 406 (Public and Private Personnel Data)
ISD #139 Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
ISD #139 Policy 506 (Student Discipline)

ISD #139 Policy 514 (Bullying Prohibition Policy)
ISD #139 Policy 515 (Protection and Privacy of Pupil Records)
ISD #139 Policy 519 (Interviews of Students by Outside Agencies)
ISD #139 Policy 521 (Student Disability Nondiscrimination)
ISD #139 Policy 522 (Student Sex Nondiscrimination)
ISD #139 Policy 603 (Curriculum Development)
ISD #139 Policy 604 (Instructional Curriculum)
ISD #139 Policy 606 (Textbooks and Instructional Materials)
ISD #139 Policy 806 (Crisis Management Policy)
ISD #139 Policy 904 (Distribution of Materials on School District Property by
Nonschool Persons)

Rush City Schools Computer and Internet Use Agreement

Rush City Schools provides students and employees with access to the school district's computer system, which includes Internet access. The district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on another system may not be acceptable on this limited-purpose network. Students, staff, and parents/guardians are encouraged to read School Board Policy #524, Internet Acceptable Use and Safety Policy. This policy is available in school offices and the District website, and it provides the basis for this agreement.

The computer resources in our schools must be used in ethical and lawful manner. Violations of School District computer policies, this Agreement, Internet etiquette, or violations of the laws of Minnesota and the United States can result in disciplinary action by Rush City Schools and/or prosecution by legal authorities. Access to computer systems and the Internet is a privilege. Individuals who sign this agreement, agree to abide by all of the expectations in Policy 524. Responsibilities and understandings include, but are not limited to, the following:

1. You must not permit others to use your account(s). You are responsible for maintaining the secrecy of all passwords you may have.
2. Communication that must be 100% secure and private should not be communicated via the Internet. Internet communications are not secure. Although security systems are in place to prevent unauthorized access, it is possible, although rare and difficult, for others to access your files.
3. Fraudulent, harassing, obscene, threatening and other inappropriate messages or uses of computers, networks, or the Internet must not be created, downloaded or transmitted. This includes any form of bullying or harassment of individuals or groups.
4. All information and references obtained through the use of technology systems must be attributed to the source. Plagiarism is expressly forbidden in all cases by the district.
5. Never give out personal or family information, such as phone numbers or addresses. Never arrange for a face-to-face meeting without parental/guardian supervision and never respond to abusive or suggestive messages. Report all such instances immediately to a member of the school staff.
6. Do not access or attempt to access, degrade, or disrupt systems or data that you are not authorized to access.
7. You may not install or download any software on school computers without written approval from a supervising teacher or the technology coordinator.
8. Making or distributing unauthorized or illegal copies of licensed software, **music or video** is against the law and can result in disciplinary action by your school district and/or prosecution by legal authorities.
9. School district computer technology and networks (including Internet) must not be used to promote products or services for the intent of financial or other gain unrelated to the mission of the school district.
10. The school district will not be responsible for damage or unavailability of data stored using district systems or for delays or disruptions in the systems. The school district is not responsible for the quality or accuracy of any information obtained through school district systems.
11. District technology personnel have access to all information, files, and email messages on district computers. Any unauthorized files or software may be removed without notice.
12. Parents/Guardians may review the contents of their child's files and/or request the termination of their child's account at any time.

COMPUTER AND INTERNET USE AGREEMENT - STUDENT

STUDENT

I have read and had an opportunity to discuss school district Policy 524 relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by this policy. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district Policy 524 relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information provided on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

SUPERVISING TEACHER

(Must be signed if applicant is a student)

I have read the school district Policy 524 relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policy expectations with the student. Because the student may use the Internet on the school district computer system for individual work, or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____

COMPUTER AND INTERNET USE AGREEMENT - EMPLOYEE

ISD #139 Computers, Networks, Internet Rights and Responsibilities Agreement

The computer resources and capabilities in our schools must be used in an ethical and lawful manner. Violations of the ISD # 139 computer policies, This Agreement, Internet etiquette, or violations of the laws of Minnesota and the United States can result in disciplinary action by ISD #139 and/or prosecution by legal authorities. Access to computer systems and the Internet is a privilege. Responsibilities include, but are not limited to, the following:

1. You must not permit others to use your account(s). You are responsible for maintaining the secrecy of all passwords you may have.
2. Fraudulent, harassing, obscene, threatening and other inappropriate messages or uses of computers, networks, dial access capabilities, or the Internet must not be created, downloaded or transmitted. This includes messages that might harass individuals or groups because of their age, race, gender, religious beliefs, sexual orientation, physical attributes, etc.
3. You must not access or attempt to access systems or data that you are not authorized to access. You must not use "loopholes" in computer security systems, "hacking", etc. or attempt to degrade performance or gain illegal access to computer systems and software.
4. Any references obtained through the use of technology systems must be attributed to the source. Plagiarism is expressly forbidden in all cases by the district.
5. Making or distributing unauthorized and illegal copies of licensed software is against the law and can result in disciplinary action by your school district and/or prosecution with severe legal penalties. Copyright laws will be strictly enforced on a case by case basis.
6. Your district's computer technology and networks (including Internet and dial access) must not be used to promote products or services for the intent or financial gain for yourself, your company or employer, or any other local enterprise.
7. You may not install any software on school computers without consent in writing from a sponsoring teacher, building media specialist or the technology coordinator.
8. Communication that must be 100% secure and private should not be communicated via the Internet. Internet communications are not secure. It is possible (although rare and difficult) for others to access your files, even though security systems are in place to prevent such access.
9. Never give out personal or family information, such as phone numbers or addresses. Never arrange for a face-to-face meeting without notifying your supervisor and/or co-workers and never respond to abusive or suggestive messages. Report all such instances immediately to your supervisor.
10. You must be able to demonstrate basic computer skills before you are allowed to use any school computer without direct supervision by another staff member.
11. District technology personnel shall have access to all files on district computers. Any unauthorized software or files may be removed without notice.

INTERNET USE AGREEMENT – EMPLOYEE

SCHOOL DISTRICT EMPLOYEE

I have read and do understand the school district Policy 524 relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by this policy. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

Adopted: 6/11/1998

Orig. 1997

Rev. 2019

Reviewed: 9/19/2019

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. ISD #139 Policies 601, 603, and 616 address these statutory requirements. In addition, ISD #139 Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and

college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the ~~school district's Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee)~~.
2. ~~The Advisory Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.~~
3. The ~~school district-wide~~ improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may ~~also~~ be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

[Insert Local Cycle in this space]

C. Implementation of Graduation Requirements

1. The ~~school board shall appoint a Graduation Standards Implementation Committee which~~ Advisory Committee shall ~~also~~ advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of ~~this the~~ Advisory eCommittee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.

~~The Graduation Standards Implementation Committee [will/will not] be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.~~

~~[Note: The Graduation Standards Implementation Committee may be comprised of an existing committee such as the Advisory Committee for Comprehensive Continuous Improvement of Student Achievements. Regardless of whether a new committee or an existing committee is utilized, the committee should be comprised of representatives of the community, including equal representation from school board members, students, parents, teachers, representatives of local businesses, and representatives of the community at large. Among these members should be individuals who are able to represent the needs of students throughout the district including students with special needs.]~~

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the ~~Graduation Standards Implementation~~ Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The ~~Graduation Standards Implementation~~ Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. ~~Advisory Committee for~~ Comprehensive Continuous Improvement of Student Achievement

1. By June of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness,*

Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.], will provide active community participation in:

- a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota **Graduation Academic** Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
- a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of **at least** two-thirds community representatives and shall reflect the diversity of the community. **To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents.** Included in its membership should be:
- a. The Director of Curriculum (or similar educational leader)

- b. Principal
- c. School Board Member
- d. Student Representative
- e. One teacher from each building or instructional level
- f. Two parents from each building or instructional level
- g. Two residents without school-aged children, non-representative of local business or industry
- h. Two residents representative of local business or industry
- i. District Assessment Coordinator (if different from “a.” above)

[Note: This Advisory Committee composition is a model only.]

5. Translation services should be provided to the extent appropriate and practicable.

6. The Advisory Committee shall meet the following timeline each year:

Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Month(s): Review evaluation results and prepare recommendations.

Month: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting.

1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency, and efforts to equitably distribute diverse, effective, experienced, and in-field teacher, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: ISD #139 Policy 104 (School District Mission Statement)
ISD #139 Policy 601 (School District Curriculum and Instruction Goals)
ISD #139 Policy 613 (Graduation Requirements)
ISD #139 Policy 614 (School District Testing Plan and Procedure)

ISD #139 Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

ISD #139 Policy 617 (School District Ensurance of Preparatory and High School Standards)

ISD #139 Policy 618 (Assessment of Student Achievement)

ISD #139 Policy 619 (Staff Development for Standards)

ISD #139 Policy 620 (Credit for Learning)

Adopted: _____

Revised: _____

722 PUBLIC DATA REQUESTS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Government Data

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

B. Inspection

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

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or

protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

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

E. Summary Data

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

IV. REQUESTS FOR PUBLIC DATA

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

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

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

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

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

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

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

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

V. REQUEST FOR SUMMARY DATA

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

VI. COSTS

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

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

B. Summary Data

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

Data Practices Contacts

Responsible Authority:

[Name]

[Location]

[Phone number; email address]

Data Practices Compliance Official:

[Name]

[Location]
[Phone number; email address]

Data Practices Designee(s):

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

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

Cross References: ISD 139 Model Policy 406 (Public and Private Personnel Data)
ISD 139 Model Policy 515 (Protection and Privacy of Pupil Records)

INDEPENDENT SCHOOL DISTRICT NO. 139
PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

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

FOR OFFICE USE ONLY

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

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

Adopted: 8/3/2000

Reviewed: 9/19/2019

806 CRISIS MANAGEMENT POLICY

[Note: The Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minn. Stat. § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort between the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building’s specific situation and needs.

The school district’s administration and/or the administration of each building shall

present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[Note: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education’s document entitled, “Practical Information on Crisis Planning, a Guide for Schools and Communities.” A website link is provided in the resource section of this Policy.]

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[Note: State law requires a minimum of five school fire drills, consistent with Minn. Stat. § 299F.30, and one school tornado drill each school year. See Minn. Stat. § 121A.035.]

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

[Note: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

- 2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

- 3. School Emergency Response Teams

- a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to

respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[Note: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and

parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minn. Stat. § 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency.

A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.

3. Academic recovery.
4. Social/emotional recovery.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures

- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See ISD #139 Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[Note: Every Student Succeeds Act, 20 U.S.C. § 6301, et seq.; Title IX, 20 U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10 mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* Every Student Succeeds Act
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: ISD #139 Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
ISD #139 Policy 413 (Harassment and Violence)
ISD #139 Policy 501 (School Weapons Policy)
ISD #139 Policy 506 (Student Discipline)
ISD #139 Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
ISD #139 Policy 903 (Visitors to School District Buildings and Sites)
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

Crisis Team Members & Responsibilities 2019-20

Administration will select a *Crisis Response Team*. Team members must be willing to be actively involved in the resolution of crisis and be available to assist in any crisis situation deemed necessary by administration. This list will be updated annually and a copy will be on file in the district office. Depending on the crisis, one person may be able to perform multiple assignments. **When emergency response officials are present, they may elect to take command and control of the crisis.**

Crisis Team Responsibility	Assigned Staff & Backup
Team Leader	Brent Stavig/Staci Souhan
Information Coordinator	Melissa Wiener/Nancy Moulton
Parent Liaison	Beth Sybrant/Kim Sarago
Administrative Liaison	Renee Mussetter/Wendy Cook
Coordinator of Student Care Stations	Carrie Kirchberg/Kim Sarago
Community Liaison	William Campbell Brent Stavig/Deborah Meissner
Operations Coordinator	Jeanne Korf Nate Sorgert/Lee Rood
Faculty Support Staff	Kim Erdman/Betsy Carpenter/Mark Bingham
Crisis Assessment of "Vulnerable Students" Team	Janet Wagener/Deborah Meissner/Deborah Kerridge

Team Leader – makes team assignments; schedules team breaks and debriefing meetings; leads faculty meetings; functions as liaison to school administration.

Information Coordinator – gathers information about the deceased, family, friends, circumstances of death, funeral plans; determines the evolving level of student information exposure; alerts the team to all media coverage and keeps media files.

Parent Liaison – responds to parental inquiries; develops parent material for the school web page and take-home letters; assists in setting up parent information meetings.

Administrative Liaison – distributes scripts for phone responses and directs staff who answer phones, distributes information to faculty; coordinates meeting room and faculty support room assignments; manages rumors.

Coordinator of Student Care Stations – manages logistics of locations, staffing, and protocol for dismissing students to care stations.

Community Liaison – informs relevant community agencies of the school's plans; arranges for community volunteers to augment school team if necessary; contacts off-campus referral resources to alert them to potential referrals; reaches out to clergy.

Operations Coordinator – addresses all issues that affect the physical school building; arranges facility setups for meetings; deals with extended school hours, evening meetings.

Faculty Support Staff – at least two members follow the daily schedule of the deceased and siblings; are available to answer faculty questions; provide support to the faculty if not done by community team member.

Crisis Assessment of "Vulnerable Students" Team – two or more members of the team coordinate crisis contacts with vulnerable students.

EMERGENCY PHONE NUMBERS

Fire/Ambulance/Police

Emergency – 911

Dispatch Center: 651-257-4100

(For local police, fire and emergency medical services)

Public Utilities

Electricity: East Central Energy
Contact: John Bosman
24-Hour Emergency: 1-800-254-7944

Gas: MN Energy
Contact:
24-Hour Emergency: 1-800-889-4970

Water: Rush City Hall
Contact: Lisa Ripp
24-Hour Emergency: 1-320-358-4743 (M-F 8:00-4:30)

Emergency Management Agencies

Local Emergency Management Director:
Scott Sellman
651-213-6313

County Emergency Management Director:
Ann Norgaard
651-213-5231

Referrals

Hazardous Materials: Report hazardous materials leaks or spills to Minnesota Duty Officer
24-Hour Emergency: Statewide (800)422-0798 Metro Area (651)649-5451

Poison Control Center: 1-800-222-1222

Crime Victim Services: 651-213-8402

Post-Crisis Intervention/Mental Health Hotline: 1-800-523-3333 (*Crisis Connection*)

MEDIA PROCEDURES

All staff must refer media contacts to district spokesperson. The school district, in coordination with assisting agencies, assumes responsibility for issuing public statements during an emergency.

- Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

District Spokesperson: Superintendent

Alternate Spokesperson: Building Principal

- District Public Information (PI) person helps district spokesperson coordinate media communications.

District PI: Communications Assistant

Media Checklist:

- Building administrator relays all factual information to Superintendent and public information person.
- Establish a media information center away from the affected area. Consider:
 - Media need timely and accurate information. However, protect the privacy of staff and students when necessary and justified.
 - Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
- Before holding a news conference, brief the participants and coordinate information.
 - Determine the message you want to convey. Create key messages for target audiences; parents, students and the community.
 - Emphasize the safety of students and staff.
 - Engage media to help distribute important public information. Explain how the emergency is being handled.
 - Respect privacy of victims and families of victims. Do not release names to media.
- Update media regularly. DO NOT say “No Comment”. Ask other agencies to assist with media.
- Maintain log of all telephone inquiries for future use.

POST-CRISIS INTERVENTION PROCEDURES

- Assess the situation to determine the need for post-crisis interventions for staff, students and families.
- Provide post-crisis briefings for staff, students and families as appropriate.
- Re-establish school and classroom routine as quickly as possible.
- Consider interventions:
 - **Defusing:** Provide defusing sessions for students and staff as quickly as possible after the emergency.

Defusings are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident. **Defusing should be conducted by trained individuals.**

- **Debriefing:** Conduct critical-incident stress debriefing (CISD) three to four days after the emergency.

CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and to give referral information. It must be modified for student's developmental level. **CISD should only be conducted by trained professionals.**

- Counseling – Provide grief counseling.
- Provide on-going support as necessary for staff, students and families.
 - Monitor and support staff.
 - Provide ongoing opportunities for children to talk about their fears and concerns. They may have more questions as time passes.
 - Identify and monitor at-risk students.
 - Provide individual crisis or grief counseling, if necessary.
 - Conduct outreach to homes.
 - Provide follow-up referral for assessment and treatment, if necessary.

The district should identify a 24-hour contact person or agency responsible for post-crisis assessment and interventions.

In the event of a tragic, highly publicized event, mental health professionals from federal, state and non-government agencies may respond to offer post-crisis aid. Effective coordination is critical. Consult with the Minnesota Department of Education for support, advice and assistance in coordinating the activities of outside entities.

CHECKLIST FOR TELEPHONE THREATS

Complete this form during or immediately after a phone threat.

Ask the following questions:

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? Why?
- Where are you?

Exact wording of the threat: _____

If voice is familiar, who did it sound like? _____

Caller ID Information:

Male	Female	Adult	Juvenile	Age:
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Call Origin:

Local	Long Distance	Internal	Cell Phone
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Caller's Voice: Note pattern of speech, type of voice, tone. Circle all that apply.

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep Breathing		

Background Sounds: Circle all that apply.

Voices	Airplanes	Street Noise	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House Noise	PA System	Music	Factory Noise	
Motor	OTHER:				

Threat Language: Circle all that apply.

Well-Spoken (Educated)	Foul	Taped	Incoherent	Irrational	Message Read From Script
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Did caller indicate knowledge of the building? YES NO Specifics: _____

Person Receiving Call: _____ Phone Number Where Call Received: _____

LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFER CALLER HANGS UP.

Adopted: 12/14/2000

Reviewed: 7/16/2020

429 COCURRICULAR ASSIGNMENT OF PERSONNEL

I. PURPOSE

The school district in recognizing the benefits of cocurricular activities and having authorized specific benefits/activities for pupils, means to secure personnel for guidance of those activities.

II. GENERAL STATEMENT OF POLICY

- A. When co-curricular openings arise, the district will advertise the opening to employees. If no applications are made, the superintendent will assign the duties. The superintendent will review training, experience, and present co-curricular duties of individuals when considering who to assign the duties to. The superintendent will assign the position to the individual he/she believes to be the best person for the position.

Legal References: Minn. Stat. Ch. 123B.49 (Extracurricular Activities; Insurance)

Adopted: 10/8/1998

Orig. 1998

Rev. 2012

Reviewed: 7/16/2020

430 CONTRACT RELEASES AFTER RESIGNATION DEADLINE

I. GENERAL STATEMENT OF POLICY

The District's resignation deadline for teachers is **July 1**. Contract releases received after July 1 may be granted at the discretion of the school board. If the school board grants the release it will be with the following conditions:

1. The release will be contingent on finding an adequate replacement.

An adequate replacement is defined as a teacher who has the necessary certification and skill sets to successfully fill the position.

II. PROCEDURE

1. New teachers will receive a copy of this policy during the hiring process and a signature form to confirm that the teacher has read the policy and understands the policy.

Any teacher failing to comply with these conditions may face legal and ethical charges filed against them and their new employer if applicable.

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

ACKNOWLEDGMENT

CONTRACT RELEASES AFTER RESIGNATION DEADLINE POLICY

I have received a copy of the Contract Releases After Resignation Deadline Policy of Independent School District #139, Rush City, Minnesota, and understand it.

Signature of employee/applicant _____ Date _____

Typed or printed name _____

Adopted: 7/18/2002

Orig. 2002

Reviewed: 7/16/2020

440 CIVIC INVOLVEMENT BY EMPLOYEES

I. PURPOSE

The purpose of this policy is to provide guidelines and directions to employees that are considering or have a commitment to a position of public civic responsibility. Examples of civic responsibility may include (but are not limited to) the following: Public office (ie: County Commissioner, City Council member), and Emergency Services (ie: EMT, Firemen, Ambulance)

II. GENERAL STATEMENT OF POLICY

Involvement in civic positions by school district employees is both proper and encouraged by the school district. However, excessive absence or interruption to the educational process caused by employee commitments to civic responsibilities is undesirable in terms of student achievement. Therefore, the following procedures have been developed to assure District residents that strong educational commitment is the first priority of school district staff.

III. PROCEDURES

- A. Employees considering becoming involved in civic responsibilities which may require time away from work should apprise the District of their intent and the estimated time away from job responsibilities required.
- B. Pre-approved leave authorization is required for time away from work. Emergency leave authorization may be granted by the Superintendent when pre-approved leave authorization is not reasonable.
- C. Civic responsibilities that require 5% or more of the contracted days away from District responsibilities will require specific School Board approval for the employee's involvement.
- D. Costs incurred by the District for securing a substitute in temporarily replacing the employee shall be reimbursed by the employee before the next monthly payroll cutoff date. Failure by the employee to reimburse the District will result in immediate District denial of further absenteeism for civic responsibility and could result in legal action affecting employment.
- E. Employee leave records will not be credited for absenteeism due to civic responsibilities unless: 1) the leave was not approved and/or 2) the leave was not reimbursed.
- F. The Superintendent may provide emergency leave authorization.

Adopted: 9/11/2000

Revised: 7/16/2020

503.1 STUDENT ATTENDANCE-AGE OF INITIAL ENTRANCE

I. PURPOSE

- A. The school board believes that students entering school for the first time should be developmentally ready to learn, regardless of the student's chronological age. Therefore, ISD #139 will consider early entrance of students into Kindergarten and/or delayed entrance of a student subject to Minn. Stat. § 120A.22 (Compulsory Instruction).
- B. This policy exercises Board authority as specified in Minn. Stat. § 120A.20, Subd. 1 for admission of selected pupils at an earlier age.

II. GENERAL STATEMENT OF POLICY

A. Kindergarten Enrollment

Students entering Kindergarten must be five (5) years of age on or before September 1st of the year they intend to enroll in school. Kindergarten is not mandatory but strongly encouraged by the District.

B. First Grade Enrollment

Students initially enrolling in school and entering first grade must be six (6) years of age on or before September 1st of the year they intend to enroll in school. Enrollment of children in school, subject to Minn. Stat. § 120A.22 (Compulsory Instruction), is required of parents.

C. Early Kindergarten Enrollment

A parental request for a child's early enrollment in Kindergarten may be honored subject to valid testing information clearly indicating that the child is developmentally ready to learn. Testing will be conducted by Rush City Schools or by another agency of the parent/guardian's choosing, subject to the Elementary Principal's approval. All costs associated with early enrollment testing shall be the responsibility of the parent/guardian. Approval of early enrollment in Kindergarten resides with the Elementary Principal. A denial of early enrollment by the Elementary Principal may be appealed directly to the Board of Education by contacting either the Superintendent of Schools or the Chairperson of the Board.

- 1) Testing Criteria

Minimally, the following criteria shall be considered in ascertaining a child's readiness to enroll in Kindergarten:

- a) Pre-school experiences/attendance
- b) Intellectual Development
- c) Language Development
- d) Social Maturity
- e) Physical Maturity
- f) Ability to follow directions
- g) Attention Span
- h) Interest in typical Kindergarten activities
- i) Ability to stay on task
- j) Ability to work independently

D. Deferral of Kindergarten Enrollment

A parent/guardian considering deferring their child's enrollment into Kindergarten are encouraged to contact the Elementary Principal. Consultation and testing may be conducted and a recommendation made relative to the child's readiness to enroll in school.

III. DISSEMINATION OF POLICY

This policy shall also be available upon request in each principal's office.

Legal References: Minn. Stat. § 120A.20, Subd. 1 (Admission Public School, Age limitations)
Minn. Stat. § 120A.22 (Compulsory Instruction)

Cross References: ISD #139 Policy #503 (Student Attendance)

Adopted: 1/14/1999

Reviewed: 7/16/2020

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

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

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

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

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

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

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

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

IV. GUIDELINES

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

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

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the

material for the age level of students to which it is intended;

4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

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

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

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

- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 - 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 - 2. Date(s) and time(s) of day intended for display or distribution.
 - 3. Location where material will be displayed or distributed.
 - 4. If intended for students, the grade(s) of students to whom the display or distribution is intended.
- B. Within one school day, a designee of the school district will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

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

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

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

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

IX. IMPLEMENTATION

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

[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter, including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied ___ U.S. ___, 132 S.Ct. 592 (2011)

Cross References: ISD #139 Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
ISD #139 Policy 506 (Student Discipline)
ISD #139 Policy 512 (School-Sponsored Student Publications)
ISD #139 Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: 4/15/1999

Reviewed: 7/16/2020

507 CORPORAL PUNISHMENT

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

I. PURPOSE

The purpose of this policy is to describe limitations on corporal punishment of students.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

III. EXCEPTIONS

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

IV. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

Cross References: ISD #139 Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
ISD #139 Policy 506 (Student Discipline)

Adopted: 4/15/1999

Orig. 1995

Rev. 2007

Reviewed: 7/16/2020

508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

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

I. PURPOSE

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student’s IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.

B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:

1. There will be significant regression of a skill or acquired knowledge from the student’s level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student’s age and level of development, and the timeliness for teaching the skill; OR
3. The IEP team otherwise determines, given the student’s unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.

C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:

1. Prior observations of the student’s regression and recoupment over the summer;

2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
 3. Experience with other students with similar instructional needs.
- D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:
1. The student's progress and maintenance of skills during the regular school year.
 2. The student's degree of impairment.
 3. The student's rate of progress.
 4. The student's behavioral or physical problems.
 5. The availability of alternative resources.
 6. The student's ability and need to interact with nondisabled peers.
 7. The areas of the student's curriculum which need continuous attention.
 8. The student's vocational needs.
- E. No Unilateral Decisions. In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.
- F. Services to Nonresident Students Temporarily Placed in School District. A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References: Minn. Stat. § 125A.14 (Extended School Year)
Minn. Rules Part 3525.0755
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
34 C.F.R. Part 300 (IDEA Regulations)

Cross References:

Adopted: 4/15/1999

Revised: 07/16/2020

509 ENROLLMENT OF NONRESIDENT STUDENTS

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

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at

school or a school function;

2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.

D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education and available on their website (education.mn.gov). Go to "Students and Families," then under "School Choice," select "Open Enrollment." The form is entitled, "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education."

E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. The student's resident district does not operate a school building;
2. The municipality is located partially or fully within the boundaries of at least five school districts;

3. The nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. No other nonresident, independent, special, or common school district operates a school building with the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 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 under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

Cross References: ISD #139 Policy 506 (Student Discipline)
ISD #139 Policy 517 (Student Recruiting)
MSBA Service Manual, Chapter 5, Various Educational Programs

Adopted: 4/15/1999

Reviewed: 7/16/2020

510 SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development. The addendum, Student Activities: Philosophy and Goals, is included to further clarify policy in this area.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. It shall be the responsibility of the superintendent to disseminate information needed to inform students, parents, staff and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of

school activity programs and presenting the results and any recommendations to the school board.

- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

Legal References: Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)

Cross References: ISD #139 Policy 503 (Student Attendance)
ISD #139 Policy 506 (Student Discipline)
ISD #139 Policy 713 (Student Activity Accounting)

Adopted: 6/10/1999

Revised: 7/16/2020

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet

or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

1. a student's social security number;
2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public

notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, “education records,” does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual’s capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

- I. Parent
“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.
- J. Personally Identifiable
“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.
- K. Record
“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.
- L. Responsible Authority
“Responsible authority” means Elementary Principal, Secondary Principal, or the Superintendent of schools.
- M. Student
“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.
- N. School Official
“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data

practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference police liaison officers in the definition of a “school official.” Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered “school officials” only when performing duties as a police liaison officer. Consultation with the school district’s legal counsel is recommended.]

- O. Summary Data
“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.
- P. Other Terms and Phrases
All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

- A. Rights of Parents and Eligible Students
Parents and eligible students have the following rights under this policy:
 1. The right to inspect and review the student’s education records;
 2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
 3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;

4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and postsecondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of postsecondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and

- e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
- a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized

education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act [*insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students*] and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and

provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed

for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, “organizations,” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student’s education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and

may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a

student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;

- b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and

staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 25 U.S.C. § 5304),

who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent

of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[Note: Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. which specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy

of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military; and
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:

1. Name of student and parent, as appropriate;

2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

- A. Redisclosure
 Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.
- B. Redisclosure Not Prohibited
1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy

with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

- a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

[Note: 42 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:

- a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:
- a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.

5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

- A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.
- B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.
- C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

 1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
 2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
 3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.
- D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to

place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

- B. Data practices compliance official means [*designate title and actual name of individual*].
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

- A. Where to File Complaints
Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.
- B. Content of Complaint
A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

- A. Contents of Notice
The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:
 1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
 2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
 3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;

4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

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

Minn. Stat. Ch. 14 (Administrative Procedures Act)

Minn. Stat. § 120A.22 (Compulsory Instruction)

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

Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)

Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)

Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)

Minn. Stat. § 363A.42 (Public Records; Accessibility)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)

10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References: ISD #139 Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
ISD #139 Policy 417 (Chemical Use and Abuse)
ISD #139 Policy 506 (Student Discipline)
ISD #139 Policy 519 (Interviews of Students by Outside Agencies)
ISD #139 Model Policy 520 (Student Surveys)
ISD #139 Policy 711 (Video Recording on School Buses)
ISD #139 Policy 906 (Community Notification of Predatory Offenders)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

ATTACHMENT TO POLICY 515 – PROTECTION AND PRIVACY OF PUPIL RECORDS

ANNUAL BUILDING PLAN - SECURITY OF PUPIL RECORDS

The following plan shall be submitted annually by the Building Principals and Early Childhood Coordinator to the Superintendent of Schools.

School Year _____

School/Site _____ Grade Levels Served _____

Principal/Supervisor _____ Title _____

Rush City Public Schools
PO Box 566
Rush City, MN 55069

Person(s) responsible for clerical maintenance and day-to-day security of records (possesses key): _____

Place where key is kept: _____

Hours each day file is locked _____; unlocked _____

Location in Building of Private or Confidential Pupil Records (by category):

(a) Test Scores _____

(b) Grades/Achievement Levels _____

(c) Student Health Records _____

(d) Problem Solving Team Records _____

(e) Special Education Records _____

(e) Others _____

Note: Information classified as “directory information” in Board Policy 515 and in school handbooks is not private data and is not subject to the same security as private data or confidential data.

Legitimate access to records is determined by the Principal/Early Childhood Coordinator or by parents signing a Parent Consent – Release of Information form. Access to records is contingent upon approval by office personnel.

Principal/Early Childhood Coordinator _____ Date _____

Adopted: 5/18/2006

Orig. 2005

Reviewed: 7/16/2020

Rev. 2016

533 WELLNESS

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.

- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

[Note: The Act requires that wellness policies include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.]

A. Nutrition Promotion and Education

- 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
- 2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

- 1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills

needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;

2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]

A. School Meals

[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 C.F.R. § 210.10 and the meal requirements for breakfasts set forth in 7 C.F.R. § 220.8.]

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.

2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered “competitive foods.” Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district’s nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

[Note: Healthy party ideas are available from the USDA.]
 - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student’s individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

[Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.]

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

[Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.]

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

[Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.]

1. After approval by the school board, the wellness policy will be implemented throughout the school district.

2. The school district will post its wellness policy on its website, to the extent it maintains a website.

[Note: Per Minn. Stat. § 121A.215, when available, a school district must post its current local school wellness policy on its website.]

B. Annual Reporting

[Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.]

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

[Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.]

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 C.F.R. § 210.30.]

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov

Adopted: 3/9/2000

Reviewed: 6/28/2018

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

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

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

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

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of

the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school

bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop
 - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.

- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

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

(1) Elementary (K-6)

- 1st offense – warning
- 2nd offense – 3 school-day suspension from riding the bus
- 3rd offense – 5 school-day suspension from riding the bus
- 4th offense – 10 school-day suspension from riding the bus/meeting with parent
- Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

- 1st offense – warning
- 2nd offense – 5 school-day suspension from riding the bus
- 3rd offense – 10 school-day suspension from riding the bus
- 4th offense – 20 school-day suspension from riding the bus/meeting with parent
- 5th offense – suspended from riding the bus for the remainder of the school year

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

(3) Other Discipline

Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on

the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

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

(6) Notice

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

(7) Criminal Conduct

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

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

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

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota or Wisconsin driver's license with a **CDL, passenger and** school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-1" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota or Wisconsin state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-1 school bus, who has a Minnesota or Wisconsin commercial driver's license suspended, revoked, or cancelled by the state of Minnesota, Wisconsin or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

All school bus drivers shall receive in-service training annually. For purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

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

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

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

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least eight hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles (10 or fewer people including the driver)

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10

or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment and

must be marked to indicate their identity and location.

- c. A type III vehicle must contain at least three red reflectorized triangle road warning devices. Liquid burning “pot type” flares are not allowed.
 - d. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
 12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
 13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Drivers License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver’s license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator’s employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and

handling incidents of misconduct appropriately;

- (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
- (5) handling emergency situations;
- (6) proper use of seat belts and child safety restraints;
- (7) performance of pretrip vehicle inspections;
- (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause © only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within ten days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.

- d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
- e. The operator's employer requires preemployment drug and alcohol testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
- g. A person who sustains a conviction, as defined under Minn. Stat. §609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.
- h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
- i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.
- j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
- k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug and alcohol testing), above.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 1. the student’s name and address;
 2. the nature of the student’s disabilities;
 3. emergency health care information; and
 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a

systematic preventive maintenance and inspection program adopted or approved by the school district.

- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)

Minn. Stat. § 169.011, Subds. 15 and 71 (Definitions)
 Minn. Stat. § 169.02 (Scope)
 Minn. Stat. § 169.443 (Safety of School Children; Bus Driver’s Duties)
 Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
 Minn. Stat. § 169.454 (Type III Vehicle Standards)
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
 Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
 Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
 Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
 Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
 Minn. Stat. Ch. 245C (Human Services Background Studies)
 Minn. Stat. § 609.02 (Definitions)
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
 49 C.F.R. § 383.33 (Notification of Driver’s License Suspensions)
 49 C.F.R. § 383.5 (Transportation Definitions)

Cross References: ISD #139 Policy 416 (Drug and Alcohol Testing)
 ISD #139 Policy 506 (Student Discipline)
 ISD #139 Policy 515 (Protection and Privacy of Pupil Records)
 ISD #139 Policy 707 (Transportation of Public Students)
 ISD #139 Policy 708 (Transportation of Nonpublic Students)
 ISD #139 Policy 710 (Extracurricular Transportation)

<p>Notification to Employer Of Moving Violation</p> <p>Commercial Drivers License 49 CFR 383.31 Minnesota Statute 171.168</p>		
<p>Upon conviction of any moving violation by any state or local jurisdiction the holder of a Minnesota Commercial Driver License must notify their employer(s) in writing within 30 days of such conviction.</p>		
<p>DRIVER NAME (First Name, MI, Last Name)</p>	<p>STATE</p>	
<p>COMMERCIAL DRIVER'S LICENSE NUMBER</p>	<p>DID THE VIOLATION HAPPEN IN A CMV? G YES G NO</p>	
<p>DATE OF CONVICTION</p>		
<p>LOCATION OF OFFENSE</p>	<p>CITY</p>	<p>STATE</p>
<p>DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:</p>	<p>DATE</p>	
<p>SIGNATURE OF DRIVER</p>		

<p>Notification to Employer Of Suspension, Revocation, Cancellation or Disqualification</p> <p>Commercial Drivers License 49 CFR 383.33 Minnesota Statute 171.169</p>		
<p>The holder of a Minnesota Commercial Driver License shall notify their employer(s) in writing of any suspension, revocation, cancellation, loss of privilege or disqualification, before the end of the business day following the day the driver (employee) received notice of the suspension, revocation, cancellation, loss of privilege or disqualification.</p>		
DRIVER NAME (First Name, MI, Last Name)	STATE	
COMMERCIAL DRIVER'S LICENSE NUMBER	DID THE VIOLATION HAPPEN IN A CMV? G YES G NO	
DATE OF CONVICTION		
LOCATION OF OFFENSE	CITY	STATE
DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:	DATE	
SIGNATURE OF DRIVER		

RUSH CITY SCHOOL DISTRICT --- FUNDRAISERS

July 2020

Board Policy #511 Student Fundraising		sales tax		
TIME OF YEAR	FUNDRAISER		GROUP	HOW LONG
Thru year	Pencils and notebooks	yes	Elem Student Council Activity	15+ years
Thru year	Scholarship Fund		Early Childhood	start 2005
Thru Year(8 events)	Root Beer Floats/Misc/Spagetti Dinner at concerts		Choir and Band General Fund	start 2006
Thru Year	Candy, popcorn, etc	yes	PBIS team/HS Activity account	start 2018
July	5K run/walk day of the Chisago County Fair Parade		Track and Field	start 2010
August	Golf tournament		RC Club Activity	15+ years
August	Discount Cards		Gen Fund-Football	start 2006
September	Pig Roast		RC Club Activity	20+ years
September	Mabel's Label		RCEA (Scholarships)	start 2013
Sept/October	Candybars	yes	Elem Activity	start 2017
Fall Season	Concessions at sports games		Jr Class	15+ years
November	Fruit, candy, cheese, & sausages(fruit-not taxable)	yes	Choir and Band activity	20+ years
November	Pledges for Shoot-A-Thon		Boys Basketball Activity	start 2007
December	Adult Volleyball tournament	yes	Volleyball Program	start 2005
Winter&Spring	Winter concessions at sports games		Choir and Band activity	15+ years
March	2nd Adult Volleyball tournament		Volleyball Program	start 2005
Feb/March	Can(Soup-er Bowl) and/or Coin drive for food shelf		Elem Student Council Activity	start 2019
April	Dominos Cards		Graduation Party	start 2009
April/May	Boosterthon		Elementary Phy Ed Equipment	start 2018
May/June	Track and Field Camp		Track and Field	start 2016
Spring	Fancloth	yes	Track and Field	start 2018

Students and parents are also involved in these PTO and RCYSC sponsored fundraisers each year:				
October/March	Bookfair	yes	Elem Activity	start 2017
Nov and February	Movie Night/Book Fair		PTO	20+ years
February	Sell Hugs and Kisses for Valentines		PTO	20+ years
Spring	Fun Run		Elementary Activity	start 2018
Spring	Spring Carnival		PTO	20+ years
Thru year	Tiger Gear		PTO	10+ years
Thru year	Sportswear		Rush City Youth Sports	start 2005

The following are currently not active				
Thru year	Bag Groceries at Cub Foods		Cross Country	start 2010
Summer	seek pledges per mile for summer running		Cross Country	start 2014
Summer	seek financial support by letter to friends/relatives		Cross Country	start 2014
September	Burger King Coupons		Band Activity	start 2005
Nov/Dec	Athletic Clothing or Food sales (alternate years)		Boys Basketball Activity	20+ years
December	Papa Murphy's discount cards		Band Activitiy	start 2010
January/Feb	Superbowl make and bake pizza		Jr Class	start 2014
February	Dime for Drive for the March of Dimes		BPA	start 2001
February	Wooden Roses		Girls Softball	start 2008
February	Concessions at Speech meet		Junior Class	start 2014
February	Valentine T-Shirts		Elem Activity	start 2017
February	Pennies for Patient's MN Luekemia Society		Elementary	15+ years
Feb/March	Magazines		Elementary Activity	15+ years
March	Dickey's Barbecue-North Branch		Softball	start 2014
March	24K drink - order online		Cross Country	start 2015

2020-2021
Strategic Action and WBWF Plan



Priority Area 1: Achieve Academic Excellence

Areas of Focus:

1. Improve student achievement

- a. Read Well Plan
- b. World's Best Workforce Goals:
 - 1. All children are ready to start kindergarten.
 - 2. All third-graders can read at grade level.
 - 3. All achievement gaps between students are closed.
 - 4. All students are ready for career and/or postsecondary education.
 - 5. All students graduate from high school.

2. Formulate District and Building MTSS Teams and Processes

District and Building level MTSS teams will oversee and support constant MTSS processes that ensure student data is analyzed and the appropriate evidence based measure is utilized to push each learner to their potential.

#1 District Wide Reading SMART Goal:

The percentage of all students enrolled October 1 in Rush City Schools who earn an achievement level of Meets the Standards or Exceeds the Standards in Reading on all state accountability tests (MCA and MTAS) will increase from 67.2% in 2019 to 69.2% in 2021.

#2 District Wide Math SMART Goal:

The percentage of all students enrolled October 1 in Rush City Schools who earn an achievement level of Meets the Standards or Exceeds the Standards in Math on all state accountability tests (MCA and MTAS) will increase from 63% in 2019 to 65% in 2021.

#3 District Wide Science SMART Goal:

The percentage of all students enrolled October 1 at Rush City High School who earn an achievement level of Meets the Standards or Exceeds the Standards in Science on all state accountability tests (MCA and MTAS) will increase from 59.4% in 2019 to 61.4% in 2021.

#4 CE Jacobson Early Literacy SMART Goal (WBWF #1):

Sixty percent of students attending 80% of scheduled school days will achieve a score of 26 picture names in one minute on the fluency screener.

#5 Third Grade Reading SMART Goal (WBWF #2):

Sixty-five percent of all students enrolled October 1st at CE Jacobson will achieve proficiency on the MCA III Reading exam.

#6 District Wide Homework and Grading Process Goal:

The instructional staff of Rush City Schools will do a book study to better understand grading and homework practices. Staff will read and discussions will take place as an ongoing professional development topic.

#7 All Achievement Gaps Between Students are Closed SMART Goal (WBWF #3):

The percentage of all students receiving special education services enrolled October 1 in Rush City Schools who earn an achievement level of Meets the Standards or Exceeds the Standards in Reading on all state accountability tests will increase from 27.9% in 2019 to 29.9% in 2021.

#8 Career and Post-Secondary SMART Goal (WBWF #4):

All 8th grade students enrolled October 1 at Rush City High School will utilize the Minnesota Career Information System (MCIS) to develop a Personal Learning Plan (PLP) during the school year.

#9 High School Graduation SMART Goal (WBWF #5):

Of seniors enrolled on October 1st, 100% of them, who do not enroll in another district, will meet the requirements for graduation at the end of the year.

Priority Area 2: Foster a Positive and Safe Environment

Areas of Focus:

1. Increase community wide understanding of Conflict versus Bullying
2. Address whole-student wellness and mental health through Social Emotional Learning
3. Teach Digital Citizenship to promote online safety for students
4. Review Emergency Procedures
5. All students and staff feel safe, valued, and connected
6. Provide staff development to ensure cultural competency

#1 District Wide Technology Process Goal:

All Rush City teachers will incorporate a digital citizenship curriculum in their homeroom/advisory classes.

#2 CE Jacobson Process Goal:

During the 2020/2021 school year, CE Jacobson will fully implement Second Step as a social emotional curriculum to intentionally teach emotion management, empathy, and problem solving skills to decrease the number of behavior referrals and increase Tier 1 interventions to keep students in their classrooms.

#3 High School Process Goal:

Positive Behavior Intervention Systems and Social Emotional Learning initiatives will be incorporated into and overseen by the district and building level Multi Tiered System of Services and Supports (MTSS) team. Explicit instruction for Positive Behavior Intervention Systems expectations and tenets of Social Emotional Learning will be intentionally taught during the advisory period.

Priority Area 3: Strengthen Community Relationships

Areas of Focus:

1. Communication Plan
 1. Promote and celebrate our successes
 2. Notification of events
 3. Update and revise website
2. Improve satisfaction with food service
3. Increased number of after school activities

#1 District Wide Communication Process Goal:

A district wide communication plan will be developed and implemented to improve efficiency and effectiveness of communications within the district and with the community.

#2 District Wide Communication Process Goal:

Conduct a community wide survey to solicit the opinions, views, and perceptions of all community members regarding our school system.

#3 District Wide Communication Process Goal:

The district website will be revised and updated to ensure accuracy and improve ease of navigation.

#4 District Wide Food Service Process Goal:

An actionable student led task force will be formed at both schools to inform, educate and make recommendations to the Food Service Director.

#5 Student Activities SMART Goal:

At least four extracurricular activities that were not offered in 2019-20 will be incorporated during the 2020-21 school year.

**AGREEMENT TO PROVIDE
SCHOOL RESOURCE OFFICER (SRO) SERVICES TO
RUSH CITY SCHOOL**

This is an Agreement between political subdivisions consisting of County of Chisago (hereinafter referred to as the "COUNTY"), by and through the Chisago County Sheriff's Office, 15230 Per Rd., Center City, Minnesota 55012; the City of Rush City, (hereinafter referred to as the "MUNICIPALITY"), located at 325 So. Eliot Ave. Box 556, Rush City, MN 55069, and Rush City Public School District, Independent School District 139 (hereinafter referred to as the "SCHOOL") located at 51001 Fairfield Ave., PO Box 566, Rush City, Minnesota 55069 (collectively referred to herein as the "PARTIES") to provide School Resource Officer services to the SCHOOL for the period September 1, 2020 through August 31, 2021.

WHEREAS, the COUNTY, through the Chisago County Sheriff's Office (hereinafter referred to as the "SHERIFF") provides law enforcement services to the MUNICIPALITY, under a separate contract pursuant to Minnesota Statute §436.06, consisting of patrol services within the residential areas, businesses, parks and other public properties, enforces state statutes and ordinances of the MUNICIPALITY, and this Agreement shall be separate from that Agreement;

WHEREAS, the PARTIES wish to cooperatively provide "School Resource Officer" (also referred to herein as "SRO") services to the SCHOOL to enhance security and safety within the SCHOOL facilities and SCHOOL property; to build positive relationships between law enforcement, students and school staff; and to increase individual accountability on a consistent basis. The PARTIES agree that it would be advantageous to the SCHOOL and the MUNICIPALITY to contract with the COUNTY for said services;

WHEREAS, such agreements are authorized under Minnesota Statutes § 471.59 authorizing any two or more governmental units to come together to jointly exercise their powers, and specifically authorized for by the provisions of Minnesota Statute § 436.05 authorizing the governing bodies of towns and the sheriff of any county to contract for the furnishing of police/law enforcement services;

WHEREAS, the PARTIES to this Agreement acknowledge the purpose of this Agreement is to formalize the relationship for the SHERIFF'S increased services to the SCHOOL. The purpose is to further, heighten availability of law enforcement for responses to the SCHOOL's calls for service; secure law enforcement presence at SCHOOL events and facilities, and increase response to, and investigation of, criminal or delinquent offenses committed on school grounds or facilities; and

WHEREAS, the COUNTY is agreeable to rendering such services, which shall be referred to as "School Resource Officer" (SRO) services, on the terms and conditions hereinafter set forth; and

NOW, THEREFORE, in consideration of the mutual undertakings set forth herein, the COUNTY, the MUNICIPALITY, and the SCHOOL agree as follows:

I. SCOPE OF SERVICES

1.1 **The COUNTY.** The COUNTY, by and through the SHERIFF, agrees to provide "School Resource Officer" services to the SCHOOL which will include, but not be limited to, the following:

- A. Increase physical presence and engage with students and staff during SCHOOL hours or at designated SCHOOL events to establish rapport between the SRO and the student population;
- B. Patrol SCHOOL grounds and facilities during specified times or events in order to:

- (1) Reduce or deter incidents of school violence;
 - (2) Maintain a safe and secure environment on school grounds;
 - (3) Reduce frequency or intensity criminal, delinquent, or juvenile petty offenses;
- C. Coordinate with SCHOOL administration and staff the SCHOOL's Emergency Operations Plans and the implementation of any safety drills including fire, inclement weather, active shooter or other lock-down drills;
 - D. Periodically review and assess the SCHOOL's physical space, policies, and/or procedures to complete a threat assessment and evaluate potential risks for student and staff safety;
 - D. Present drug awareness and resistance education (DARE or other similar program) to students or provide personal safety education to students and/or staff as requested by SCHOOL administration;
 - E. Respond to complaints and investigate matters of alleged criminal or delinquent activity;
 - F. Provide appropriate, and when warranted, immediate response and interventions regarding students who may be abused, neglected and otherwise maltreated pursuant to Minnesota Statutes § 626.556 or Minnesota Statutes § 260C.001 *et seq.* This response may include making reports to the local social service agency, taking immediate action to place a student on a hold pursuant to Minnesota Statute § 260C.175; or enforcing court orders;
 - G. Assist SCHOOL staff and respond to concerns of visitors at the SCHOOL facilities, including the presence of unauthorized adults, allegations of trespass or threatening behaviors, and alleged violations of Orders for Protection, Domestic Abuse No Contact Orders or Harassment Restraining Orders;
 - H. The School Resource Officer shall submit to the PARTIES quarterly activity reports detailing the activities of the SRO within the SCHOOL. Said reports shall contain, at a minimum, the number of calls answered and the number of citations issued; however, no information will be provided which would disclose private or confidential data.
- 1.2 All services shall be provided for during times and at a rate as described in Exhibit A, which is attached hereto and made a part of this Agreement.
- 1.3 Except as otherwise hereinafter specifically set forth, SRO services shall encompass duties and functions of the type within the jurisdiction of a licensed peace officer, including but not limited to:
- A. Enforcement of criminal law and protection of students and staff and the public against criminal activity; the SRO shall follow the Sheriff's Office chain of command; adhere to SHERIFF's policies and procedure; and comply with the COUNTY'S Personnel Manual;
 - B. Complete reports related to any reported incidents of alleged criminal or delinquent activity and investigate said incidents consistent with the SHERIFF's standards and expectations, utilizing other COUNTY resources and investigative tools, as appropriate;
 - C. Coordinate, when practical, the investigative approach between the SHERIFF and the SCHOOL. The SRO need not coordinate with SCHOOL administration or staff when disclosure of information is deemed to jeopardize an ongoing investigation. The SRO

shall comply with applicable legal standards for searches, seizures, and interviews. The SRO will not be involved with administrative activities of school personnel unless a violation of law (criminal, delinquent, juvenile petty offense, or juvenile traffic offense) is alleged or there is an exigent circumstance requiring intervention for safety or to prevent flight;

D. The SRO shall wear a Chisago County Sheriff's Office-approved uniform or other approved attire;

1.4 The manner and standards of performance, the discipline of peace officers, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the SHERIFF and/or the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder or the level or manner of performance of such service, the determination thereof made by the SHERIFF of the COUNTY shall be final and conclusive as between the PARTIES hereto, subject however, to the provisions of Section II., herein.

1.5 In the event the MUNICIPALITY or SCHOOL, through its respected elected body or authorized agent(s), notifies the COUNTY that it is dissatisfied with the assignment of personnel for the performance of services under this Agreement and requests a change in personnel, the COUNTY shall make every effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize the ability of the COUNTY to provide services to other areas of Chisago County in a timely and efficient manner.

1.6 To facilitate the COUNTY'S performance pursuant to this Agreement, the MUNICIPALITY and SCHOOL agree that the COUNTY shall have the full cooperation and assistance from the MUNICIPALITY and SCHOOL, their respective officers, agents and employees.

1.7 The COUNTY shall furnish and supply all necessary labor, supervision, equipment including a radio, cell phone and computer (except the SCHOOL will provide equipment as provided in Section 1.9 herein), communication facilities and dispatching, and supplies necessary to provide requisite services unless otherwise agreed to and described in Exhibit A.

1.8 This agreement shall not alter the responsibility for the prosecution of offenses occurring within the MUNICIPALITY, on SCHOOL property, or SCHOOL facilities, as is currently provided by law.

1.9 **The SCHOOL.** The SCHOOL administration, teachers and staff will generally support and cooperate with the assigned School Resource Officer and

A. The SCHOOL will provide the SRO with a work space within the SCHOOL, conducive to performing School Resource Officer services that will accommodate the confidential nature of the work; this work space may include a desk with drawers, chair, file cabinet for records or materials with a locking mechanism;

B. The School will allow reasonable opportunity for the SRO to provide information and/or address students, teachers, school staff, and parents about the SRO services, goals and objectives. School Administration will coordinate with the SRO on issues related to security and/or criminal or juvenile justice issues.

C. When contraband is located on school property by any teacher, administrator or other school staff, the SRO shall be notified.

II. TERM OF AGREEMENT/TERMINATION

- 2.1 This agreement shall commence September 1, 2020 through August 31, 2021.
- 2.2 Any PARTY may terminate this Agreement by notifying the other two (2) PARTIES in writing of their intent to terminate the agreement six (6) months prior to the end of the commencement of the next contract period.
- 2.3 Notice to the COUNTY shall be given to the County Administrator and Chisago County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Clerk.

Chisago County Administrator
Chisago County Government Center
313 North Main Street. Rm 178
Center City, MN 55012

Chisago County Sheriff
Chisago County Public Safety Center
15230 Per Rd.
Center City, MN 55012

Rush City, Attn: City Clerk
City Hall
325 E. Eliot, Box 556
Rush City, MN 55069

Rush City Schools, Attn: Superintendent
School District Offices
51001 Fairfield Avenue, PO Box 566
Rush City, MN 55069

III. PAYMENT

- 3.1 The MUNICIPALITY agrees to pay the COUNTY 26.5% cost of the salary/hours (including a pro rata share of benefits) performed by the School Resource Officer (SRO) covered by this Agreement.
- 3.2 The SCHOOL agrees to pay the COUNTY 26.5% of the cost of the salary/hours (including a pro rata share of benefits) performed by the School Resource Officer (SRO) covered under this Agreement.
- 3.3 The COUNTY agrees to be responsible for the Actual cost of employing the School Resource Officer position and cover the remaining 47% not covered by the MUNICIPALITY'S and SCHOOL'S pro rata share of the COUNTY'S total cost. The County will also coordinate and govern the following: wages of the employee engaged in performing said services, including vacation and sick leave; mileage, uniforms; public employees retirement contributions; workers' compensation, automobile, general liability insurance costs; general overhead, including indirect expenses and supplies, radio unit expense, and health expense. Costs as used herein shall include Mobile Data Computer expense. Computation of actual costs hereunder shall be made by the Chisago County Auditor based on information provided by the SHERIFF.
- 3.4 The COUNTY shall bill the MUNICIPALITY and the SCHOOL on a quarterly basis commencing for services to the SCHOOL as set forth in Exhibit A. The MUNICIPALITY and the SCHOOL shall each be individually responsible for their share as provided in the quarterly billing statement, and each shall pay the COUNTY within 35 days of receipt of the billing statement.
- 3.5 An estimate of the costs for the upcoming agreement year(s) shall be furnished by the COUNTY to the MUNICIPALITY and the SCHOOL no later than May 1st of the year prior to a cost adjustment. Said estimate shall be for the limited purpose of better enabling the MUNICIPALITY and the SCHOOL to estimate its budget. The MUNICIPALITY and SCHOOL shall indicate in writing its acceptance of the Budget Estimate prior to August 1st of the year the current agreement expires.

IV. ASSUMPTION OF LIABILITIES / INSURANCE

- 4.1 **Wages of SRO.** Except as may be otherwise provided herein or by addendum, the MUNICIPALITY and the SCHOOL shall not be called upon to assume liability for the direct payment of any salaries, wages, or other compensation to the SRO or any COUNTY personnel performing services hereunder for said SRO Services, and the COUNTY hereby assumes said responsibility for payment of wages and benefits.
- 4.2 **Workers Compensation.** The COUNTY agrees to be responsible for any claim of injury or sickness to the assigned School Resource Officer stemming from the performance of work under this Agreement. However, the COUNTY does not waive the right to subrogation on a worker's compensation claim brought as a result of work performed under this Agreement.
- 4.3 **Indemnification.** Each PARTY to this Agreement shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other PARTIES, their respective officers, agents and employees against liability, loss, costs, damages, expenses, claims or actions, including attorneys' fees that the others, their officers, agents and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of act or omission of the PARTY, its officers, agents or employees, in the execution, performance or failure to adequately perform their respective obligations pursuant to this Agreement.
- 4.4 **Insurance.**
- A. The COUNTY agrees to maintain, during the term of this Agreement, general liability insurance to ensure it will be in a position to indemnify the other PARTIES, as required above; and the COUNTY will maintain workers' compensation insurance, public employees' liability insurance, and automobile insurances, in amounts deemed appropriate and not less than the coverage limits prescribed under Minn. Stat. Chapter 466.
- B. The MUNICIPALITY and the SCHOOL will each maintain general liability insurance with coverage limits not less than those prescribed in Minn. Stat. Chapter 466, to ensure that each is in a position to indemnify the other PARTIES for any claims arising out of acts or omissions of those MUNICIPALITY or SCHOOL
- 4.5 Certificate of Insurance: The COUNTY will provide certificate of insurance listing the SCHOOL and MUNICIPALITY as additional insured or additional covered party. The SCHOOL and MUNICIPALITY will provide certificate of insurance listing the COUNTY as additional insured.

V. GENERAL PROVISIONS

- 5.1 The COUNTY, the MUNICIPALITY, and the SCHOOL shall not discriminate and, to the extent applicable, shall comply with Minnesota Statutes § 181.59. Each PARTY is committed to the policy that all persons have equal access to programs, facilities and employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, receipt of public assistance or veteran status.
- 5.2 The SCHOOL may contract with the COUNTY for additional law enforcement services above and beyond those provided in this agreement.

- 5.3 **Date Practices.** The COUNTY, the MUNICIPALITY, and the SCHOOL must all comply with the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13, as it applies to all data collected, created, received, maintained, or disseminated by any of the PARTIES hereto in accordance with this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by any PARTY.
- 5.4 **Federal Educational Rights to Privacy Act (FERPA)** Education Records, defined as records that are directly related to a student and that are maintained by an educational agency, including the SCHOOL, shall not to be released to the SRO, except as provided for in 34 CFR § 99.31
- 5.5 If any PARTY fails to fulfill any of its obligations set for the in this agreement in a legal, proper and timely manner, or otherwise violates the terms of this agreement, either party shall have the right to terminate the agreement if the other party has not cured the default after receiving a ten (10) day written notice of the default. Said notice shall be in writing and hand-delivered to the other PARTY. Failure by any PARTY to promptly enforce any term of the Agreement shall not constitute a waiver of the right to enforcement.
- 5.6 The COUNTY, through the SHERIFF or designee, agrees to meet periodically with the governing council of the MUNICIPALITY and the SCHOOL, or with a law enforcement committee which said council may designate. The purpose of said meeting(s) shall be to make suggestions for improvement in the implementation of this agreement, provided, however, that no such suggestion shall be binding on either party unless reduced to writing and duly executed by the authorized parties hereto. The time and place of any such meeting hereunder, shall be determined by the SCHOOL with reasonable notice to the MUNICIPALITY and SHERIFF.
- 5.7 Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, signed by authorized representatives of the COUNTY, SCHOOL, and the MUNICIPALITY, and attached to the original of this Agreement.

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IN WITNESS WHEREOF, the MUNICIPALITY, by resolution duly adopted by its Council has caused this Agreement to be signed by its Mayor and Clerk and the seal of the MUNICIPALITY to be affixed hereto on the ____ day of _____, 2020; the SCHOOL, by resolution of its School Board and signature of its Superintendent and Clerk of said Board on the ____ day of _____, 2020; the COUNTY, by resolution of its Board of County Commissioners has caused this Agreement to be signed by the Chair and Clerk of said Board on the ____ day of _____, 2020.

COUNTY OF CHISAGO

CITY OF RUSH

By:

By:

Chair, Board of County Commissioners

Mayor of the City of Rush City

By:

By:

Clerk, Board of County Commissioners

Clerk

APPROVAL RECOMMENDED:

RUSH CITY SCHOOLS, ISD 139

Brandon Thyen
Sheriff of Chisago County

Superintendent of Schools

By:

Clerk

APPROVED AS TO FORM:

Janet Reiter

County Attorney

Date 6/10/2020

EXHIBIT A
AGREEMENT TO PROVIDE SCHOOL RESOURCES OFFICER (SRO) SERVICES
BETWEEN CHISAGO COUNTY, THE CITY OF RUSH CITY, AND
THE RUSH CITY SCHOOLS, ISD 139

A. HOURS

COUNTY agrees to provide School Resource Officer (SRO) services for the term of this agreement as follows:

- 1.1 September 1st through May 31st or last student day, whichever is later, of the contract calendar year, totaling 1100 hours to be used at the discretion of SCHOOL;
- 1.2 An average of 6.5 hours per day for the period September through May (June if student days).

B. RATE OF COMPENSATION

MUNICIPALITY agrees to compensate County for 550 hours of services for the time period September 1st through May 31st or last student day, whichever is later.

SCHOOL agrees to compensate County for 550 hours of services for the time period September 1st through May 31st or last student day, whichever is later.

The rate of police services is \$60.40 per hour for the services provided for the time period September 1st - December 31st of 2020. The rate of police services is \$61.24 per hour for the services provided for the time period of January 1st – August 31st, 2021

C. DESIGNATED OFFICER-IN-CHARGE

The COUNTY shall designate a School Resource Officer to serve and perform the services contemplated in this Agreement the MUNICIPALITY and SCHOOL, to deliver services as set forth in the “Scope of Services” set forth in Section I.

SITE	FINANCE	LONG TERM FACILITY MAINTENANCE PROJECT	FY-21	FY-22	FY-23	FY-24	FY-25	FY-26	FY-27	FY-28	FY-29	FY-30
District Wide	347	Personal protective equipment	\$ 500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500.00
District Wide	347	Machine guarding	\$ 1,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000.00
District Wide	347	Elem playground resurfacing	\$ 3,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000.00
District Wide	347	Elevator/lift inspections	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000.00
District Wide	347	Shop class saw dust collection system modifications	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500.00
District Wide	347	Welding shop exhaust system modifications	\$ -	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300.00
		Total for finance 347	\$ 8,500	\$ 16,300	\$ 16,300	\$ 16,300	\$ 16,300	\$ 16,300	\$ 16,300	\$ 16,300	\$ 16,300	\$ 16,300.00
District Wide	349	Boiler back flow prevention testing	\$ 1,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000.00
		Total for finance 349	\$ 1,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000.00
District Wide	352	Contracted mgmt	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000.00
District Wide	352	Mgmt by District Personnel	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000.00
District Wide	352	Misc - AED & emergency light batteries	\$ 1,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000.00
District Wide	352	Computer based H&S mgmt & record keeping software	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000.00
District Wide	352	Bloodborne Pathogens/ERTK Training/Software	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000.00
District Wide	352	Tools for Schools Implementation	\$ 500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500.00
District Wide	352	Quarterly safety committee mtg expense	\$ 800	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200.00
District Wide	352	Audit of 3 playgrounds by certified inspector	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500.00
		Total for finance 352	\$ 25,800	\$ 33,200	\$ 33,200	\$ 33,200	\$ 33,200	\$ 33,200	\$ 33,200	\$ 33,200	\$ 33,200	\$ 33,200.00
District Wide	363	Fire/sprinkler alarm inspections	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000.00
District Wide	363	Emergency power generator inspection/testing	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000.00
District Wide	363	Emergency lighting batteries	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500.00
District Wide	363	Emergency exit - panic hardware	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500.00
District Wide	363	Emergency exit - egress	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000.00
District Wide	363	Fire rated doors	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500.00
District Wide	363	Bus garage sprinkler pipe replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total for finance 363	\$ 32,500	\$ 32,500	\$ 32,500	\$ 32,500	\$ 32,500	\$ 32,500	\$ 32,500	\$ 32,500	\$ 32,500	\$ 32,500.00
District Wide	366	Indoor air quality - ventilation	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000.00
		Total for finance 366	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000.00
District Wide	367	Accessibility	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500.00
Elementary	367	Accessibility	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000.00
High School	367	Accessibility	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000.00
Bus Garage	367	Accessibility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aquatic/Rec Ctr	367	Accessibility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total for finance 367	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500.00
District Wide	368	Building envelope	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	\$ 1,500.00
Elementary	368	Building envelope	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000.00
High School	368	Building envelope	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,000	\$ 5,000	\$ 3,000	\$ 3,000.00
Bus Garage	368	Building envelope	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750.00
Aquatic/Rec Ctr	368	Building envelope	\$ 500	\$ 500	\$ 6,500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500.00
		Total for finance 368	\$ 9,750	\$ 9,750	\$ 15,750	\$ 9,750	\$ 9,750	\$ 9,750	\$ 7,750	\$ 9,750	\$ 6,250	\$ 7,750.00
District Wide	369	Building hardware and equipment	\$ 10,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000.00
Elementary	369	Building hardware and equipment	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000.00
High School	369	Building hardware and equipment	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000.00
Bus Garage	369	Building hardware and equipment	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750.00
Aquatic/Rec Ctr	369	Building hardware and equipment	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500.00
		Total for finance 369	\$ 14,250	\$ 7,250	\$ 7,250	\$ 7,250	\$ 7,250	\$ 7,250	\$ 7,250	\$ 7,250	\$ 6,250	\$ 7,250.00

SITE	FINANCE	LONG TERM FACILITY MAINTENANCE PROJECT	FY-21	FY-22	FY-23	FY-24	FY-25	FY-26	FY-27	FY-28	FY-19	FY-20
District Wide	370	Electrical	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500.00
Elementary	370	Electrical	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000.00
High School	370	Electrical	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000.00
Bus Garage	370	Electrical	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250.00
Aquatic/Rec Ctr	370	Electrical	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250.00
Total for finance 370			\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
District Wide	379	Interior Surfaces	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500.00
Elementary	379	Interior Surfaces	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000.00
High School	379	Interior Surfaces	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000.00
Bus Garage	379	Interior Surfaces	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250.00
Aquatic/Rec Ctr	379	Interior Surfaces	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250.00
Total for finance 379			\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
District Wide	380	Mechanical Systems	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Elementary	380	Mechanical Systems	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 15,000	\$ 2,000	\$ 2,000.00
Elementary	380	HVAC Equipment & Control system	\$ -	\$ 90,000	\$ 225,000	\$ -	\$ -	\$ 10,000	\$ 270,000	\$ -	\$ 12,000	\$ 12,000
High School	380	Mechanical Systems	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
High School	380	HVAC Equipment - Control system	\$ 80,000									\$ -
Bus Garage	380	Mechanical Systems	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	\$ 300
Aquatic/Rec Ctr	380	Roof top unit	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000.00
Total for finance 380			\$ 95,800	\$ 105,800	\$ 240,800	\$ 15,800	\$ 15,800	\$ 25,800	\$ 285,800	\$ 28,800	\$ 26,500	\$ 27,800
District Wide	381	Plumbing	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500.00
Elementary	381	Plumbing	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000.00
High School	381	Plumbing	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000.00
Aquatic/Rec Ctr	381	Plumbing	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500.00
Aquatic/Rec Ctr	381	Plumbing	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500.00
Total for finance 381			\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
District Wide	382	Professional services and salary	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$ 1,000.00
Elementary	382	Professional services and salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
High School	382	Professional services and salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Aquatic/Rec Ctr.	382	Professional services and salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total for finance 382			\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
District Wide	383	Roof systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Elementary	383	Roof systems	\$ 2,500	\$ 2,500	\$ 2,500	\$ 430,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
High School	383	Roof systems	\$ 2,500	\$ 2,500	\$ 750,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 1,000	\$ 2,500	\$ 2,500	\$ 2,500
Bus Garage	383	Roof systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aquatic/Rec Ctr	383	Roof systems	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 500	\$ 500.00
Total for finance 383			\$ 6,000	\$ 6,000	\$ 753,500	\$ 433,500	\$ 6,000	\$ 6,000	\$ 4,500	\$ 6,000	\$ 5,500	\$ 5,500

water heater, AHU -10

1988 boilers - 25 year in 2013
\$ 150,000.00
AHU - 40,000
Condenser - 35,000

235

3

3

Restoration
HS 1.8 mil, Elem. 1.1
\$ 2,030.00

SITE	FINANCE	LONG TERM FACILITY MAINTENANCE PROJECT	FY-21	FY-22	FY-23	FY-24	FY-25	FY-26	FY-27	FY-28	FY-19	FY-20
District Wide	384	Site projects	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000.00
District Wide	384	Track - 8 lane	\$ 500	\$ 500	\$ 500	\$ 1,000	\$ 500	\$ 500	\$ -	\$ 500	\$ 500	\$ 500.00
District Wide	384	High jump/long jump pit pads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District Wide	384	Tiger Trail maintenance - 9900 sy asphalt	\$ 1,000	\$ 135,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 500	\$ 1,000	\$ 1,000.00
District Wide	384	Tiger Trail Walk Path	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500.00
District Wide	384	New ball field parking lot	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Elementary	384	Site projects	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500.00
Elementary	384	West parking lot - 3259 sy asphalt	\$ 500	\$ 500	\$ 45,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500.00
Elementary	384	East parking lot - 4550 sy asphalt	\$ 500	\$ 15,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500.00
Elementary	384	Bus loop - 3000 sy asphalt	\$ 500	\$ 500	\$ 42,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500 overlay vs chip seal/seal coat
Elementary	384	North playground - 2600 sy asphalt	\$ 500	\$ 500	\$ 500	\$ 30,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500.00
Elementary	384	Pedestrian sidewalks - 33,800 sf concrete	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 10,000	\$ 500	\$ 500	\$ 500.00
High School	384	Site projects	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,000	\$ 5,000	\$ 3,000	\$ 3,000.00
High School	384	Southwest parking lot - 9300 sy asphalt	\$ 500	\$ 500	\$ 130,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ -
High School	384	North drive - 2950 sy asphalt	\$ 500	\$ 500	\$ 11,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ -
High School	384	Pedestrian sidewalks - 37,100 sf concrete	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500.00
High School	384	Tennis court - 2 courts	\$ 500	\$ 500	\$ 500	\$ 50,000	\$ 20,000	\$ 500	\$ 500	\$ 500	\$ -	\$ -
Bus Garage	384	Site projects	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000.00
Bus Garage	384	South parking lot - 5300 sy gravel	\$ 500	\$ 500	\$ 500	\$ 500	\$ 13,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500.00
Bus Garage	384	Garage apron - 3530 sf concrete	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500.00
Bus Garage	384	Pedestrian sidewalks - 2050 sf concrete	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ 500.00
Aquatic/Rec Ctr	384	Site projects	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,500	\$ 1,500	\$ 1,000	\$ 1,000.00
Aquatic/Rec Ctr	384	North parking lot - 2020 sy asphalt	\$ 26,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 5,000	\$ 500	\$ -	\$ -
Aquatic/Rec Ctr	384	West drive - 160 sy asphalt	\$ 500	\$ 1,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 7,000	\$ 500	\$ -	\$ -
Aquatic/Rec Ctr	384	West dumpster area - 1850 sf concrete	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ -
Aquatic/Rec Ctr	384	Pool deck - 19,250 sf concrete	\$ 1,000	\$ 500	\$ 1,000	\$ 500	\$ 1,000	\$ 500	\$ 5,000	\$ 500	\$ 500	\$ 500.00
Aquatic/Rec Ctr	384	Pedestrian sidewalks - 12,400 sf concrete	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 18,000	\$ 500	\$ -	\$ -
Total for finance 384			\$ 44,000	\$ 168,000	\$ 245,000	\$ 98,500	\$ 51,000	\$ 19,000	\$ 59,500	\$ 19,000	\$ 12,500	\$ 13,500

GRAND TOTAL LONG TERM FACILITIES MAINTENANCE EXPENDITURES	FY-21	FY-22	FY-23	FY-24	FY-25	FY-26	FY-27	FY-28	FY-29	FY-30
	\$ 266,100	\$ 409,800	\$ 1,375,300	\$ 677,800	\$ 202,800	\$ 180,800	\$ 475,800	\$ 181,800	\$ 168,000	\$ 172,800

	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only	ED - 02478-06
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Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information									
District Name:	Rush City Public Schools	Date:	7/9/2020									
District Number:	139	Email:	nsorgert@rushcity.k12.mn.us									
District Contact Name:	Nathan Sorgert											
Contact Phone #	320-358-1393											

Fiscal Year (FY) Ending June 30

Expenditure Categories		2020 (base year)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	Category (1)											
347	Physical Hazards	\$13,500	\$8,500	\$16,300	\$16,300	\$16,300	\$16,300	\$16,300	\$16,300	\$16,300	\$16,300	\$16,300
349	Other Hazardous Materials	\$1,000	\$1,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
352	Environmental Health and Safety Management	\$2,500	\$25,800	\$33,200	\$33,200	\$33,200	\$33,200	\$33,200	\$33,200	\$33,200	\$33,200	\$33,200
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$47,000	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500
366	Indoor Air Quality	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Total Health and Safety Capital Projects		\$66,000	\$69,800	\$86,000	\$86,000	\$86,000	\$86,000	\$86,000	\$86,000	\$86,000	\$86,000	\$86,000
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year												
Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	Category (3)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance Code	Category (4)											
367	Accessibility	\$2,000	\$2,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Total Accessibility Projects		\$2,000	\$2,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$6,250	\$9,750	\$9,750	\$15,750	\$9,750	\$9,750	\$9,750	\$7,750	\$9,750	\$6,250	\$7,750
369	Building Hardware and Equipment	\$120,250	\$14,250	\$7,250	\$7,250	\$7,250	\$7,250	\$7,250	\$7,250	\$7,250	\$6,250	\$7,250
370	Electrical	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
379	Interior Surfaces	\$48,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$14,000	\$14,000	\$14,000	\$14,000
380	Mechanical Systems	\$30,800	\$95,800	\$105,800	\$240,800	\$15,800	\$15,800	\$25,800	\$285,800	\$28,800	\$26,500	\$27,800
381	Plumbing	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
382	Professional Services and Salary	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
383	Roof Systems	\$6,000	\$6,000	\$6,000	\$753,500	\$433,500	\$6,000	\$6,000	\$4,500	\$6,000	\$5,500	\$5,500
384	Site Projects	\$9,500	\$44,000	\$168,000	\$245,000	\$98,500	\$51,000	\$19,000	\$59,500	\$19,000	\$12,500	\$13,500
Total Deferred Capital Expense and Maintenance		\$229,300	\$194,300	\$321,300	\$1,286,800	\$589,300	\$114,300	\$92,300	\$387,300	\$93,300	\$79,500	\$84,300
Total Annual 10-Year Plan Expenditures		\$297,300	\$266,100	\$409,800	\$1,375,300	\$677,800	\$202,800	\$180,800	\$475,800	\$181,800	\$168,000	\$172,800
Fund Balance Section												
Fund 01												
	Beginning Fund Balance 01-467-XX	\$54,596	\$66,733	\$107,492	\$4,551	-\$1,063,890	-\$1,434,831	-\$1,330,772	-\$1,204,713	-\$1,373,654	-\$1,248,595	-\$1,109,736
	LTFM Fiscal Year Revenue - Levy	\$164,527	\$162,267	\$162,267	\$162,267	\$162,267	\$162,267	\$162,267	\$162,267	\$162,267	\$162,267	\$162,267
	LTFM Fiscal Year Revenue - AID if Applicable	\$144,910	\$144,592	\$144,592	\$144,592	\$144,592	\$144,592	\$144,592	\$144,592	\$144,592	\$144,592	\$144,592
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable (COVID-19) by End of Fiscal Year (06-30-20)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$297,300	\$266,100	\$409,800	\$1,375,300	\$677,800	\$202,800	\$180,800	\$475,800	\$181,800	\$168,000	\$172,800
	Ending Fiscal Year Fund Balance 01-467-XX	\$66,733	\$107,492	\$4,551	-\$1,063,890	-\$1,434,831	-\$1,330,772	-\$1,204,713	-\$1,373,654	-\$1,248,595	-\$1,109,736	-\$975,677
Fund 06												
	Beginning Fund Balance 06-467-XX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable (COVID-19) by End of Fiscal Year (06-30-20)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Ending Fiscal Year Fund Balance 06-467-XX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

End of worksheet

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				7/7/2020										
139 <= Type in School District Number														
RUSH CITY PUBLIC SCHOOL DISTRICT														
<i>Calculations for Ten Year Projection</i>														
		Change only if requiring levy adjustments	Payable 2020 LLC Certification	Current Estimate										
	Pay 20 LLC #	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
1	Type your district number in cell A2 (Minneapolis = 1.2)													
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b													
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33													
4	Look-up data from following tabs													
5	Initial Formula Revenue													
6	Current year APU	57	895.20	914.91	910.71	910.71	910.71	910.71	910.71	910.71	910.71	910.71	910.71	
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)													
7	District average building age (uncapped)	451	30.96	30.96	31.96	32.96	33.96	34.96	35.96	36.96	37.96	38.96	39.96	
8	Formula allowance													
9	Building age ratio = (Lesser of 1 or (7) / 35)	452		0.88457	0.91314	0.94171	0.97029	0.99886	1.00000	1.00000	1.00000	1.00000	1.00000	
10	Initial revenue = (6) * (8) * (9)	453	300,910	307,534	316,010	325,898	335,785	345,673	346,068	346,068	346,068	346,068	346,068	
11	Added revenue for Eligible H&S Projects > \$100,000 / site													
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702		-	-	-	-	-	-	-	-	-	238	
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756		-	-	-	-	-	-	-	-	-	-	
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701		-	-	-	-	-	-	-	-	-	-	
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755		-	-	-	-	-	-	-	-	-	-	
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab													
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue													
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)													
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455		-	-	-	-	-	-	-	-	-	-	
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)													
20a	Added revenue for Pre-K remodeling (for VPK approvals only)													
20a	Net debt service for bonds approved for Pre-K remodeling	768		-	-	-	-	-	-	-	-	-	-	
20b	Pay as you go for projects approved for Pre-K remodeling	457		-	-	-	-	-	-	-	-	-	-	
20c	Total Pre-K revenue													
20d	Total New Law Revenue (10) + (19) + (20c)													

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				7/7/2020										
139 <= Type in School District Number														
RUSH CITY PUBLIC SCHOOL DISTRICT														
<i>Calculations for Ten Year Projection</i>				Change only if requiring levy adjustments	Payable 2020 LLC Certification	Current Estimate								
	Pay 20 LLC #	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
Old Formula revenue														
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2022)	459	-	-	-	-	-	-	-	-	-	-	-	
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701												
23	Debt Excess allocated to line 22													
24	Old formula alt facilities debt revenue (1A) - debt excess	765												
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766												
26	Old formula alt facilities pay as you go revenue (1A)	460	-											
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2022)	463												
27a	LTFM "H&S >100K per site" bonds	767												
27b	LTFM "other" bonds for 1A hold harmless	769												
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	466		51,795	53,223	54,888	56,553	58,219	58,285	58,285	58,285	58,285	58,285	
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467	50,680	51,795	53,223	54,888	56,553	58,219	58,285	58,285	58,285	58,285	58,285	
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	468	300,910	307,534	316,010	325,898	335,785	345,673	346,068	346,068	346,068	346,068	346,068	
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469	-											
32	District LTFM Revenue (30) - (31)	470	300,910	307,534	316,010	325,898	335,785	345,673	346,068	346,068	346,068	346,068	346,068	
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471	-											
34	Grand Total LTFM Revenue (32) + (33)	472	300,910	307,534	316,010	325,898	335,785	345,673	346,068	346,068	346,068	346,068	346,068	
Aid and Levy Shares of Total Revenue														
35	For ANTC & APU, three year prior date		2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
36	Three year prior Ag Modified ANTC	33	5,393,238	5,393,238	6,036,435	6,277,893	6,529,008	6,790,169	7,061,775	7,344,246	7,638,016	7,943,537	8,261,278	
37	Three year prior Adjusted PU (New Weights)	54	948.80	948.81	928.00	924.95	914.91	910.71	910.71	910.71	910.71	910.71	910.71	
38	ANTC / APU = (36) / (37)	474	5,684.27	5,684.24	6,504.81	6,787.31	7,136.26	7,455.94	7,754.17	8,064.34	8,386.92	8,722.39	9,071.29	
39	State average ANTC / APU with ag value adjustment	475	8,569.99	8,569.99	9,139.23	9,569.17	9,960.02	10,358.00	10,772.00	11,203.00	11,651.00	12,117.00	12,602.00	
40	Equalizing Factor = 123% of (39)	476	10,541.09	10,541.09	11,241.25	11,770.08	12,250.82	12,740.34	13,249.56	13,779.69	14,330.73	14,903.91	15,500.46	
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477	53.93%	53.92%	57.87%	57.67%	58.25%	58.52%	58.52%	58.52%	58.52%	58.52%	58.52%	
42	State (aid) share of Equalized Revenue (1 - (41))	478	46.07%	46.08%	42.13%	42.33%	41.75%	41.48%	41.48%	41.48%	41.48%	41.48%	41.48%	
43	Equalized Revenue (lesser of (34) or (6) * (8))	473	300,910	307,534	316,010	325,898	335,785	345,673	346,068	346,068	346,068	346,068	346,068	
44	Initial LTFM State Aid (42) * (43)	479	138,643	141,697	133,149	137,966	140,186	143,377	143,535	143,537	143,535	143,535	143,540	
45	Old formula Grandfathered Alternative Facilities Aid	481	-	-	-	-	-	-	-	-	-	-	-	
46	Total LTFM State Aid (Greater of (44) or (45))	482	138,643	141,697	133,149	137,966	140,186	143,377	143,535	143,537	143,535	143,535	143,540	
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485	162,267	165,836	182,861	187,931	195,599	202,296	202,533	202,531	202,533	202,534	202,529	



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Fiscal Year (FY) 2022 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

ED-02477-06
Due: July 31, 2020

General Information: Minnesota school districts, intermediate school districts and cooperatives applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2020. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District or Cooperative:	District Number and Type:	Date Submitted:
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Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2022 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
4. All actual expenditures to be reported in UFARS for FY 2022 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. § 127A.411, subd. 3).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. § 121A.335).

Certification of Statement of Assurances

A Statement of Assurances submitted by a single district must be signed by the district superintendent. A Statement of Assurances submitted by an intermediate school district or cooperative must be signed by the intermediate district superintendent or cooperative director.

Signature – Superintendent or Cooperative Director:	Name – Superintendent or Cooperative Director (Please print) <div style="text-align: center;">241</div>	Date:
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PRINCIPAL AND INTEREST PAYMENT SCHEDULE

Issue ID# 328916

Independent School District No. 139 (Rush City), MN

Dated Date: 2/9/2017

\$1,075,000.00 General Obligation Facilities Maintenance Bonds, Series 2017A

Call Date: Non-Callable

Payment Date	Principal	Rate	Interest	Payment Notations	Total P & I	Fiscal Total	CUSIP No. Base: 781802
8/1/2017	-	-	15,408.33		15,408.33	-	
2/1/2018	25,000.00	3.000	16,125.00		41,125.00	56,533.33	KE2
8/1/2018	-	-	15,750.00		15,750.00	-	
2/1/2019	105,000.00	3.000	15,750.00		120,750.00	136,500.00	KF9
8/1/2019	-	-	14,175.00		14,175.00	-	
2/1/2020	105,000.00	3.000	14,175.00		119,175.00	133,350.00	KG7
8/1/2020	-	-	12,600.00		12,600.00	-	
2/1/2021	110,000.00	3.000	12,600.00		122,600.00	135,200.00	KH5
8/1/2021	-	-	10,950.00		10,950.00	-	
2/1/2022	115,000.00	3.000	10,950.00		125,950.00	136,900.00	KJ1
8/1/2022	-	-	9,225.00		9,225.00	-	
2/1/2023	115,000.00	3.000	9,225.00		124,225.00	133,450.00	KK8
8/1/2023	-	-	7,500.00		7,500.00	-	
2/1/2024	120,000.00	3.000	7,500.00		127,500.00	135,000.00	KL6
8/1/2024	-	-	5,700.00		5,700.00	-	
2/1/2025	125,000.00	3.000	5,700.00		130,700.00	136,400.00	KM4
8/1/2025	-	-	3,825.00		3,825.00	-	
2/1/2026	125,000.00	3.000	3,825.00		128,825.00	132,650.00	KN2
8/1/2026	-	-	1,950.00		1,950.00	-	
2/1/2027	130,000.00	3.000	1,950.00		131,950.00	133,900.00	KP7
Totals	1,075,000.00		194,883.33		1,269,883.33	1,269,883.33	

Under the terms of the Minnesota Credit Enhancement Program, payments must be received by the Paying Agent three business days prior to the payment dates shown above.

2020-2021

**Rush City
High School
Staff Handbook**

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WELCOME!

Welcome to the 2020-2021 school year! A new school year offers the opportunity for a fresh start. We've made tremendous progress in recent years and have set the stage for what I believe will be an exciting and productive year. We have added to our outstanding staff, experienced little turnover going into this year, and have the resources and plans in place to strengthen and improve the processes and systems that ensure our students learn and do so in a positive learning environment.

Please take a few moments to review this handbook. Periodically review it throughout the year to ensure consistency throughout the building. The policies and procedures discussed here are necessary for the efficient operation of the school and to better enable you to do the most important job of teaching your students. A spirit of cooperation and sense of professionalism are the key ingredients in establishing and maintaining a positive school environment.

Best wishes for a successful and productive school year!

ROAR EXPECTATIONS**KEY AGREEMENTS THAT MAKE UP THE ROAR OF THE RUSH CITY HIGH SCHOOL STAFF****Respectful:**

- Be positive all day, every day. View problems and challenges and opportunities for growth and improvement.
- Be a team player. Every person and every position is important. Build relationships!
- Be respectful and ensure others are respectful. Address insensitive interactions/actions.
- Care for and maintain our facilities, property, supplies, and other resources.

Organized:

- Be timely with regards to meetings, communications, grades, and other responsibilities.
- Be purposeful in facilitating learning and/or accomplishing your duties.
- Leverage the resources of our team and those available in the greater community.
- Have a vision and plan to improve the realm you control.

Attentive:

- Monitor and respond to student needs, struggles, talents, and interests.
- Be flexible and do what's necessary to do what's needed.
- Self-evaluate so you know yourself and the expectations of your position.
- Model what you expect from others.

Responsible:

- Be a problem solver. Communicate and collaborate!
- Work hard. Do your part and exceed expectations.
- Grow. Work to continuously improve your skills and abilities. Seek out and take advantage of professional development.
- Embrace Integrity. Do what is right regardless of who's watching.

RUSH CITY INDEPENDENT SCHOOL DISTRICT #139

Website Address: www.rushcity.k12.mn.us

SCHOOL PERSONNEL**ADMINISTRATION**

Mr. Brent Stavig, Superintendent of Schools	(320) 358-4855
Mrs. Janet Wagener, High School Principal	(320) 358-4795
Mrs. Staci Souhan, Elementary Principal	(320) 358-4724
Mr. Lee Rood, Activities & Community Ed Director	(320) 358-1265

SCHOOL PERSONNEL

Mrs. Stefanie Folkema	Chairperson
Mrs. Teri Umbreit	Vice Chairperson
Mrs. Jennifer Widell	Clerk
Mr. Matt Meissner	Treasurer
Mrs. Kristin Papke	Director
Mr. Kenneth Lind	Director

RUSH CITY HIGH SCHOOL STAFF

Mrs. Kelly Albright	Speech Therapist
Mr. Dirk Anderson	Special Education
Mr. Mark Bingham	Mathematics
Mrs. Bernadette Campbell	FACS
Mrs. Elizabeth Carpenter	English
Mrs. Ashley Fitcher	Spanish
Ms. Jessica Gage	School Resource Officer
Mrs. Maureen Guentzel	ADSIS Academic Teacher
Mr. James Hatz	Technology Coordinator
Mrs. Jaime Holmstrom	Instrumental Music
Mrs. Maureen Jordan	Paraprofessional
Mrs. Trista Kirchberg	Special Education
Mrs. Tami Knudson	Science
Mr. Daniel Kuchenbecker	Art
Ms. Hannah Lindstrom	Business
Mrs. Alyssa McDonough	School Psychologist
Mrs. Deborah Meissner	School Nurse
Mr. James Monson	Mathematics
Mrs. Cathy Monster	Paraprofessional
Mr. Ben Montzka	Vocal Music
Mr. Matthew Morgan	Paraprofessional
Mrs. Amanda Murphy	Science
Mrs. Vanda Nelson	ADSIS Behavior Coordinator
Mr. Grant Nicoll	Social Studies
Mr. Nicholas Oeltjen	Physical Education, Health, DAPE
Mr. Eric Olson	Agriculture, Industrial Tech
Mrs. Amy Ramstad	Paraprofessional
Mr. Eric Risland	Mathematics/Physical Education
Mrs. Julie Risland	Media Paraprofessional
Ms. Mary Rosa	Paraprofessional
Ms. Dana Scott	English
Mrs. Tracy Smoley	Flexible Learning Coordinator
Mrs. Darcey Stransky	Paraprofessional
Mrs. Erika Matzke Stoltz	Social Studies
Mrs. Annie Sundin	Special Education
Ms. Brenda Taylor	Paraprofessional
Mr. Eric Telander	Science
Ms. Jennifer Thielen	English
Mrs. Charlotte Thill	Mathematics
Mrs. Renita Twingstrom	Paraprofessional
Mr. Michael Vaughan	Social Studies
Mrs. Janet Wagener	Counselor
Mrs. Melissa Wiener	Guidance/Sped Coordinator

SUPERINTENDENT'S OFFICE PERSONNEL

Mrs. Renee Mussetter, Mr. Jim Jackson, Ms. Lauren Frost, Mr. Nathan Sorgert

PRINCIPAL'S OFFICE PERSONNEL

Mrs. Beth Sybrant, Mrs. Carrie Kirchberg , Ms. Wendy Cook

BUS DRIVERS: Anders Johnson, Missy Johnson, Richard Johnson, Dawn Nelson, Carol Swanson, Jeff Titus, Marvin Monster, Karen Barton, Kara Ffrench

VAN DRIVERS: Wes Prose, Sandy Holmberg, Darrell Johnson

CUSTODIANS: Arlan Schlipp, Bryan Hendricks, Michael Ramstad, James Hanson

FOOD SERVICE SUPERVISOR: Dawn Richard

FOOD SERVICE PERSONNEL: Jayme Reichitzer, Amber Buboltz, Kara Ffrench, TBD

2020-2021 CLASS OFFICERS (To be determined)

7th Grade

President:
Vice President:
Secretary/Treasurer:
Student Council:

8th Grade

President:
Vice President:
Secretary/Treasurer:
Student Council:

9th Grade

President:
Vice President:
Secretary/Treasurer:
Student Council:

10th Grade

President:
Vice President:
Secretary/Treasurer:
Student Council:

11th Grade

President:
Vice President:
Secretary/Treasurer:
Historian:
Student Council:

12th Grade

President:
Vice President:
Secretary/Treasurer:
Historian:
Student Council:

CLASS ADVISORS

Seniors	Ms. Thielen, Mrs. Matzke Stoltz, Mrs. Murphy, New counselor
Juniors:	Mr. Rood, Mrs. Kirchberg, Ms. Plante
Sophomores:	Mr. Olson, Mrs. Knudson, Mr. Monson, Mr. Engel, Mrs. Holmstrom, Mrs. Lindstrom
Freshmen:	Mrs. Fitcher, Mr. Kuchenbecker, Mrs. Campbell, Mr. Risland
8th Grade:	Mr. Telander, Mrs. Thill, Mrs. Carpenter, Mr. Oeltjen
7th Grade:	Mr. Bingham, Mr. Montzka, Mr. Vaughan, Ms. Scott, Mrs. Guentzel

PAYROLL SCHEDULE

The 2020-2021 salaries for certified staff are effective with the September salary check.

Payroll will be processed twice per month. The first payroll will be paid on the 15th of each month and the second payroll will be paid on the last day of each month. If a normal payday falls on a Saturday, Sunday or a holiday, payment will be made on the preceding weekday.

For time card employees and extra compensation claims, the payroll processing periods will be as follows: 15th of the month payroll: 21st of previous month through 5th of the current month: Last day of the month payroll: 6th of the current month through 20th of the current month.

New employees are asked to stop at the District Office sometime during fall workshop days to complete the necessary forms regarding your employment. Payroll will be distributed through Direct Deposit. Contact the Payroll Department for more information.

FLEX PLAN

School district employees may participate in a "flex plan" to reduce their tax burden. Out-of-pocket expenses for dependent care, medical care, and certain insurance premiums qualify for tax savings. Contact 248 district business manager for details.

TIME CARDS, VOUCHERS, REIMBURSEMENT CLAIMS, ETC.

Any payroll adjustments must also be reported by the payroll cutoff date. All payroll data should be submitted to the District Office. The payroll cutoff date is the 10th of each month. When the 10th falls on a weekend, the cut-off date is the preceding Friday. Time sheets should be used for receiving extra pay on an hourly basis (for example, homebound instruction) and submitted monthly and will be due by the payroll cut-off-date.

These can be obtained in the Principal's office. Non-certified employees are expected to fill in the reason and number of hours to be paid when absent, whether for illness, holidays, approved leaves or whatever.

The usual claim vouchers should be used to receive extra pay when the amount is a set figure (for example, chaperoning dances, etc.). When completing claim vouchers, give a specific name of event (i.e., boys' basketball, girls' basketball) and date of event.

MILEAGE AND EXPENSE CLAIMS

Mileage and expense claims are due on or before the 25th of each month. PLEASE CLEAR ALL REIMBURSABLE CHARGES WITH THE PRINCIPAL OR SUPERINTENDENT BEFORE THE FACT. All claims for meals, supplies purchased, etc. must be accompanied by sales slips. This includes charges against the various school clubs for supplies purchased for them. Mileage will be reimbursed at the Minnesota Per Diem rate and must be accompanied by a detailed sales receipt. All District claims should be submitted to the District Office. Claims without proper receipts will not be paid.

ORDERING MATERIALS AND SUPPLIES

ALL MATERIALS AND SUPPLIES SHOULD BE SUBMITTED TO THE PRINCIPAL.

1. All materials and supply orders must be completed online (Skyward) and submitted for approval.
2. Requisitions will be routed to Mr. Stavig Mrs. Wagener for approval; Mrs. Kirchberg will send out the purchase order.
3. When materials arrive, they must be checked in by Mrs. Kirchberg before they can be removed from the office. A notice will be placed in your mailbox when your materials are ready to take out.

If a teacher or department anticipates requesting equipment or instructional materials that would require increasing their departments budget this should be communicated to Mr. Stavig Mrs. Wagener as soon as possible. Budgets for the following school year are established in the spring.

LOCAL PURCHASES

Forms and approval for purchases under \$25.00 should be obtained from the principal's office. This form should be returned to the principal's office after the purchase is made. Sale slip should be signed and left at the store. This also applies to purchases made for the various student organizations.

STOREROOM SUPPLIES

Most supplies are available in the office. However, if you cannot find a needed item, please notify any office staff member.

REQUEST FOR LEAVE/ABSENCES

Requests for these should be made at least three days in advance when possible. This refers to personal leave requests, compassion leave requests, and requests to attend workshops, conventions, etc.. Please notify Beth Sybrant about any future absences.

ABSENCES

When a teacher or paraprofessional has a prearranged absence the date and reason needs to be communicated to Beth. Beth will arrange a sub if necessary and enter the absence into Aesop. Teachers and paraprofessionals who need to utilize sick leave the evening before or morning of the date of absence need to enter the absence in Aesop prior to 6:30 a.m. to allow enough time to make arrangements for the day. It is the teacher's responsibility to ensure detailed sub plans and all necessary materials are available for the sub. Please remind students of classroom expectations and encourage them to respect any substitute.

IDENTIFICATION BADGES

All staff are required to wear a district ID badge during normal working hours. The badge should be easy to see. All visitors to the building will also be expected to sign in and wear a visitor badge while in the building. Staff should escort any visitor who does not have a badge to the office.

TEACHERS LEAVING THE BUILDING

If you have to leave the building, please let an office staff member know so they can appropriately respond to anyone who is trying to reach you. If you need to leave prior to 3:45 obtain permission from the principal and notify an office staff member.

CALENDARS AND MEETINGS

All staff are expected to utilize Google Calendar for the purpose of communicating meeting dates, times, locations, and agendas.

GENERAL COMMUNICATION

Strong communication is one of the most important attributes of a high functioning organization. Efficiency and effectiveness in communicating rely in part on selecting the most appropriate mode of communication. Please use good judgment and utilize the mode that is best for the given situation. When possible, using face to face conversation is usually most effective. Phone conversations are also highly effective, however, both of these modes can be challenging due to everyone's busy schedules. Email is great for basic information requests and sharing of facts and information. An email should not be used for reporting emergencies, behaviors, or other time-sensitive issues as it is generally acceptable to not receive a response for up to one business day. All Staff are expected to check their email daily. Replying to phone and email messages within one business day is expected.

MONTHLY ROAR REPORT

Carrie Kirchberg will be sending out a monthly e-newsletter. Staff are encouraged to contribute. Short articles pertaining to student accomplishments, program enhancements, or other news that may interest all high school families is welcome.

SCHOOLGY

All work that will count towards a student's grade must be posted on Schoology so parents are able to engage in the instructional program by viewing the concepts their children are studying and ensuring they complete their work on time.

ACTIVITY ACCOUNT CHECKS

- * Activity Account checks and transfers: Advance check request form must be completed and approved before the check can be written. A three day advance notice is requested. Submit these requests to Jeanne Korf.
- * District Funds only (athletics, workshop registrations, etc.): Advance check request form must be completed and approved before the check can be written. A three day advance notice is requested. Submit forms to Jeanne Korf.

FUNDRAISING

Any teacher who is involved in a fund-raising activity for a class or organization must FIRST RECEIVE PERMISSION from the principal, superintendent and School Board BEFORE MAKING ARRANGEMENTS for selling goods or services. Envelopes are now available from Mrs. Kirchberg in which all activity money to be received should be enclosed. If you need to hold money in the vault until you are ready to have it received, please talk to Mrs. Kirchberg. All funds must be submitted to Mrs. Kirchberg daily. The only information Mrs. Kirchberg needs is the date, the advisor's name, the total amount enclosed, the activity or district account, and a brief description. The signature of the student treasurer is required on all forms.

SPECIAL BUS/VAN USE

Any teacher who wishes to request the use of a bus must submit a "Request for Bus/Van" form. It needs to have the approval of the principal first, then the superintendent. These requests are to be made at least one week in advance.

The instructor or coach is responsible for obtaining directions to the destination of the field trip or athletic event and should either forward them to the transportation secretary or provide them to the bus driver on the day of the event.

Instructors are reminded that parent permission slips must be obtained anytime a student is taken out of the building during the school day.

Prior to departure, an accurate list of passengers is to be submitted to the office.

MAILBOXES AND MAIL

These are located in the principal's office. Mail is taken to the elementary school every morning so anything you have to be sent should be put in the elementary box before 9:00 a.m. Because of lack of space, please check mailboxes on a regular basis.

STUDENT ANNOUNCEMENTS

Daily student announcements will be read during advisory each school day. A copy of the daily announcements will be posted on the school website, in the commons and shared with all students via shared google docs.

FOOD SERVICE PROGRAM

Adult employees will pay \$4.00 for individual lunches; \$2.25 for breakfast. Additional portions are available for an additional charge. Adult employees who have a negative account balance may be denied breakfast/lunch until the account is paid or other arrangements have been agreed upon with the Food Service Director.

EVENING HOURS

Custodians will clean the high school building after students have been dismissed for the day. Tentative plans call for the building to be cleaned and locked by 10:00 p.m. each day for the 2020-2021 school year. The alarm system will be disarmed from 6:00 a.m. to 10:00 p.m.

each day. Weekend hours will be 8:00 - 5:00 unless other arrangements are made or during holidays. Teachers using the building or coaches traveling out of town should make arrangements for later hour entries to the building. Activity directors should make sure that all students are out of the building before closing and locking doors.

STUDENT ACCESS TO BUILDING

Students are welcome to utilize Tiger Cafe and the commons to access WiFi, work with a group, or work on homework whenever the building is open. Doors to the locker halls will be locked at 4:30 each day. The Media Center will be open one hour before and after the school day.

CURRICULUM REVIEW PROCESS

The curriculum review cycle outlines annual phases that ensure curriculum is reviewed systematically and regularly. Each phase is essential to ensure we are maximizing the effectiveness of our curriculum and investment. **Teachers will follow the curriculum review process as outlined [HERE](#). Will Post Review Cycle when received**

2019-20 - Industrial Tech, Physical Education, Science (participated in regional trainings)

2020-21 - Science, Business

2021-22 - Social Studies, Media, ELA (Tentative)

2022-23 - Math, Early Childhood, Gifted

2023-24 - Art, World Language, Music, FACS

CREATION OF NEW CLASSES

New class proposals are to be submitted to the High School Principal for review. The process will also ensure there is sufficient student interest in the course, there is a plan to secure materials, the course fits into the master schedule, a curriculum map will be produced, and that the budget can support the addition (materials and curriculum writing if needed).

CURRICULUM MAPS

The curriculum for all high school courses is to be mapped in the shared Google Team Drive. All new courses will be mapped prior to being offered and teachers are encouraged to continuously update their maps to ensure the written, taught, and assessed curriculum are aligned.

HOMEWORK

Homework assignments/projects are an expected and educationally valid extension of classroom learning experiences in most classes. Instructors are always encouraged to use discretion in assigning homework experiences which supplement and reinforce classroom activities while not imposing unreasonable time expectations for students.

GRADE SUBMISSION

Grades are submitted electronically through Synergy following each quarter. It is imperative that grades are submitted on time in order to prepare report cards, student schedules, and student awards. Office staff will email teachers regarding due dates.

CLASSROOM MANAGEMENT

A school cannot function unless all staff members maintain a certain standard of control, and support one another. Each teacher is encouraged to be friendly, assertive, and positive in his/her own dealing with students while maintaining a position of authority. No one should hesitate to correct a student for acting in an unacceptable manner or wearing inappropriate apparel no matter where it takes place on school grounds.

From the first day, teachers should establish themselves as leaders in the classroom. Keep rules to a workable number and within the general framework of the school's rules and regulations. Do not make threats that are impossible to keep, but follow up on any violation of a rule. Common sense and remaining under control will add to any teacher's success in dealing with a tough situation.

PBIS matrices are to be posted in each classroom. All staff members are expected to participate in all PBIS initiatives such as awarding ROAR tickets, 5/1 positive to negative comments, and delivering PBIS lessons with integrity.

Teachers should keep parents informed. Parents will be much more supportive if they hear it from the teacher in addition to getting the student's view.

Each teacher should make the initial effort to deal with a student's behavior problem prior to referring that student to the counselor or principal for assistance, unless the problem is of such a serious nature as to disrupt the classroom teaching environment. The administration will support any reasonable stand the teacher may take and will attempt to rectify the problem students may be creating throughout the school.

Sending a student from class should be held as a last resort. In cases where a behavior problem is developing, fill the principal in on what is happening and take steps to correct the problem. If the situation ²⁵¹reaches a point where other corrective measures are not working and removing the student from class is necessary or where a student commits a major offense, get them to the office immediately. Submit a

Synergy referral, send a note explaining the situation or call. Unless the administration knows exactly what happened, it is very hard to deal effectively with the student. The instructor should personally follow-up on the situation at the soonest possible time personally with the principal.

Each student has a unique personality and family situation. Varied techniques may be used with different students to find success. Students that are having problems should be referred to the special services personnel that can provide help to them. Special understanding should also be provided to those students with special needs.

Teachers should not leave a classroom unsupervised during the hour, except in the case of extreme emergency. Each instructor is asked to step out into the hall before and after classes to help supervise general student behavior. Any instructor who assigns detention to a student is responsible for contacting a parent/guardian regarding the behavior and detention consequence as soon as possible. A referral should also be entered into Synergy. A copy of this referral will be sent home to the parents.

STUDENT DISCIPLINE

Refer to the Student/Parent Handbook to see the Discipline Matrix. PBIS defines major and minor behaviors. Behaviors that have a single "*" are examples of minor behaviors and if possible should be handled within the classroom setting. There are School Board Policies (on our website) for information on student discipline as well. (Policy # 506).

ROOM RESPONSIBILITIES

The responsibility for a neat and orderly classroom rests primarily with the teacher assigned to the room for the major portion of the day. The rooms that appeal most are those that have interesting bulletin boards, well-arranged desks, and the floor free from paper. A clean-up period at the end of each session period is very desirable. Successful teachers will make the room as attractive as possible by the use of pictures, plants, display of pupil work, etc.

Adjust window blinds to look uniform from both inside and outside the building. All windows should be locked at the end of each day. Blinds should also be closed at the end of the day.

Emergency Go-Kits are to hang on the wall behind the teacher's desk or in a highly visible area with little student traffic. It is the responsibility of the teacher to ensure an updated class roster is in the Go-Kit.

EMERGENCY DRILLS

During each regular school year all public schools are required to conduct at least five fire drills, five lockdown drills, and one severe weather drill. Google calendar invites will be sent to all high school staff for each drill. If any drills need to be rescheduled the new date and time will be communicated at least one day in advance. Emergency drills will never be unannounced.

EMERGENCY PROCEDURES

It is every employee's responsibility to frequently review the emergency procedures cards posted in every room of the building. Every employee needs to fully understand each of the procedures; consult your supervisor if you have questions or concerns about the procedures.

SEATING CHARTS

Each teacher shall assign a definite seat to each student in each class. A copy of the seating chart shall be in a convenient place in the teacher's desk so that it will be readily available in the case of a teacher's absence. Please consult your Health Concerns List for students with health issues that would require special placement; such as hearing or vision loss.

PERSONAL LEARNING PLANS

All students develop a personal learning plan (PLP) starting in 8th grade (Futures Prep). PLPs will be reviewed on an annual basis within the social studies curriculum. Within this plan, students indicate career interests and college or technical training interests. The PLP should assist students in selecting electives and can be a resource for staff with regard to course offerings or student engagement. PLPs are filed in the counseling office.

IEP ATTENDANCE

All teachers are encouraged to attend Individual Education Plan (IEP) meetings for each of their students. In the event a teacher is not able to attend an IEP they should email the student's case manager regarding the student's performance in class, student strengths, and any concerns. At least one general education teacher must attend every IEP meeting. The Due Process Coordinator will schedule IEPs via Google Calendar and document attendance.

DAMAGE TO SCHOOL ISSUED ELECTRONIC DEVICES

Damage or loss of any electronic device issued to a staff member needs to be reported to Janet Wagener and Jim Hatz. If a staff member notices a student has a damaged device please report this to Julie Risland. If a student has lost their device please report this to Jim Hatz.

REPORTING TO ASSIGNED CLASSES

All students must report to their assigned class or study hall before signing out to go anywhere. No students should be allowed to leave your classroom unless an electronic pass has been created.

ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

- 1. **Student's Responsibility** It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence
- 2. **Parent or Guardian's Responsibility** It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
- 3. **Teacher's Responsibility** It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also 503-2 the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Accurate and consistent attendance record keeping is expected of every instructor. Attendance should be taken and recorded at the beginning of each class period via Synergy. Students receiving an unexcused absence are to expect some consequences involving loss of credit for the day's work as determined by each instructor. Students should be clearly informed from the start as to the consequences for unexcused absences in your class. Each instructor will be asked to give the principal his/her policy on dealing with unexcused absences.

Please refer to our website for the complete attendance policy. (Policy# 503)

TARDY SLIPS

Tardy slips are required of late students. DO NOT DETAIN PUPILS as they may be late for their next class and disrupt the instructor's plans for the day. If you must detain them, give them a pass. If the tardiness is the fault of the student, he/she will obtain a tardy slip from the principal's office.

STUDENTS LEAVING BUILDING

Students leaving the building at any time during the school day, must be cleared by the principal's office. Each student will receive a blue pass that will show name, destination, and time leaving. Students returning to school must check into the office, turn in the signed blue pass, and get an electronic pass to class.

TAKING STUDENTS OUT OF ANOTHER CLASS

Respect the classes of other teachers by not calling pupils out of their classes without their consent. This does not apply to changes scheduled through the principal's office or counselor's office. Arrangements should be made at least a day in advance with the other instructor if at all possible. Teachers should not be excusing any student to leave the building for any reason without first obtaining parent permission. Additionally, a student should not be given a pass to leave another class and the building without prior arrangements being made with the instructor. Any student leaving the building must check out and back in with the office.

KEEPING BUS STUDENTS AFTER SCHOOL

Teachers may not detain a bus pupil after school unless they give students a chance to notify their parents that they will be required to stay after school and the parents give their approval.

HEALTH INFORMATION

HEALTH PRECAUTIONS

Each employee is advised to use protective plastic gloves, readily available in the office, when handling, or coming into contact with others' bodily fluids. Assist the individual in containing the body fluid before sending him/her to the health office by using the Universal Precaution Kits, kleenex or paper towels in your room. Each teacher should have plastic gloves located in their rooms for emergency handling of blood or bodily fluids. A micro shield is located in the nurse's office for CPR protection.

Each employee has the right to know about any potentially dangerous materials that are used within workstations, or in the building. A specially prepared video tape is available for viewing this information.

MEDICATIONS FOR STUDENTS

The purpose of administering medications in school is to assist students who require medication to be taken during school hours to maintain an optimal state of health and, therefore, enhance their educational program.

All medication will be stored in the health office following state law procedures and will be given under the direction of the school nurse. Children or parents of children requiring medication during school hours must bring them to the health office before the start of the school day. No medications can be stored in student's backpacks or lockers except by arrangement with the school nurse with a doctor order. Students with rescue inhalers for asthma treatment must have a parent signed medication prescription form on record in the health office and must keep the inhaler on him/her or locked in their locker or in the health office.

Parents/Guardians are required to supply the medicine in the original container labeled by the physician or pharmacy. The container will be labeled with the student's name, name of medication, dose to be given, frequency or time it is to be given, the name of the prescribing physician and the date of the medication.

HEALTH PROCEDURES

All staff should read the information in the Student/Parent Handbook regarding health procedures.

MARKING SYSTEM AND REPORT CARDS

Marks represent scholastic growth and achievement, not simply special traits such as behavior, cooperation, interest, and initiative. Class work should challenge the student to increase his/her knowledge and skills, while improving their ability to apply this knowledge and skill to problems appropriate to the subject area. Grades should be an objective reflection of the students' scholastic improvement over the grading period. Frequent use of short quizzes, tests, papers, written work, class discussion, board work, etc. should be required by teachers. The final grade is a reflection of the composite accomplishment in the subject by the student. In addition, citizenship and good work habits are to be encouraged as these attitudes have a great carry over into general school life and personal areas.

Report cards are the school's statement to the student and parent of what has been learned. Care must be exercised in determining the grade and then placing it on the card. Letter grades must be used. Incompletes should be changed as soon as the work is made up. Make sure the proper changes are made through the office. Teachers are encouraged to make use of the comment section of the card. Grades must be submitted each quarter by the specified date. Staff are reminded to make sure that students on academic contracts are graded according to the provisions of the IEP. Whenever a student is failing the teacher needs to consult the student and his or her parent(s). A failing grade should never be a surprise to a student or parent.

Teachers are also encouraged to make further contact with parents during the grading period. Phone calls, personal notes, and progress reports are effective in informing parents on the progress their child is making. These methods should be used for students doing a GOOD JOB as well as those students having or causing problems.

PROGRESS REPORTS

All staff are required to use Synergy to email parents/guardians progress reports at least biweekly.

MID TERM DATES

1st Quarter – October 9, 2020

2nd Quarter – December 18, 2020

3rd Quarter – February 21, 2020

4th Quarter – May 7, 2020

GRADING

From a High School point of view:

1. Quarter grades will count for 40% of the semester grade.
2. Semester exam will count for 20% of the semester grade.**
3. For year long courses, the four quarter grades and two final tests are averaged to determine a final grade.

** All senior high classes are considered semester classes in terms of grades and awarding credits.*

*** Note the importance of the semester exam.*

From a Teacher's point of view:

1. All grades are student earned/teacher determined.
2. The teacher is responsible for assigning all grades on the report card.
3. The choice and integrity of the class grading procedure is a teacher decision.
4. All classes offered will have a semester exam with the exception of Physical Education, and work experience classes.

GRADING SCALE

94 - 100 A
90 - 93 A-
87 - 89 B+
83 - 86 B
80 - 82 B-
77 - 79 C+
73 - 76 C
70 - 72 C-
67 - 69 D+
63 - 66 D
60 - 62 D-
59 & Below F

GUESTS AND GUEST SPEAKERS

Any teacher who plans to invite a guest or a guest speaker into a classroom must notify the principal BEFORE making the arrangements.

DANCE AND PARTY REGULATIONS

High school parties may be sponsored by organizations in the school but approval from Mr. Rood and Mrs. Wagener is required **completing the Party Request Form with the proper specified approval signatures.** Attendance at parties will be limited to students at Rush City High School, unless guests have been pre-registered in the office (one guest per student). Guests may be invited to the Homecoming Dance and/or the Junior-Senior Prom. Students in grades 7 & 8 are NOT Eligible to attend the Homecoming Dance or the Junior-Senior Prom. Students in Grade 9 may attend the Homecoming Dance and may be invited to the Junior-Senior Prom. **Party Request Forms and regulations may be obtained from the Principal's Office.**

Please note: Any student dancing in a manner which is determined to be inappropriate by chaperones may be asked to leave.

ASSEMBLIES AND PROGRAMS

Whenever assemblies and programs are held in the gym and/or auditorium, all teachers are required to attend and are responsible for the conduct and discipline of the students which are normally in their class for that particular hour when the program starts.

STUDENT HANDBOOK

Teachers should review the student handbook and be aware of student rules and regulations. Over the first few days of school, teachers should review the handbook with their advisory students.

PARENT CONFERENCES

Parent conferences on students' scholastic progress will be scheduled in October and March. Conferences provide the opportunity for teachers to meet parents personally and affect some positive change as a parent's view of the school will be shaped through their experience at conferences. School personnel must be factual with their assessment of the student's progress and demonstrate what is being covered in class and how grades are determined. Parents want a clear indication of what their child is accomplishing. Informed parents will be more supportive of the school and its staff.

FACULTY MEETINGS

Faculty meetings will be scheduled at the discretion of the principal. Meetings will normally be held before school and all staff members are expected to attend.

RULES FOR USING THE THEATER

1. Obtain permission to use through Carrie Kirchberg..
2. Only trained persons may operate light or sound systems.
3. All established rules regarding use of the theater will apply.

ACCIDENT AND INJURY FORMS

All staff members must complete Accident and Injury forms available in the office on incidents where a student is injured in any way. These forms will be kept in the office on file to provide clear data for future reference on the incident.

Students that are injured should be cared for immediately and the office should be informed of what actions were taken.

LUNCH ACCOUNTS

Employees are expected to maintain a positive lunch account balance. Employees will be notified when they have a negative balance equal to or greater than the cost of three meals (\$12.00). Employees must have a positive fund balance within three working days of notification or Food Service staff will be directed to stop serving them meals.

NON-DISCRIMINATION NOTICE

Rush City Schools promotes equal opportunity for students and staff and prohibits discrimination on basis of race, color, national origin, sex, or disability. School Board policy designates the Superintendent as coordinator of Title IX, ADA, and Section 504 regulations.

Janet Wagener

P.O. Box 566 / 51001 Fairfield Ave.

Rush City, MN 55069

Phone: (320) 358-4855

SCHOOL BOARD POLICIES

Rush City School District is governed by policy. We encourage you to click on the link provided to view our up to date district policies.

[School Board Policies](#)

Staff should review the following policies annually:

- A. Harassment and Violence (Policy #413)
- B. Hazing (Policy #526)
- C. Distribution of Non School Sponsored Materials (Policy #505)
- D. Tobacco Free Environment (Policy #419)
- E. Drug Free Workplace/Drug Free School (Policy #418)
- F. Mandated Reporting (Policy #414 & 415)
- G. Bullying (Policy #514)

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
3. Utilization of non-chemical measures such as traps, caulking and screening.
4. Application of EPA registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease: therefore, we must prevent and control them. The long-term health effects on children from the application such as pest control materials, or the class of materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatment is available for review or copying at each school office. A similar estimated schedule is available for application or herbicides and other materials to school grounds. Parents of students may request

to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

If you have any questions regarding our Pest Management Program or would like a copy of inspection/treatment schedule, please contact **Nathan Sorgert** at (320) 358-1393.

2020-2021

**Rush City High
School
Student / Parent
Handbook**

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PURPOSE

This handbook is published so that parents, students, and teachers may have information concerning the numerous activities, procedures, and expectations established at Rush City High School. It is our hope that careful reading of this handbook will give you a better understanding of your school, its traditions and regulations. We hope that you will make the greatest possible use of the opportunities available at District #139. Please note that current school board policy will supersede handbook information. All policies are located on our school website.

WELCOME STUDENTS

Welcome students to the 2020-2021 school year! We hope that your summer has been productive and enjoyable and that you are ready to make the most of the academic and extracurricular opportunities available here at Rush City High School.

We also hope that you will continue to take pride in this building and help in any way you can to keep it looking as neat and clean as you find it now.

Please take time to read the information in this handbook and share it with your parents. It is your responsibility as a student to understand and follow the guidelines presented here. Everything you find in this handbook is based on the premise of respect for each individual, for property, and for the right of all students to get an education which is our primary purpose.

Have a great school year.

POLICIES AND PROCEDURES IN THIS BOOKLET WERE REVIEWED AND APPROVED BY THE SCHOOL BOARD AT THE AUGUST 2020 BOARD MEETING.

SCHOOL PERSONNEL

Mrs. Stefanie Folkema	Chairperson
Mrs. Teri Umbreit	Vice Chairperson
Mrs. Jennifer Widell	Clerk
Mr. Matt Meissner	Treasurer
Mrs. Kristin Papke	Director
Mr. Kenneth Lind	Director

ADMINISTRATION

Mr. Brent Stavig, Superintendent of Schools	(320) 358-4855
Mrs. Janet Wagener, High School Principal	(320) 358-4795
Mrs. Staci Souhan, Elementary Principal	(320) 358-4724
Mr. Lee Rood, Activities & Community Ed Director	(320) 358-1265

PRINCIPAL'S OFFICE STAFF

- Mrs. Beth Sybrant
- Mrs. Carrie Kirchberg
- Mrs. Wendy Cook

DISTRICT OFFICE STAFF

- Ms. Laureen Frost
- Mr. James Jackson
- Mrs. Renee Mussetter
- Mr. Nathan Sorgert

STAFF

Mrs. Kelly Albright	Speech Therapist
Mr. Dirk Anderson	Special Education
Mr. Mark Bingham	Mathematics
Mrs. Bernadette Campbell	FACS
Mrs. Elizabeth Carpenter	English
Mr. Adam Engel	Social Studies
Mrs. Ashley Fitcher	Spanish
Ms. Jessica Gage	School Resource Officer
Mrs. Maureen Guentzel	ADSIS Academic Teacher

Mr. James Hatz
 Mrs. Jaime Holmstrom
 Mrs. Maureen Jordan
 Mrs. Trista Kirchberg
 Mrs. Tami Knudson
 Mr. Daniel Kuchenbecker
 Ms. Hannah Lindstrom
 Mrs. Alyssa McDonough
 Mrs. Deborah Meissner
 Mr. James Monson
 Mrs. Cathy Monster
 Mr. Ben Montzka
 Mr. Matthew Morgan

Mrs. Vanda Nelson
 Mr. Nicholas Oeltjen
 Mr. Eric Olson
 Mrs. Amy Ramstad
 Mr. Eric Risland
 Mrs. Julie Risland
 Ms. Mary Rosa
 Ms.
 Mrs. Tracy Smoley
 Mrs. Darcey Stransky
 Mrs. Erika Matzke Stoltz
 Mrs. Annie Sundin
 Ms. Brenda Taylor
 Mr. Eric Telander
 Ms. Jennifer Thielen
 Mrs. Charlotte Thill
 Mrs. Renita Twingstrom
 Mr. Michael Vaughan
 M
 Mrs. Melissa Wiener

Technology Coordinator
 Instrumental Music
 Paraprofessional
 Special Education
 Science
 Art
 Business
 School Psychologist
 School Nurse
 Mathematics
 Paraprofessional
 Vocal Music
 Paraprofessional

 Science

 ADSIS Behavior Coordinator
 Physical Education, Health, DAPE
 Agriculture, Industrial Tech
 Paraprofessional
 Mathematics/Physical Education
 Media Paraprofessional
 Paraprofessional

 English
 Flexible Learning Coordinator
 Paraprofessional
 Social Studies
 Special Education
 Paraprofessional
 Science
 English
 Mathematics
 Paraprofessional
 Social Studies
 Counselor
 Guidance/Sped Coordinator

CUSTODIANS: Arlan Schlipp, Bryan Hendricks, Michael Ramstad, James Hanson

FOOD SERVICE SUPERVISOR:

FOOD SERVICE PERSONNEL: Jayme Reichitzer, Amber Buboltz, Kara Ffrench, TBD

BUS DRIVERS: Anders Johnson, Missy Johnson, Richard Johnson, Dawn Nelson, Carol Swanson, Jeff Titus
 Marvin Monster, Karen Barton, Kara Ffrench

VAN DRIVERS: Wes Prose, Sandy Holmberg, Darrell Johnson

AFTER SCHOOL HOURS

Our high school is a very busy place after school due to the many activities offered. Students are expected to report to their activities at the scheduled time. All students remaining after school should be in the location of the activity scheduled, media center, or in the commons area. Students are allowed to remain at school in the commons areas for access to wifi, collaborative homework projects or activities. At all times students are expected to follow school expectations and behave in a respectful and responsible way. Parents need to know that direct supervision is not provided for students choosing to remain after school that are not in an organized activity. Students violating expectations will be asked to leave school on that day and may lose future privileges of staying after school.

DAILY SCHEDULE

1ST PERIOD	8:10 - 8:59
ADVISORY	9:02 - 9:22
2ND PERIOD	9:26 - 10:15
3RD PERIOD	10:19 - 11:08
JR. HIGH LUNCH	11:08 - 11:33
JR. HIGH 4TH PERIOD	11:37 - 12:26
SR. HIGH 4TH PERIOD	11:12 - 12:01
SR. HIGH LUNCH	12:01 - 12:26
5TH PERIOD	12:30 - 1:19
6TH PERIOD	1:23 - 2:12
7TH PERIOD	2:16 - 3:05

2020-21 SCHOOL CALENDAR

September 1 - 3	Staff Development
September 7	Labor Day - No Classes
September 8	School Opens
September 28	Staff Development
October 15-16	Professional Conventions - No Classes
October 26	Staff Development
October 27 & 29	Fall Conferences
November 12	Quarter 1 Ends
November 13	Staff Development
November 26-27	Thanksgiving Break - No Classes
December 23 - January 1	Winter Break - No Classes
January 18	Martin Luther King Jr. Day - No Classes
January 26	Qtr. 2/Sem. 1 Ends
January 29	Staff Development - No Classes
February 15	President's Day - No Classes
March 9 & 11	PM Conferences
March 12	No School
March 30	Qtr. 3 Ends
March 31	Staff Development
April 1-5	Spring/Easter Break - No School
May 31	Memorial Day - No Classes
June 4	Last Day of School - Dismissal 1:30
June 6	Graduation
June 7	Staff Development

QUARTER/SEMESTER DATES

November 12, 2020	1 st Quarter Ends
January 26, 2021	2 nd Quarter/First Semester Ends
March 30, 2021	3 rd Quarter Ends
June 4, 2021	4 th Quarter/Second Semester Ends
June 6, 2021	Commencement/Graduation

MID TERM DATES

1 st Quarter - October 9, 2020
2 nd Quarter - December 18, 2020
3 rd Quarter - February 21, 2020
4 th Quarter - May 7, 2020

STUDENT DAYS

First Quarter	September 8 - November 13	44 days
Second Quarter	November 16 - January 26	41 days
Third Quarter	January 27 - March 30	42 days
Fourth Quarter	March 31 - June 4	43 days

2020-2021 CLASS OFFICERS (To be determined)**7th Grade**

President:
 Vice President:
 Secretary/Treasurer:
 Student Council:

8th Grade

President:
 Vice President:
 Secretary/Treasurer:
 Student Council:

9th Grade

President:
 Vice President:
 Secretary/Treasurer:
 Student Council:

10th Grade

President:
 Vice President:
 Secretary/Treasurer:
 Student Council:

11th Grade

President:
 Vice President:
 Secretary/Treasurer:
 Historian:
 Student Council:

12th Grade

President:
 Vice President:
 Secretary/Treasurer:
 Historian:
 Student Council:

CLASS ADVISORS

Seniors	Ms. Thielen, Mrs. Matzke Stoltz, Mrs. Murphy, New counselor
Juniors:	Mr. Rood, Mrs. Kirchberg, Ms. Plante
Sophomores:	Mr. Olson, Mrs. Knudson, Mr. Monson, Mr. Engel, Mrs. Holmstrom, Mrs. Lindstrom
Freshmen:	Mrs. Fitcher, Mr. Kuchenbecker, Mrs. Campbell, Mr. Risland
8th Grade:	Mr. Telander, Mrs. Thill, Mrs. Carpenter, Mr. Oeltjen
7th Grade:	Mr. Bingham, Mr. Montzka, Mr. Vaughan, Ms. Scott , Mrs. Guentzel

EXTRA CURRICULAR COACHES/ADVISORS

Activities Director	Lee Rood
Bands	Jaime Holmstrom
Choirs	Ben Montzka
Cross Country Coach	Mike Vaughan
Volleyball Coach	Eric Telander
Football Coach	Joe Lattimore & Mike O'Donnell
Boys Basketball Coach	TBD
Girls Basketball Coach	Roger Keller
Gymnastics	TBD
Wrestling Coach	Matthew Morgan
Track Coach	Mike Vaughan
Baseball Coach	Brody Bakken
Golf Coach	Jeremy Albright
Softball Coach	Kim Erdman
Student Council	Erika Matzke Stoltz
One Act Play	Jennifer Thielen
Yearbook	Daniel Kuchenbecker

FFA
Speech
Minnesota Honor Society
Knowledge Bowl
Spanish Club
All School Play
Math League

Eric Olson
Maureen Guentzel
Ashley Fitcher
Mike Vaughan
Ashley Fitcher
Rachel Bigelow
Charlotte Thill

2 HOUR LATE START DAILY SCHEDULE (Grab and go breakfast will be available)

2nd Hour: 10:15-10:45
3rd Hour: 10:49-11:19
Jr. High Lunch: 11:19-11:44
Jr. High 4th Hour: 11:48-12:38
Sr. High 4th Hour: 11:23-12:13
Sr. High Lunch: 12:13-12:38
5th Hour: 12:42-1:12
6th Hour: 1:16-1:46
7th Hour: 1:50-2:20
Advisory: 2:24-2:35
1st Hour: 2:35-3:05

BACKGROUND CHECKS

The school district will request a criminal history background check from appropriate government agencies for all individuals who are offered employment in a school and for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services. School Board Policy #404 Employment Background Checks, provides a more complete statement of policy in this area.

CLASS LOAD FOR SENIOR HIGH STUDENTS

Grade 9: Freshman course requirements include: English, Civics, Economics, Science, Math and Physical Education and select courses to fill seven periods. Three math credits are required in senior high.

Grade 10: Sophomores course requirements include: English, American History, Biology, and Health (one semester), and select courses to fill seven full periods. Three math credits are required in senior high. To be considered a Grade 10 student (Sophomore), you must have earned a minimum of four (4) credits in Grade 9.

Grade 11: Juniors course requirements include: English, World History, Chemistry or Physics, and select additional courses totaling at least 4 credits or filling seven periods. Three math credits are required in senior high. To be considered a Grade 11 student (Junior), you must have earned a minimum of 8 credits in Grades 9 & 10.

Grade 12: Seniors course requirements include: English and Social Science and select additional courses totaling either 5 credits or filling seven periods. To be considered a Grade 12 student (Senior), you must have earned a minimum of 14.5 credits in Grades 9-12.

REQUIREMENTS FOR GRADUATION FROM RUSH CITY HIGH SCHOOL

English = 4 credits

Mathematics = 3 credits

Science = 3 credits (Science 9-1 credit; Biology-1 credit; Chemistry or Physics-1 credit)

Social Studies = 4 credits (American History - 1 credit; World History - 1 credit; Economics - 1/2 credit; Civics 1/2 credit; Government/Citizenship - 1/2 credit; Social Problems- 1/2 credit)

Arts= 1 credit

Physical Education = 1 credit

Health = ½ credit

Electives = to total 21.5 credits

TOTAL CREDITS REQUIRED TO GRADUATE = 21.5

REPORT CARDS/PROGRESS REPORTS

Electronic report cards will be available on StudentVue and ParentsVue at the close of the grading period each quarter. Bi-Weekly progress reports will be emailed to parents for each class.

HONOR ROLL

The 4-point system will be used to determine the high school honor roll. The system is as follows:

1. To earn a place on the A honor roll, a student's total points divided by the number of subjects being carried must average out to 3.50 or above. To illustrate, a student who has five grades of B+, B+, A-, A, A would average 3.67. This student would appear on the A honor roll (with an A- average).
2. To earn a place on the B honor roll, it will be computed in the same manner. A student must have an average of 3.00-3.49 for all subjects and dividing by the number of subjects.
3. All subjects except trimester classes in grades 7 and 8, will be used in determining honor roll. A student who has an average anywhere from 3.00(B) to 4.00 (A) will be placed on the honor roll.
4. A student who receives an F and/or an incomplete is not eligible for inclusion on the honor roll, regardless of total points or average.
5. For Honor Roll purposes, students who earn an "S" grade will be assigned a grade point of 2.0 for those classes.

MINNESOTA HONOR SOCIETY

The Minnesota Association of Honor Societies (MAHS) is affiliated with the nation's premier organization, National Honor Society. It was established to recognize outstanding high school students. More than just an honor roll, MAHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character. These characteristics have been associated with membership in the organization since its beginning in 1921.

SELECTION OF MHS MEMBERS

The advisor will request a list of scholastically eligible grade 11 students before the end of the first quarter of the school year. These students will be informed about the Minnesota Honor Society and selection procedures by the advisor. Scholastically eligible students will be given data sheets for information regarding activities both in and out of school to complete and return to the advisor. The faculty will be given a list of scholastically eligible students and copies of their data sheets. They will rate these students in the areas of leadership, service, and character. This ranking will be from 0 to 4, 4 being the highest. The recommendations of the faculty are then given to the Faculty Council. The Faculty Council shall consist of five voting members, appointed annually by the principal. The chapter advisor is a non-voting member of the Council. Based on the faculty recommendations, the Faculty Council will decide upon the new members. Selection for membership to the chapter is always to be by a majority vote of the Faculty Council. An active member of the Minnesota Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the principal. An active member of the Minnesota Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The advisor will notify both selected and non-selected candidates by letter.

VISITORS

All visitors to the building, (including parents), must report to the office, sign in and wear a visitor's badge while in the building. Students are not permitted to bring visitors (friends/relatives) to school to attend classes during the day, including lunch time. The only exception would be visiting students considering enrolling in this school and only by prior approval from the school counselor or principal following parent/guardian contact. The complete text of Policy #903 (Visitors to School District Buildings and Sites) may be found in the Board of Education Policy Manual located in all District offices.

BUILDING PASSES

If a student is detained by a teacher and is late to class, an electronic pass must be submitted from the teacher that has detained him/her. No student will be allowed to leave a class without an electronic pass. If a teacher and the student is unable to use an electronic device, all paper passes must be completely filled out with the exact time, date, and teacher's signature clearly shown.

LEAVING THE BUILDING DURING SCHOOL HOURS

Students will be permitted to leave the building during the school day only upon the request of the parent or guardian and upon the approval of office staff. When and if the student returns, he/she must check in with office personnel and receive an electronic pass to class. If a student becomes ill and wishes to go home, the student must: (1) Report to the office, and (2) Parent/Guardian must be notified for approval to leave. If a student leaves without notifying the office, it will be considered skipping.

STUDENT ANNOUNCEMENTS

Daily student announcements will be read during **advisory each school day**. A copy of the daily announcements will also be posted on the school website and shared with all students via shared google docs.

CHANGE OF ADDRESS

Students who have a change of address or telephone number during the school year should have their parents report this change immediately to the office so this information is available in order to have accurate contact information especially in case of an accident or emergency.

LOCKERS

Each student will be assigned a locker for his or her own personal use during the school year. Each locker has its own combination lock. Combinations will be provided to students at the beginning of the school year. It is the student's responsibility to keep the locker combination confidential for security purposes. These lockers are furnished primarily to provide space in which books and outer clothing may safely be kept. The provision of lockers will not automatically ensure the safety of student's belongings. Carelessness may result in the loss of desirable articles such as clothing or money.

Students will be assigned lockers for multiple school years. Students will be assigned the same locker during their junior or senior high years. Since the students will have the same locker for a longer period of time, it is important he/she keeps the locker in good condition; fines for any damage detected will be the student's responsibility. Students may anticipate periodic locker checks. Any damage occurring to the combination due to intentional misuse of the locking mechanism will be charged to the student assigned that locker. Students must keep lockers assigned to them unless they obtain permission from the principal's office to change lockers.

Students are reminded that school lockers are the property of the school district and can be searched at any time, without notice, without student consent and without a search warrant. Personal possessions of the student may be searched as long as reasonable suspicion exists that the search will uncover evidence of a violation of the law or school rules. If a student's possessions are searched on the basis of reasonable suspicion, notice will be provided to the student unless disclosure would impede an ongoing investigation by police or school authorities. Additionally, students will be asked to remove any items or pictures which are considered inappropriate to the school environment.

Student use of an assigned locker acknowledges awareness and understanding of this policy. Students will be assessed a fine at the end of each school year if they do not get their locker cleaned out and checked.

The complete text of policy #502 (Search of student lockers, desks, personal possessions and student's person) may be found in the Board of Education Policy Manual located in all District Offices.

LOST ARTICLES

Lost items will be kept in the Principal's Office or the lost and found table. Those who find such items should turn them in at once. Students may claim lost articles upon proper identification. Unclaimed items will be donated at the end of each school year.

FIRE DRILL/WEATHER PROCEDURES

GENERAL PROCEDURE

1. At the sound of the fire alarm, all pupils must leave the building in an orderly fashion by the designated exit.
2. Departure from the building should be at a fast walk, no running or pushing allowed.
3. Student's should continue moving until all have exited the building and moved into the designated area.
4. No one should stop to pick up books and any other personal belongings.
5. Teachers must also leave the building and should follow their classes. Teachers must check to see if all students in their class have exited the building and report that information to the office staff.
6. All should file back into their rooms on the bell after the drill.
7. If the alarm should ring between class periods, students should leave through the nearest outside door.

SEVERE WEATHER SITUATIONS

1. The Principal or their designee shall monitor conditions that could lead to severe weather. The district office will inform the district's buildings when weather watches are instituted.
2. If a severe weather warning is issued by the civil authorities, the district office will inform the district's buildings immediately. Upon receipt of the call, students will be directed to designated safe areas immediately.
3. If the communication system is unusable, the city warning system signal will inform the buildings of the district to go to the designated areas immediately.
4. Students will remain under the constant supervision of instructors while warning is in effect. Instructors are not excused without the direct OK of an administrator or their designee.
5. Students will not return to class without an official all-clear from the office.

6. Office personnel will note the time and source of all messages regarding severe weather as well as the action taken. One phone line must be kept open for emergency messages.

STUDENT ACCIDENT INSURANCE

Student accident insurance is available to purchase. The form is located at the bottom of the Activities/Athletics page on our website.

SCHOOL CLOSINGS

School closings will be announced through WCCO Radio (830 AM), WCMP radio (1350 AM & 100.9 FM), WCCO TV (Channel 4), the District Facebook Page, the District website (www.rushcity.k12.mn.us) and School Messenger.

BUSING TRANSPORTATION CHANGES

The District Office may change transportation routes due to weather, road conditions, etc.

STUDENT TRAVEL

Whenever it is necessary for students to travel for school events, including extracurricular, or on school time, all students must be transported via the school arranged transportation. Students transporting other students to participate in a school activity will not be approved, with the exception of off campus practice sites if school transportation is not provided. In the event of this exception, students must seek prior administrative approval and written parental permission submitted (forms may be obtained in the HS office). This approval includes any students riding with other students to practice. Students riding home from a school-sponsored event with their parents or another relative must bring a signed note from their parent/guardian prior to departure for the event.

STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include 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.

- E. "Inappropriate displays" includes objectionable emblems, symbols, signs, words, objects or pictures in or on a vehicle located on school property 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 ISD #139 Policy 413.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students may use motor vehicles on the high school campus during the school day only if permission has been granted to the student by the High School Principal or the principal's designee.

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park a motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, in staff parking, on private property, or in other designated no parking areas.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. Move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. If unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES School officials may conduct routine patrols of school district locations and routine inspections of the exterior of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

- A. Patrols and Inspections School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exterior of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- B. Search of Interior of Student Motor Vehicle The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.
- C. Prohibition of Contraband, Inappropriate Displays and Interference with Patrols, Inspections, Searches, and/or Seizures A violation of this policy occurs when students display inappropriate emblems, symbols, signs, words, objects or pictures, and / or store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.
- D. Seizure of Contraband If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.
- E. Dissemination of Policy A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions through displays on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, derogatory or do not advocate violence or harassment against others.

SCHOOL PARKING LOT

Students who drive to school must park their vehicles in the parking lot located in front of the building. Students may only park in the area of the parking lot designated for student parking and only in designated parking lanes. Yellow lines are reserved for staff parking ONLY. No vehicles may be parked along the curb lining the building nor may students park in the lot in the back of the building. Cars inappropriately parked will be towed at owner's expense. Students are expected to use caution and follow all appropriate and applicable rules and procedures when driving in the school area. Students who drive in an

unsafe manner in the parking lot or adjoining streets leading to the parking lot and/or are reported for inappropriate driving can lose parking privileges on school property. Law Enforcement will also be notified when necessary.

GUIDELINES FOR DRIVING SNOWMOBILE TO SCHOOL

1. Only students possessing a DNR permit to drive snowmobiles on public streets and/or a valid driver's license may drive a snowmobile to school.
2. Snowmobilers will enter/leave school property only from the west and not from the east past the elementary school or the more congested roads leading to the school. Snowmobiles will then be driven along the west end of school property to the back of the building where they will be parked in the grass area across the parking lot just north of where the cars are parked. Snowmobiles are not to be parked on any pavement.
3. Snowmobiles will not be driven at any time during the school day. Students will not be allowed to be in the area where the snowmobiles are parked during the lunch periods.
4. Snowmobilers may store their helmets and outerwear in the receiving/storage area located just inside the north main entry doors. This area will be unlocked prior to the start of school and then locked until the end of the school day. Any student needing their equipment at any other time will have to ask a district employee to open the area.
5. Snowmobiles may not be driven around on school property with the exception of leaving/entering district property as discussed in #2. Snowmobilers must stay away from the front of the building, not drive on sidewalks and avoid all pedestrian areas. The safety of everyone around the building area is most important.
6. Reports of property destruction, trespassing, or other illegal activity from community members may result in the loss of this privilege for all students.
7. Anyone found to be in violation of these procedures and/or driving in a reckless manner will lose their school parking privileges and will be reported to the police department when necessary.

OFFICE TELEPHONE

The telephone in the offices are to be used by the students only in case of emergencies and only with proper permission. Emergencies include such things as sickness, doctor appointments, etc. Except in the case of an emergency, telephone usage will be restricted to passing time, noon break, and before/after school. Telephones in the classrooms are intended for instructor use only.

CELL PHONES/ELECTRONIC DEVICES/CHROMEBOOKS

Electronic devices may be brought to school. ***Students must take personal responsibility for all devices brought to school. RCHS is NOT responsible for lost or stolen items.***

Rush City High School (RCHS) values a continued commitment to teaching and learning. To that end, the staff of RCHS continually strives to minimize disruptions that may occur during class time. While we support technology and the use of technology, we also recognize the need to take the opportunity to maintain order through the regulation of all electronic devices including cell phones.

First and foremost, the student should always ask permission to use an electronic device prior to actually using it. Students should turn off all electronic devices upon entering the classroom.

Responsible use – Students may have and use electronic devices before and after school, during passing time or lunch, and when the instructor allows the use in their room and/or during their class.

No videotaping or audio recording will be allowed at anytime without staff permission.

Consequences will be issued when devices are used inappropriately, cause a disruption to class, or when the teacher did not give permission for the student to use the device. Disruptions or distractions caused by the electronic device may result in the student being sent to the office where the following action will take place:

1. On the first offense, the device will be shut off and confiscated until the end of the school day when it will be returned. The student is responsible for picking up the device.
2. On the second offense, the device will be shut off and confiscated for a minimum of 24 hours. The principal's office will indicate to the student when he/she may pick up the device. 1 period of detention is assigned.
3. On the third offense, the device will be shut off and confiscated for a minimum of 48 hours. The principal's office will indicate to the student when he/she may pick up the device. 2 periods of detention are assigned.
4. On the fourth offense and subsequent offenses, the device will be shut off and confiscated for a minimum of 72 hours. The principal's office will indicate to the student when to pick up the device. 2 periods of detention is assigned.

All consequences are subject to administrative discretion.

Electronic devices may not be returned during class time, on weekends, on holidays and may not be returned prior to the scheduled pickup times. Exceptions may be made for extended breaks and holidays.

School staff will not look through the contents of the electronic device unless there is reasonable suspicion (as determined by high school administration) the device is used in the commission of a crime or to cause disruption to the educational environment.

Refusal to comply with these procedures may result in individual students losing their privilege to bring electronics to school and/or other disciplinary actions as determined necessary by the administration.

CHROMEBOOKS (School owned - 1:1 Initiative)

In addition to the Electronic Device guidelines above, the school owned Chromebooks and their use are subject to the rules outlined in the Technology Device Loan Agreement and Protection Plan Agreement, both of which must be completed annually prior to receiving a Chromebook.

Any damage or loss of a school issued device must be immediately reported to Mrs. Risland in the Media Center.

TEXTBOOKS

All texts are furnished by the school district. A charge will be made by the individual teachers for any loss of books or for wear beyond normal use. It is recommended that all textbooks are covered. Students will be required to pay the full cost of replacement of any lost book or book damaged beyond use.

PARENT-TEACHER CONFERENCES

All parents of high school students will be invited to the school conferences with the teachers in the Fall and Spring. The purpose of these conferences will be to go over the student's records, grades, and overall progress. . In addition, parents are encouraged to schedule conferences any time during the year if they have questions, concerns or receive correspondence from the school they would like to discuss in greater detail (letters, discipline reports, report cards, mid-term progress reports, etc.). Teachers may also request an additional conference with parents based on specific concerns.

FOOD SERVICE PROGRAM

School breakfast and lunch will be served each day that school is in session. School breakfast and lunch programs are offered as a service. Students who are lactose intolerant will be offered lactose-reduced milk as a substitute. The Rush City Food Service Program uses a computerized meal accountability system.

How does the computerized system work? - Each student will be issued a PIN (personal identification number) for the breakfast/lunch program. Each student is responsible for memorizing his/her own PIN. Their PIN will be entered into the computer as students pass through the breakfast/lunch line with their menu selection. This system may not be used for ala carte items. Ala carte is a cash basis operation only. This system is based on prepayment. Students must have money in their account PRIOR to purchasing a meal. One breakfast and one lunch per day will be allowed for each student. Students receiving reduced meal benefits also need to prepay into their account. Students cannot charge meals. Students receiving free meals are eligible to receive one breakfast/one lunch per day. Application forms for the Free/Reduced meal program are available in the office.

How do you pay for breakfast/lunch under this system? - You may pay with cash, check or the electronic online option. If you pay by check, do not include any other fees for other school activities - The total amount of the check will be deposited in the student's account. NO CHANGE will be given back to the students. If you have more than one child in the school system, your deposit will be split among your children's accounts unless you provide specific instructions on how you want it split. Regardless of how you pay, we will need the following information: Student's name and parent's last name, if different from the student's. Lunch deposits can be made by placing money in student drop box (located by kitchen) or handed to food service staff when paying for their meal. It's the responsibility of the student and parent/guardian to insure that there's a positive balance in the lunch account. Students may ask about their balance in the lunch line. Students with a negative account balance may be denied breakfast/lunch until the account is paid or arrangements have been agreed upon with the Food Service Director.

What if the student does not remember their PIN? - If the student cannot remember his or her PIN, they can ask either at the Student Service Window or the food service staff.

How do we get a refund? - If you move from the school district during the school year, refunds from student meal accounts are available by obtaining a Refund Form from the Student Services Window. Forms must be filled out and signed by the parent/guardian. The District Office, via a check sent to your home, will issue refunds. This system provides our school district with a more accurate account of breakfasts/lunches served and provides families a convenient and protective avenue of

breakfast/lunch service. It also eliminates room for thievery and borrowing of lunch tickets. If you have any questions regarding the breakfast/lunch system, please call Dawn Richard at 320-358-1306.

What are the breakfast and lunch prices? - Breakfast and lunch prices are outlined below.

Breakfast:	Full Price	\$.90
Lunch:	Full Price	\$2.80
Milk:	Full Price	\$.50

All visitors/non-students that are purchasing a meal will be charged \$2.25 per breakfast or \$4.00 per lunch.

CLOSED CAMPUS

No student may leave the building or campus at any time without permission. Violations will be treated as truancy.

RUSH CITY LETTER AWARD POLICIES

A letter is awarded only on earning one for the first time. After that, pins or other suitable awards are used. Letter winners must qualify for the award by following the rules established by the State High School League and Rush City High School.

BULLETIN MONITOR AND POSTERS

Students should check the bulletin monitor regularly for items of interest and other pertinent notices. Students must receive permission from the office prior to posting any notices or signs in the building. Posting advertising for non-school functions, those sponsored by out-of-school organizations, is allowed only if prior permission is received from the principal's office and the poster(s) have been stamped. After an event is over, it is the responsibility of the same students or groups to remove the poster. Posters may be brought in, approved and stamped by office staff after receiving approval from the principal. Any poster or message around the building that does not carry the OK stamp from the principal's office will be removed. See Policy #505 relating to placing of posters and/or distribution of non school-sponsored materials.

HOMEWORK

Students can expect to receive homework assignments/projects in most of their classes. Homework assignments are effective extensions and reinforcements of classroom learning experiences. Instructors are encouraged to use discretion in giving homework assignments which are reasonable in terms of time expectations for students.

PUBLIC DISPLAYS OF AFFECTION

Students are expected to refrain from inappropriate displays of affection in the building, at school activities or on school property. Failure to follow this directive may result in a parent conference and/or school consequences.

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 or private body areas, 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 ISD #139 Policy 413.

5. Any apparel or footwear that would damage school property. 504-2
- D. Hats and hoods are not allowed to be worn in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).
- E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- F. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- G. Apparel depicting current or former students is not allowed

III. PROCEDURES

- A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians. C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

SCHOOL BOARD POLICIES

Rush City School District is governed by policy. We encourage you to click on the link provided to view our up to date district policies. [School Board Policies](#)

Parents and students should review the following policies annually:

- A. Harassment and Violence (Policy #413)
- B. Hazing (Policy #526)
- C. Distribution of Non School Sponsored Materials (Policy #505)
- D. Tobacco Free Environment (Policy #419)
- E. Unpaid Meal Charges (Policy #534)
- F. Internet Acceptable Use (Policy #524)
- G. Bullying Prohibition (Policy #514)

SCHOOL COUNSELING OFFICE

The purpose of the school counseling program is to aid the student in the areas of academic, personal/social and career development and make a positive impact on student achievement, attendance and behavior. All students should feel free to contact the counselor for information and assistance.

SCHEDULE CHANGES

Students in Grades 7-11 complete class registration in the spring. Their request for classes must be approved by parents and counselors. Students do not select teachers-only classes. When a student selects a course, he/she is expected to complete it. Any students desiring a schedule change must contact the counselor. Course change requests must be made within 4 days at the beginning of each semester. No student will be permitted to drop a year long course unless extreme circumstances, as

determined by the counselor, teacher and parent, necessitate a change. Course changes are not guaranteed and will be considered for the following reasons only:

1. Prerequisite has not been met.
2. Student has already received credit for this class(es).
3. Student needs to replace an elective with a required class.
4. Schedule Error: Student has too many classes, not enough classes, or 2 classes during the same hour.

SCHOOL WITHDRAWALS, TRANSFERS

A student who is transferring to another school, must bring a written request signed by his/her parent to the principal. The student must obtain a withdrawal form, have the form filled out by the teachers, return all school books and property, and make sure all fees and financial obligations are paid. The form should then be returned to the Principal's Office. A student's records must show withdrawal in accordance with regulations before transcripts will be sent.

HOMEBOUND INSTRUCTION

This service provides instruction to students who are absent from school due to a prolonged (15 days) illness or disability. The primary purpose of home or hospital instruction is to offer the pupil a program of study that will permit them to complete a school year successfully. Upon request of the parent, and accompanying doctor's certification, such instruction can be initiated by contacting the principal or guidance counselor.

EXTRA HELP

You may always seek additional help from your teachers. Arrange a conference with your teacher before or after school or at a time convenient to both of you. A teacher may request a student to stay after school on occasion if it is apparent that the student is having difficulties with his/her work. This is not to be thought of as a punishment, but rather a desire of the teacher to help the student progress academically. Special education services are available to students. For more information, contact the principal or school counselor. A Peer Tutor program has been established and tutors are available to help any student. Requests for tutors may be made through the school counselor or to the Peer Tutor Coordinator(Mrs. Smoley).

DIRECTED STUDIES

Directed Study is an opportunity for students to receive help with their coursework. Each day, directed study sessions will run from 7:15 AM to 8:05 AM and from 3:10 PM to 4:00 PM in the Media Center. These sessions are staffed by at least one para-professional, however, teachers are likely to be available to assist students if requested. Directed study is open to all students who would like help regardless of their current performance. We hope students take pride in their academic achievement and use this as a tool to help them excel.

Students who are attending to satisfy the requirements of the academic eligibility procedure must be on time, well behaved, and on task for the entire session in order for their attendance to satisfy the requirements.

MEDIA CENTER

The media center hours will be from 8:00 a.m. to 3:45 p.m., Monday through Friday. Any student coming to the media center from a class, and not accompanied by the teacher, must have an electronic pass by his/her teacher. Students may come to the media center to look for books, do research, study quietly, take makeup tests, and read magazines or newspapers. All students, except when PRIOR notice has been given, will be sent back to class five minutes before the end of the hour.

STUDY CENTER

Located in the Media Center and staffed during all class periods, the Study Center is the physical location of the Study Halls. In addition, the Study Center is a resource for students to access anytime during the day at the discretion of the teacher whose class the student is scheduled to be in at that time. The Study Center will be staffed with licensed teachers as much as possible in order to provide the greatest amount of support to our learners.

DIRECTORY INFORMATION DECLARED

In compliance with School Board Policy #515, Protection and Privacy of Pupil Records, Rush City Public Schools declare the following information relating to students to be "directory information": Student's name, address, telephone number, date and place of birth, height and weight, participation in school activities, dates of attendance status, name(s) address, telephone number of student's parent(s) and other similar information. Height and weight information may be printed in athletic activity programs. Additionally, the school will release upon request the above information regarding students to military recruiters, tech schools, Congressmen, etc., and will include this information in programs, press releases, and other similar information made available to the public. Students and parents have the right to refuse to permit the designation of any or all of the above categories of personally identifiable information as directory information with respect to that student. Students or parents wishing to do so should contact Mr. Brent Stavig, High School Principal, by September 25, 2018. Students who do not contact the school will automatically be included in the directory information list.

FOOD AND BEVERAGE CONSUMPTION IN THE BUILDING

To prevent stains to the hallway carpeting caused by spilled beverages, eating and drinking of beverages will not be permitted in the hallways. Students should use the commons area for eating and drinking. We hope that the students will take pride in their building and will cooperate in keeping it looking as clean as possible.

GIFT DELIVERY

Any gift deliveries, such as flowers, candy, cookies, etc. will be made only during the last half of 7th hour.

SCHOOL ACTIVITIES SCHEDULE

Rush City activities, whenever possible, will not be scheduled on a Wednesday night. Please note RC is not in control of Minnesota State High School League dates.

LASER POINTERS

Students are not permitted to possess or use laser pointers in the school. (Reference: School Discipline Building/Premises Policy #506.)

SKATES/SKATEBOARDS, ETC.

Students are not permitted to bring, to wear and/or use any type of skating device, skateboard or shoes with wheel inserts on school property at any time. The reason for this measure is for the safety of students and adults on school grounds.

CAP AND GOWN PURCHASE RELATING TO GRADUATION CEREMONY

1. Students are not required to participate in the graduation ceremony in order to receive a diploma.
2. Students who choose to participate in the ceremony are not required to wear a cap and gown. Those students choosing not to wear a cap and gown will be expected to wear clothing appropriate to the ceremony and in accordance with the district's Student Dress and Appearance Policy. (#504)
3. Students who choose to participate in the graduation ceremony and who wish to wear a cap and gown will have the opportunity to purchase, at students/parents' expense, from a vendor arranged by the district. Scholarship funds for cap and gown are available.
4. Honor Student Determination: Students who graduate with a cumulative grade point average of 3.5 or better will be designated as Honor Students and will be given honor cords to be worn during the ceremony.

STUDENT DISCIPLINE POLICY

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 for 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 ~~276~~ school district is that a fair and equitable district-wide

student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, 506-2 has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the 506-3 behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. 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 506-4 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.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all 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 students, 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, 506-5 electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment 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; 506-6
 21. Violation of the school district's Internet Acceptable Use and Safety Policy;
 22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
 23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
 24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
 25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
 26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
 27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
 28. Possession or distribution of slanderous, libelous, or pornographic materials;
 29. Violation of the school district' 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, 506-7 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 Non School-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.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student 506-8 misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with the 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 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; 506-9
- 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.

DISCIPLINARY GUIDELINES

For each misbehavior in the following matrix there are specific consequences listed for first, second, third, and fourth offenses. Suspensions or expulsions may result in consequences that carry over into the following year.

The disciplinary matrix is intended to be used as a guideline for consequences. Administration may, at their discretion, deviate from the consequences outlined. The following represent the majority of violations that occur in schools. The list, however, does not necessarily include all violations which may occur. Other behaviors will be handled in an appropriate manner. Significant disruptive behaviors that interfere with the educational process or the operation of the school may result in suspension, expulsion, or exclusion. The following guidelines pertain to students in school, on district property, in a district vehicle, or while at school activities, on or off site. The MSHSL rules and consequences are in addition to these rules and consequences. Illegal activities will be reported to the proper authorities.

Two major suspensions (5-10 days) will warrant consideration for expulsion.

Consequences shown as * will have disciplinary action to include student conference and parent notification, and may include, but are not limited to parent conference, restitution, detention, assignment of community service, loss of privileges, exclusion from extracurricular activities, and/or up to one day of in school or out of school suspension.

Consequences shown as ** will have disciplinary action up to and including expulsion.

VIOLATION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE
Academic Dishonesty – Obtaining, giving, using, information that distorts or can distort the true evaluation of what a student knows or has achieved.	*	1-5 day susp.	1-10 day susp.	**
Aggravated Assault -Committing an assault which inflicts great bodily harm upon another person.	5-10 day susp.	**	**	**
Alcohol -Possession,use,or being under the influence of any alcoholic product while on school grounds/time or at school sponsored activities.	5-10 day susp.	**	**	**
Assault (Verbal/Physical) -Doing an act with intent to cause fear in another, immediate bodily harm, death or intentionally inflicting or attempting to inflict bodily harm upon another person.	1-10 day susp.	5-10 day susp.	**	**
Bomb Threat – Intentionally giving false alarm of a bomb.	**	**	**	**
Bullying/Harassment -Participating in, or conspiring for others to engage in harassing or bullying acts that injure, degrade, or disgrace other individuals.	1-10 day susp.	5-10 day susp.	**	**
Dangerous, Harmful, Nuisance Substances -Possession, sale, distribution or use on or off school premises/time of any controlled substances as defined in Minnesota Statute 152.02.	5-10 day susp.	**	**	**
Chronic Violation of School Rules & Regulations - Continuous refusal to follow established school rules, regulations, and/or procedures.	**	**	**	**
Defiance of Authority -Willful refusal to follow legal direction/order given by a staff member .	1-5 day susp.	1-10 day susp.	**	**
Disorderly Conduct – Engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others, or is disruptive to the school climate.	1-5 day susp.	1-10 day susp.	**	**

Disrespectful Language/Conduct -Comments and/or conduct directed toward any school employee which demonstrates a lack of respect. The use of profanity.	*	1-5 day susp.	1-10 day susp.	5-10 day susp.
Disruptive Behavior -Actions which interfere with effective operations of the school.	*	1-5 day susp. (23)	1-10 day susp.	5-10 day susp.
Disruptive Behavior -Actions which interfere with effective operations of the school.	*	1-5 day susp.	1-10 day susp.	5-10 day susp.
Dress and Grooming – Clothing must meet the guidelines of the dress code and be free of obscene, offensive, discriminatory, drugs, alcohol, chemical or gang symbols.	*	1-5 day susp.	1-10 day susp.	**
Driving, Careless or Reckless – Driving on school property in such a manner as to endanger persons or property.	*	1-10 day susp.	**	**
Fighting -Any form of combat where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.	1-10 day susp.	**	**	**
Fires and False Fire Alarms -Arson-The intentional destruction or damage to any school building or property by means of fire or explosives.	1-10 day susp.	**	**	**
Forgery/Signature Falsification -Falsifying signature or date and/or refusal to give proper identification when requested to do so by a staff member.	*	1-5 day susp.	1-10 day susp.	**
Gambling -The playing of a game of chance for stakes.	*	1-5 day susp.	5-10 day susp.	**
Leaving School Grounds -Leaving school grounds during school hours without proper clearance.	*	1-5 day susp.	1-10 day susp.	5-10 day susp.
Photography -Taking videos or photos of students /staff at school without their written permission is prohibited unless it is part of an official school assignment.	1-10 day susp.	1-10 day susp.	**	**
Pornography – Possessing or distributing pornographic material.	1-10 day susp.	**	**	**
Possession/Use/Distribution of Weapons on School Property -Students may not bring, possess, or store a gun or any other dangerous weapon or facsimile (look-alike) in school, in a school vehicle, or on school property including vehicles parked in the school parking lot.	** 282	**	**	**

Weapons also include knives, chains, as well as other devices which could cause bodily harm or injury. Pocket knives should not be carried to school.				
Retaliation – Any negative actions) directed towards a student or staff member because they reported or discourage inappropriate behavior.	*	1-5 day susp.	1-10 day susp.	**
Robbery/Extortion -The obtaining of property from another where his/her consent was induced by use of force or a threat of force.	**	**	**	**
Symbolic Expressions of intolerance or those that may be interpreted as such including but not limited to the swastika, confederate flag and/or gang representations (bandanas, colors, etc.) are not allowed.	*	1-10 day susp.	**	**
Tardiness, Excessive	*	*	1-5 day susp.	1-5 day susp.
Terroristic Threat – Threatening, directly or indirectly, to commit any crime of violence with the intent of terrorizing another person.	5-10 day susp.	**	**	**
Theft -The unauthorized taking of the property of another.	1-10 day susp.	1-10 day susp.	**	**
Tobacco/E-Cigs - Possession or use of any tobacco, electronic cigarette, or a look-alike product by a student while on school grounds/time or at school sponsored activities.	1-5 day susp.	1-10 day susp.	1-10 day susp.	1-10 day susp.
Trespassing/Unauthorized Use of School Property -The unauthorized/illegal use of school property for non-school sponsored activities.	*	1-5 day susp.	1-10 day susp.	**
Truancy/Absenteeism	*	1-5 day susp.	1-10 day susp.	**
Unauthorized Distribution -Distribution or possession of literature on or near school property or inflammatory, libelous, slanderous, or otherwise unauthorized material.	*	1-5 day susp.	1-10 day susp.	**
Verbal Abuse/Gestures -Threatening language, vulgar/profane language, inappropriate gestures/remarks	*	*	1-5 day susp.	1-10 day susp.
Willful Damage of School Property -Any student who willfully cuts, defaces, or otherwise injures in any way any property, real or personal belonging to the school district is liable to suspension or expulsion	*	1-5 day susp.	1-10 day susp.	**
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and the parent or guardian shall be liable for all damages caused by their child.				
Willful Damage to Property of Staff Members and Others -Any student who willfully cuts, defaces, or otherwise injures in any way any property, real or personal belonging of a staff member is liable to suspension or expulsion and the parent or guardian shall be liable for all damages caused by their child.	*	1-5 day susp.	1-10 day susp.	**
Willful Disobedience -Refusal to follow school rules, regulations and procedures.	*	1-5 day susp.	1-10 day susp.	**

ACADEMIC DISHONESTY/CHEATING

Definition: The act of willfully obtaining, giving, or using information on a test or assignment that distorts the true evaluation of what a student knows or has achieved. This includes but is not limited to: copying, allowing someone to copy your work, sharing assessment questions or answers in writing, verbally, or electronically, or plagiarism (submitting another person's work as your own).

Violation: Students found to be cheating will be subject to all appropriate discipline procedures of the Rush City School District, including, but not limited to, reduction in grades, removal from class, suspension, exclusion and expulsion. An O/F grade may be assigned for the test or work in question. Students who are permanently removed from class will receive an F for that term of the course. Academic dishonesty is *also* a MSHSL rule violation.

Student Responsibilities:

1. If a student becomes aware of information on a test, the student has the responsibility to make the teacher aware of the information that has been given out making the question(s) invalid. Failure to report the information will be considered willfully obtaining information prior to a test (cheating).
2. Understand the definition of cheating and implications of choosing to cheat.
3. If a student sees someone cheating in classes, it is his/her responsibility to make the classroom teacher aware of the incident.

BUS MISBEHAVIOR

Riding a school bus is a privilege. In order to maintain this privilege, students must follow all bus rules, respect the driver and other passengers, and maintain a safe environment at all times.

Any student who wishes to ride a bus other than the one they are assigned must first obtain a pass in the High School office. Parent permission will be required.

A. SCHOOL BUS RULES

The following rules are in place on each bus for the student's safety.

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco, drugs, or look alike devices.
9. Do not bring any weapons or dangerous objects or look alike on the school bus.
10. Do not damage the school bus.

B. RULES AT THE BUS STOP

1. Get to your bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.

3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal you before crossing the street.
9. No fighting, harassment, intimidation or horseplay.
10. No use of alcohol, tobacco, drugs or look alike devices.

C. DISCIPLINARY ACTION

- 1st offense - warning
- 2nd offense - may result in a 5 day suspension from riding the bus
- 3rd offense - may result in a 10 day suspension from riding the bus
- 4th offense - may result in a 20 day suspension from riding the bus
- 5th offense - may result in a suspension from riding the bus for the remainder of the school year.

D. OTHER DISCIPLINE

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

E. VANDALISM/BUS DAMAGE

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

DETENTION RULES AND PROCEDURES

Any student with unserved detention period(s) may not participate in extracurricular activities until ALL detentions have been served.

1. Detention begins at 3:10 p.m. Anyone who arrives after that time will not be admitted nor given credit for any served, The detention period will end at 4:00 p.m. Each detention period assigned will be for a minimum of 50 minutes unless specified otherwise.
2. Detention will be held each day after school Monday through Thursday. Detention will not be held on Fridays.
3. Detention can be served only after school unless special arrangements are made with and approved by the principal.
4. The following procedure will be used in assigning detention:
 - a. Each detention must be served within two days of its assignment (counting the day detention is assigned as the first day). Detention periods must be served consecutively.
 - b. Any variation from this time schedule must be requested from and approved IN ADVANCE by the principal.
5. The following consequences will occur if a student shows up late or forgets/refuses to report for detention:
 - a. One period of detention added for the first day in which the student does not report. No participation in extracurricular activities will be allowed.
 - b. Another period of detention will be added on the second day of no-show. No participation in extracurricular activities will be allowed.
 - c. After the third day of not reporting, the student will be placed on suspension the following school day, unless an alternative plan is set up with the high school principal. Parents will be notified. The same consequences will apply if the student does not report the fifth day. No participation in extracurricular activities will be allowed. Assigned detention periods will not be satisfied by the suspension and still must be served.
 - d. Any student who continues to refuse to serve detention after five days will be placed on suspension with parental conference.
 - e. Students having unserved detention periods and/or assigned detention after regular after-school detention has ended for the school year must serve remaining time at a make-up day scheduled after school ends. Those students who do not report on that day must make arrangements with the office to serve during the summer before the next school year begins. Unserved detention time at the start of the next school year can be basis for

Suspension.

6. Students must bring work in sufficient quantity to keep them occupied the entire period. Students not bringing work will not be admitted or an alternative task could be assigned. This will be up to the supervisor or principal.
7. No listening to headphones will be allowed. Talking to another student, sleeping and leaving the room during the period are also not allowed.
8. Students violating any of the detention rules will be asked to leave and no credit will be given for the period regardless of the amount of time already passed.
9. A parental conference will be scheduled to consider alternative measures for any student who accumulates an excessive number of detention periods.

IN-SCHOOL SUSPENSION OBJECTIVES AND PROCEDURES

Students can be suspended from the regular school program only through the procedures outlined in the Pupil Fair Dismissal Act of 1974 as amended. Rather than “out-of-school suspension” in some cases, the principal will assign an “in-school suspension”. Suspended students are to report to the main office to receive work and be assigned a location to serve their day (s) of suspension.

While suspended, in “in-school suspension” the student will work on class work assigned by the classroom teachers. The student’s physical movement would be restricted to the “in-school suspension” area and all social contacts provided by the normal school would be taken away. Students in “in-school suspension” will eat lunch in the location they were assigned to serve the suspension or in the main office.

INSTRUCTION:

Prior to the student beginning to serve the time assigned in “in-school suspension,” all of the student’s classroom teachers will be notified of the suspension and are requested to provide the office with the student’s assigned course work for duration of the suspension. Instructors are urged to make every effort to directly relate all assignments to the unit of study in progress in the regular classroom during the student’s suspension.

OBJECTIVES:

1. To reduce the number of suspensions.
2. To diminish the number of students repeating certain offenses.
3. To eliminate student satisfaction with being sent home; students suspended because of attendance problems often consider an “out-of-school suspension” a reward rather than a punishment.
4. To provide direct supervision while being suspended.
5. To provide an opportunity for keeping up with class work while being suspended.
6. To provide an opportunity to learn skills that can help improve behavior.

ATTENDANCE PROCEDURES/STUDENT ATTENDANCE

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

Students who miss class to participate in a school sponsored activity, including extracurricular, are not considered absent. If a student misses a regularly scheduled class due to a school sponsored activity, they will be allowed one extra school day to submit assignments, take quizzes, or tests.

Student’s Responsibility

It is the student’s right to be in school. It is also the student’s responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student’s responsibility to request any missed assignments due to an absence.

Parent or Guardian’s Responsibility

It is the responsibility of the student’s parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Excused Absences—It is requested that a parent call the high school office to report the absence of a student. Such calls should be made between 7:30 a.m. and 8:10 a.m. At (320) 358-4795. Parents are reminded to notify the school on the mornings when

you will be absent. Otherwise, a call will be made to determine if you are absent for a valid reason. A student must be in school no later than 11 a.m. in order to participate in extracurricular and evening activities. These are examples of excusable absences: family emergency, personal illness, immediate support of family, and death in the family.

Upon returning to school after an absence, the student shall report directly to the office with a written excuse signed by a parent or guardian. This excuse must state the length and reason for the absence. This procedure applies to all students who are enrolled regardless of age. The school will not accept student-written excuses.

Verification of Absences–At irregular intervals the school will verify with parents, doctors, colleges, etc. that the absence are correct as reported by the student.

Unexcused Absences– An unexcused absence is one in which an excuse is provided, but is not acceptable to the school administration. Students may receive no credit for any work in classes they have missed during an unexcused absence. A written excuse from the parent does not automatically mean an excused absence. Examples of excuses for absences which will be considered unexcused include; “personal reasons” without additional written or verbal explanation; “working”, “shopping”, “hair appointment”; or similar activities which can be scheduled outside of school hours, etc. The final decision in accepting or not accepting an excuse rests with the building principal.

Truancy–A truancy occurs when a student is absent without authority of parents or school. The consequences for truancy include: (1) Make up time missed in detention and (2) Loss of credit for work in classes skipped. Additional truanies will carry increased consequences which may lead to referral to the County Attorney’s Office.

TRUANCY INTERVENTION GUIDELINES

The Chisago County Attorney’s Office is working collaboratively with social services, schools and law enforcement to intervene early in the truancy cycle. Avoiding court by getting help before truancy becomes a problem is the preferred way of handling these issues. However, to ensure compliance with Minnesota law, the Chisago County Attorney’s Office has implemented a countywide Truancy Protocol. It is our goal to keep children in school and build a more educated populace.

DEFINITION OF TRUANT

A child between the ages of 12 and 16 is considered truant if he or she is absent without legal excuse for three or more class periods on three days. Children ages 16 and 17 will be considered truant if they have not lawfully withdrawn from school with their parent’s permission. When a child has three unexcused absences, the school will begin the initial intervention and will notify the parent or guardian that the child is a “continuing truant” under the law. When the child has seven unexcused absences, he/she will be considered “habitual truant” and the student will be referred to the Chisago County Attorney’s Office for referral to Court.

7 - 10 Excused Absences: *School to send a warning regarding excessive absences
 *Request for doctor’s notes or nurses assessment for any future absences due to illness

10+ Excused Absences: *School to impose Mandatory Doctor’s Note or Nurse’s Assessment requirement
 *Failure to produce a Doctor’s note or Nurse’s Assessment will result in an unexcused absence
 *If absences reach threshold number, referral to Court

Pre-Excuses – To obtain advance permission for legitimate absence, the student must bring a written request from either a parent/guardian or parent/guardian phone call. A makeup slip will be issued and must be signed by the teacher in each class. Makeup work is the responsibility of the student and must be submitted immediately after the absence.

Family Trips – Per board policy, family trips will be considered an unexcused absence. However, students will be granted limited Excused Absences. (1) To be considered a limited excused absence, the student’s parent or legal guardian may be asked to verify, in writing, the reason for the students absence from school. (2) A maximum of (5) limited excused days may be used during the school year. Subsequent absences will be unexcused.

Makeup Work – Students who have been absent are permitted and expected to make up their work. Arrangements for makeup work must be made with each teacher immediately upon returning to school. A reasonable amount of time is given to the student to make up the work that is missed. A period of two days for each day missed will generally be the rule, unless mutual agreement is made between the student and the teachers. For example, if a student is absent Monday and returns Tuesday, he/she would have Tuesday and Wednesday to make up the work. Please note that the makeup work guidelines do

not apply to longer-term activities/projects assigned earlier with a specific due date. It is the student's responsibility to work with his/her instructor to see that the work is completed and submitted in accordance with the instructor's expectations.

Tardiness – High school gives students the chance to develop habits of punctuality for the working world in which lateness can mean a reduction in wages or possibly loss of a job. If an instructor detains a student so that he/she may be late for his/her next class, it is the student's responsibility to secure an **E-Hall Pass** from his/her previous teacher. Four minutes passing time is allowed between classes. Tardiness is determined by the teacher, except at the beginning of the school day. If you are not in school by ~~8:15 a.m.~~ **8:10 a.m.** or do not get to your first class in time, report immediately to the office for an admit slip. Students who are late to school because of car problems will be given an unexcused absence. Because the district provides bus transportation, students who choose to use alternate means of transportation do so at their own risk.

Unexcused Tardiness – Students who have two or more unexcused tardies in a quarter will be assigned to one hour detention. Excessive tardies will be referred to administration and additional consequences will be given. Students who are late to school because of oversleeping are permitted one excused tardy for this reason during the school year. The excused tardy can be used only for first period. Tardiness beyond first period will be unexcused. Any further "oversleeps" will also be unexcused.

EXCUSE FROM PHYSICAL EDUCATION

An excuse from physical education shall be granted only after the instructor has received a certificate signed by a licensed doctor of medicine stating that the pupil is physically unable to take such training. This certificate will be presented to the instructor and to the office. From time to time an individual will be excused for a period or two if a parent's requests in a note.

RCHS ACADEMIC ELIGIBILITY PROCEDURE

The purpose of this procedure is to ensure all students who participate in extracurricular activities are on track to graduate, they are successfully progressing through all of their classes or receiving support, and they are actively working toward academic success in all classes. This procedure is intended to motivate students, promote school connectedness, school spirit, academics, and a positive building climate.

In accordance with Minnesota State High School League (MSHSL) rule, any student who is not on track to graduate is ineligible. Students with an individualized education plan (IEP) or 504 plan are eligible if they are making progress toward the goals outlined in their plan.

On a weekly basis student grades will be reviewed by school personnel. If a student has a failing grade in the same course over two consecutive grade checks or their final course grade is an incomplete or an F, they become ineligible. Students may remain eligible by attending at least one Directed Study session every school day until they are passing.

Students who are ineligible will remain ineligible until they satisfy one of the following conditions: A weekly grade check indicates a passing grade for the course. (or) The student provides the Guidance Office with a grade report indicating they are passing/passed. (or) Upon completing five consecutive days of directed study upon receiving an incomplete or failing end of term grade.

The expectation for teachers is that grades are updated online weekly. Students are to be patient with teachers regarding grading of assignments. It is acceptable for the grading and online reporting of a grade to take up to five school days. Directed study sessions will be from 7:15 AM to 8:05 AM and from 3:10 PM to 4:00 PM. Students must be on time, well behaved, and on task the entire period for the session to be considered completed.

Weekly grade reports will be run on Wednesday mornings, ineligible students and their coaches or advisors will be notified throughout the day. Directed study will be required beginning the following day (Thursday) in order for a student to remain eligible. Failure to complete at least one directed study session every school day will result in the student being ineligible until they are passing the class or they complete five consecutive days of directed study; after which they are eligible to participate as long as they complete at least one directed study session per day. Additionally, students who are eligible because they are attending directed study on a daily basis, must make progress towards passing at each weekly grade check or they become ineligible until progress is made.

ITV, and PSEO courses are subject to this procedure. It is the student's responsibility to provide the counseling office with weekly grade reports.

For the purpose of this procedure extracurricular activities include: all athletic teams, jazz band, speech, drama, show choir, and knowledge bowl. This procedure does not include vocal and instrumental music performances that are a graded portion of a RCHS course.

Participants in extracurricular activities may be held to additional standards by the coaches or advisers of an activity in addition to this procedure.

SCHOOL ACTIVITIES

I. PURPOSE The purpose of this policy is to impart to students, employees and the community the school district's policy related to the student activity program. Students in extracurricular activities, governed by the Minnesota State High School League, must follow the rules of eligibility as outlined by the League and the local Board of Education.

II. GENERAL STATEMENT OF POLICY School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development. The addendum, Student Activities: Philosophy and Goals, is included to further clarify policy in this area.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. It shall be the responsibility of the superintendent to disseminate information needed to inform students, parents, staff and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities. E. The superintendent shall be responsible for conducting an annual evaluation of 510-2 school activity programs and presenting the results and any recommendations to the school board.

LETTERING RULES AND REQUIREMENTS

1. The student-athlete must meet the requirements for that individual sport.
2. Lettering and ineligibility due to a MSHSL Rules violation will be at the discretion of the head coach for that sport.
3. The student-athlete must attend all practices and meets/games unless excused by the coach. Legitimate absence from school is considered excused.
4. Student-athletes who are injured may letter at the coach's discretion with the approval of the athletic director.
This applies to those who have not already met their sports requirements.
5. The student-athlete's contribution to their team may be taken into consideration.
6. The student-athlete must be recommended by the head coach of their sport to the athletic director

Click on the following links for more information:

[Athletic/Student Parent Handbook](#)
[GRC Constitution](#)

AFTER SCHOOL ACTIVITIES

All after school activities or evening meetings, practices, trips, or social gatherings that involve students and are a school sponsored or supervised activity, must be scheduled and cleared with building principal.

DANCE AND PARTY REGULATIONS

High school parties may be sponsored by organizations in the school but approval from Mr. Rood and Mrs. Wagener is required completing the Party Request Form with the proper specified approval signatures. Attendance at parties will be

limited to students at Rush City High School, unless guests have been pre-registered in the office (one guest per student). Guests may be invited to the Homecoming Dance and/or the Junior-Senior Prom. Students in grades 7 & 8 are NOT Eligible to attend the Homecoming Dance or the Junior-Senior Prom. Students in Grade 9 may attend the Homecoming Dance and may be invited to the Junior-Senior Prom. ~~Party Request Forms and regulations may be obtained from the Principal's Office.~~

Please note: Any student dancing in a manner which is determined to be inappropriate by chaperones may be asked to leave.

STUDENT COUNCIL

The high school student council is composed of students selected by the student body to represent it in working with the faculty and administration in developing the best school possible. The council will meet regularly under the leadership of the president and advisor. Because the student council represents all students, members of the student body should keep informed regarding its program and make their wishes known through its elected representatives.

ACCIDENTS

If a student is hurt in an accident during school time, she or he must tell her/his teacher right away.

EMERGENCY SITUATIONS

If parents cannot be reached, IN CASE OF EMERGENCY, OR ANY ACCIDENT DEEMED SERIOUS IN NATURE, school personnel will make arrangements to transport the child to an appropriate medical facility. In the best interests of students, it is absolutely vital for parents to complete and sign an EMERGENCY FORM during the first week of school, containing all pertinent names and telephone numbers. Unlisted phone numbers will be kept strictly confidential. Please list persons who will care for the child in case the parents cannot be reached. These are people who are available to get a child in case of emergency or illness and can provide transportation for your child.

MEDICATION PROCEDURES

The purpose of administering medications in school is to assist students who require medication to be taken during school hours to maintain an optimal state of health and, therefore, enhance their education program.

All medication will be stored in the health office following state law procedure and will be given under the direction of the school nurse. A parent/guardian must bring the required daily medication to the health office. No medications can be stored in student desks, backpacks or lockers except by arrangement with the school nurse with a medical provider's order. Rescue inhalers, epipens and over-the-counter pain medications may be kept in the student's locker or on his/her person as indicated by the parent, guardian, medical provider, or school nurse.

Parents/Guardians are required to supply the medicine in the original container labeled by the physician or pharmacy. The container will be labeled with the student's name, name of medication, dose to be given, frequency or time it is to be given, the name of the prescribing physician and the date of the medication.

LONG TERM MEDICATIONS

Medications prescribed for more than two (2) weeks require a written statement from the physician, who will indicate:

- 1) The child's legal name.
- 2) The name of the medication.
- 3) The dose (frequency and time of day medication is to be taken).
- 4) The date (starting and ending) the medication is to be given.
- 5) The reason the medication needs to be taken (diagnosis).
- 6) The possible side effects.

This information can be provided using a school medication authorization form (available upon request), or on a form provided by the medical clinic/provider. Information must be updated before the start of each school year. Parents must also sign an authorization for school staff to administer the medication at the appropriate time during the school day, either on the form provided by the medical provider, or on the school's medication authorization form.

SHORT TERM MEDICATIONS

Over-the-counter or prescribed for less than two (2) weeks require a written statement from the parent/guardian giving permission to give the medication in school. The statement must include:

1. The child's legal name.
2. The name of the medication.
3. The reason for the medication.
4. The dosage (if dosage is greater than manufacturer's recommendation, then a prescription form signed by your healthcare provider is requested.)

5. The start and ending date the medication is to be given.
6. The time of day the medication is to be given.
7. Parent's legible signature.

SCREENINGS

Hearing/Vision: Each school year vision and hearing screening tests are given to children in certain grades. Scores are recorded on health records, and referrals for necessary follow-up for some children are given to parents. Parents are encouraged to watch school newsletters for the dates of these screening tests, and report to the teacher any pre-existing health conditions that may affect the outcome of these tests on that particular day.

CONTAGIOUS ILLNESS

The Minnesota Department of Health has regulations for communicable diseases. If your child contracts any contagious illness such as chicken pox, fifth disease, impetigo, head lice, mononucleosis, conjunctivitis (pink eye), pinworms, Reye's Syndrome, ringworm, scabies, **COVID-19**, or strep, please report this to the health office.

COVID-19 UPDATES

As guidelines for exclusion from school change, please refer to our district website for the latest information on COVID-19 and school programming.

AUTOMATIC EXTERNAL DEFIBRILLATORS

Automatic External Defibrillators (AED's) are located in two areas: in a cabinet next to the principal's office and near the custodian's room/food service area in the high school building.

IS MY CHILD WELL ENOUGH TO GO TO SCHOOL?

Many parents have questions about when to keep children home or send them to school. The following information is intended to help parents with this decision.

Generally, a student should remain at home if he or she:

1. has a fever of 100° or higher within the past 24 hours.
2. is vomiting or has diarrhea.
3. has any rash that may be communicable (check with medical provider if unsure).
4. has an uncontrollable cough.

Please call the high school office to inform staff and your student's absence as soon as possible. If you have any questions regarding the above information or your child's illness, please call the school nurse or your family physician.

COMMON PEDIATRIC ILLNESSES:

CHICKEN POX

Symptoms: Slight fever, general feeling of illness, rash resembling water blister appearing after 3 to 4 days. Rash begins on the chest, back, under the arms, neck and face. Scabs appear later.

Incubation Period: 2 to 3 weeks.

School Action and Period of Communicability: (1) Exclude from school until vesicles are dry and crusted—usually 7 days from appearance of rash. (2) Contagious 5 days before eruption and no more than 6 days after last crop of vesicles.

Mode of Transmission: Virus is spread directly from person through discharge from the nose and mouth, also indirectly by articles freshly soiled from nasal and oral discharges. Readily communicable. One attack usually confers immunity. Children on immunosuppressant drugs are at high risk.

COLD SORES (HERPES SIMPLEX)

Symptoms: Vesicles usually appear on the lips, but may occur anywhere on the skin or in mucous membranes.

Incubation Period: 2 to 12 days.

School Action and Period of Communicability: (1) No restriction (2) May be communicable as long as 7 weeks after lesion appears.

Mode of Transmission: The virus is transmitted by direct contact with saliva of the infected person, a majority of whom have unapparent infections.

COMMON COLD

Symptoms: Acute upper respiratory signs including watery eyes, sneezing, runny nose, general feeling of illness.

Incubation Period: 12 hours to 3 days.

School Action and Period of Communicability: (1) Restrict if clinically ill. (2) Communicable 24 hours before onset and for 5 days after nasal involvement.

Mode of Transmission: Virus is spread directly through coughing, sneezing and explosive manner of speech in which droplets are cast indirectly through hands or articles freshly soiled by discharges of an infected person.

FIFTH DISEASE (ERYTHEMA INFECTIOSUM)

Symptoms: No fever. Rash on cheeks (slapped face appearance), spreads to extremities and trunk. Rash exaggerated by exposure to sunlight or heat.

Incubation Period: 6 to 14 days.

School Action and Period of Communicability: (1) No restriction from school. (2) Period of communicability uncertain, usually subsides in 1 to 2 weeks.

Mode of Transmission: Unknown. Assumed to be person to person through droplet infection.

INFLUENZA

Symptoms: Chills, body aches, headache, fever, sore throat, followed by cough, running nose and possible stomach ache.

Incubation Period: 24 to 72 hours.

School Action and Period of Communicability: (1) Exclude from school until clinically well, usually 2 to 7 days.

Mode of Transmission: Virus is spread directly through coughing, sneezing and contact with nose or throat discharges of patient. Possible airborne.

IMPETIGO

Symptoms: Blisters, pustules rapidly covered with honey-colored crusts.

Incubation Period: 4 to 10 days, occasionally longer.

School Action and Period of Communicability: (1) Exclude from school until under treatment with antibiotics for at least a full 24 hours, or until lesions are dry. Cover during school day.

Mode of Transmission: Bacteria spread by direct contact with the person or with articles freshly soiled with discharges from the nose or throat of patient; airborne transmission also occurs.

LICE (Pediculosis)

Symptoms: Infestation of the head, hair or other hairy parts of the body with lice or nit. Public (crab) lice usually infect the pubic area.

Incubation Period: Variable. Eggs hatch in 1 week.

School Action and Period of Communicability: (1) Considered communicable as long as eggs (nits) are attached to the hair and untreated or crawling lice. (2) Advise exam and treatment of household contacts for nits or lice. (3) When appropriate, schools may exclude until all nits are removed.

Mode of Transmission: Lice transmitted primarily by direct contact with infested person(s). Lice can also be transmitted through combs, brushes, bedding, and wearing apparel. Animal lice are not transmitted to humans.

MONONUCLEOSIS

Symptoms: Fever, sore throat, swollen lymph glands (neck) and tiredness.

Incubation Period: 4 to 6 weeks.

School Action and Period of Communicability: (1) Restrict only according to doctors orders. (2) Period of communicability unknown.

Mode of Transmission: This virus is spread by respiratory route.

PINK EYE (Conjunctivitis)

Symptoms— Bacterial: Pink or red conjunctiva with pus that causes matting of the eyelids; pain or redness of eyelids.

Viral: Pink conjunctiva with clear watery discharge and without pain or redness of eyelids.

Allergic: Red conjunctiva with clear yellow drainage and watery eyes.

Chemical exposure: Red conjunctiva with burning, watery eyes.

Incubation Period: 24 to 27 hours.

School Action and Period of Communicability: Bacterial (with pus): Exclusion until 24 hours after treatment begins. Viral (without pus): no exclusion.

Mode of Transmission: Most are viral in etiology, some bacterial. May be spread through contaminated fingers, clothing, eye makeup applicators, other articles.

PINWORMS

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Symptoms: Itching of anal region, sometimes disturbed sleep and irritability. Incubation Period: 4 to 6 weeks.

School Action and Period of Communicability: (1) Exclude until 24 hours after treatment has been started. (2) Communicable as long as worms are present in the intestines.

Mode of Transmission: Parasites primarily transferred directly from other infected person especially children by hand from the anus to mouth. Pinworms of animals are not transmitted to humans.

REYE'S SYNDROME

Symptoms: Sudden onset of violent vomiting, mental confusion, extreme sleepiness, very fatigued, twitching or jerking movements, hostility, coma. Incubation Period: 1 to 7 days following viral infection (cold, flu, chicken pox).

School Action and Period of Communicability: (1) If one or more symptoms appear, call a physician immediately. (2) Go to emergency room or hospital. (3) Do not give aspirin or aspirin substitutes. (4) Exclude from school until clinically well.

Mode of Transmission: Usually follows a viral infection. It is not contagious. Cause unknown. No prevention. Requires immediate attention at onset of symptoms. Most common in young children

RINGWORM BODY (Tina Corporatism)

Symptoms: Ring-shaped or irregular lesion with elevated vesicular or scaly borders.

Incubation Period: Body: 4 to 10 days. Scalp: 10 to 14 days.

School Action and Period of Communicability: (1) Exclude from school until verification of treatment. (2) Communicable as long as fungi can be recovered. **Mode Of Transmission:** Contact with a person or animal infected with the fungus or its spores, and by contact with contaminated articles.

SCABIES

Symptoms: Itching, scratch marks or burrow marks. Common sites are thighs, belt line, wrists, elbows, webs of fingers. Scratching may cause secondary infections or rash.

Incubation Period: 2 to 6 weeks.

School Action and Period of Communicability: (1) Exclude until 24 hours after treatment has been started. (2) Communicable until treated.

Mode of Transmission: Mite is transferred by direct skin contact with an infected person, and to a limited extent, undergarments or soiled sheets freshly contaminated by an infected person.

STREP THROAT (Scarlet Fever)

Symptoms: Fever, sore throat, headache, nausea, vomiting, possibly fine rash.

Incubation Period: 1 to 3 days

School Action and Period of Communicability: (1) Exclude from school until at least 24 hours after antibiotic treatment is started and until child is without fever for 24 hours and clinically well. (2) Communicable until 24 hours after treatment is started. **Mode of Transmission:** Bacteria is spread directly from nose and throat discharges of infected persons

WHOOPIING COUGH

School Action: (1) Exclude from school until after 5 days of antibiotic treatment.

IMMUNIZATIONS

Minnesota Statute 1980, Section 123.70 requires that all children who are enrolled in a Minnesota school will be immunized according to current standards.

Proof of immunizations by parents is acceptable. Physician's records will not be required but will be accepted. All parents should keep accurate records of their child's immunizations. Records of immunizations and/or notarized copy of medical or conscientious objection must be in the health office by the first day of school. Students not current or exempt will be sent home.

PHYSICAL EXAMINATION RECOMMENDATIONS

Continuous health supervision of children from birth through high school is the aim of those concerned with the health of the school child. It is recommended, not required, that children entering Kindergarten and 7th Grade have a complete medical examination. A physical is required before entering sports in 7th grade and every 3 years thereafter.

HEALTH CONCERNS

If your child has any health concerns, update the school nurse on a yearly basis using the emergency form or by phone call or email. Please notify the health office of any changes during the school year.

SCHOOL HEALTH PERSONNEL

There is a school nurse who is responsible for coordinating the health services for your child, but it is not in the school buildings on a full time basis.

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS:

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around the district's buildings.

Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
3. Utilization of non-chemical measures such as traps, caulking and screening.
4. Application of EPA registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments are available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule. If you have any questions regarding our Pest Management Program or would like a copy of the inspection/treatment schedule, please contact **Nathan Sorgert** at (320) 358-1393.

2020-2021

Coaches

Handbook

Coaches/Advisors Handbook

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COACHES CODE OF ETHICS from the
NATIONAL FEDERATION COACHES ASSOCIATION

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse. The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members.
- The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with other school officials and groups.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give student-athletes special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

ACTIVITIES PHILOSOPHY

We believe that interscholastic activities are an integral part of our school's educational program. Rush City student activities are considered co-curricular to our classroom programs as they are treated as an extension to the classroom. Participation in activities and the experiences that come with it aim to help develop boys and girls physically, mentally, socially and emotionally. While the spirit of competition and winning is inevitable, it should be controlled to the point that it does not determine the nature of the programs. We want to prepare students for a competitive society and foster good citizenship through leadership opportunities, competition, and sportsmanship.

FORWARD

This handbook has been prepared to assist in the administration of activities for the Rush City High School. Each coach in every sport should make it a priority to read this handbook each year before practice starts. Many problems that could arise can be avoided and coaches will have more time for their activities.

OBJECTIVES OF PARTICIPATION

1. To provide a positive image of school athletics/activities at Rush City High School.
2. To always strive for playing excellence that will produce competitive teams within the bounds of good sportsmanship and the student's mental health.
3. To ensure growth and development that will raise the number of individual participants.
4. To provide opportunities that will allow the program to serve as an opportunity where students may cope with problems and handle situations similar to those encountered in our current society. Opportunities to include:
 - a. Physical, mental and emotional growth and development.
 - b. Acquisition and development of special skills.
 - c. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
 - d. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that encourage for winning and losing graciously.
 - e. Achievement of initial goals as set by the school in general and the Individual.
 - f. Provisions for worthy use of leisure time in later life.
5. To provide a quality program that includes appropriate activities for every boy and girl.
6. To provide activities which offer the greatest benefits for the greatest numbers.

7. To create a desire to succeed and excel.
8. To provide for the students' worthy use of leisure time now and in the future.
9. To practice self-discipline and emotional maturity to make decisions under pressure.

DUTIES AND RESPONSIBILITIES FOR ALL COACHES

Coaches are reminded that we operate under multiple sets of rules and regulations, each supplementing the other. They are:

1. The MSHSL Handbook,
2. The Constitution of the Great River Conference
3. The Constitution of the Two River Conference
4. The Constitution of the Northeast Football District
5. The Constitution of the Granite Ridge Conference
6. The Regions of the MSHSL that govern our activities
7. The Rush City School District Policies

Any coach in charge of an activity at any level will be expected to maintain a high degree of integrity for carrying out assigned duties and responsibilities.

A. COACHES' DUTIES:

1. Be certain that each student/athlete has a **medical examination** as per school policy before he/she practices (physicals are good for 3 years).
2. Be sure that each student/athlete has an **eligibility form** signed by parent/guardian and student, **parental permission** form, and **insurance waiver** or other coverage on File.
3. Be the first to arrive and the last to leave your area of supervision.
4. Follow the locker room security procedures listed :
 - a. Do not give your keys to any student.
 - b. Assign locks and instruct athletes on how to properly lock their lockers. Keep an accurate record of locks, combinations and locker assignments.
 - c. Make sure no student is in the locker room without supervision.
 - d. Check to be sure that lights and doors are secure before leaving.
 - f. Make sure all equipment is stored correctly and locked away.
5. Coaches should be dressed appropriately during practices, games, and travel.
6. Coaches should demonstrate complete loyalty to each other.
7. Check all players for eligibility on a weekly basis.

8. At your first practice, hold a team meeting to fully explain the Athletic Eligibility information bulletin. Spell out, in very specific terms, the dangers and possible injuries that may occur in your sport. When going over eligibility information, emphasize to your athletes that “behavior” issues with athletes is the Principal’s decision. If there are behavior issues that are not covered by the Minnesota State High School League, it is entirely up to the high school principal to assess an appropriate penalty. The penalty may be more or less severe than league Penalties. Discuss your expectations of each participant and your lettering policy.
9. Prepare a complete roster of players (include necessary information for opponent’s game programs) and turn into the Activities Director as soon as this information is known.
10. Prepare a manifest of passengers for each away bus trip and present it to the Driver.
11. The coaches main concern should be the health and welfare of the participants. Have first aid equipment available at all times. Handle all injuries with care and report to athletic trainer if necessary. Immediately inform the Activities Director of all serious injuries.
12. To emphasize victory with honor and losing with grace. Any act of unsportsmanlike conduct reflects on the entire Rush City Athletic Program.
13. Coaches should not emphasize their sport/activity at the expense of other Activities.
14. All coaches should encourage students to go out for the activity of their choice.
15. All coaches should encourage their teams to support other Rush City teams.
16. Coaches should support the principal and assist all faculty who have concerns with a student participant in a given activity.
17. If one of your athletes is on the verge of being dismissed from your team, it is the responsibility of the coach to contact the parent and arrange for a face to face meeting with the parent or parents. **Please be specific and document.** The athlete will not be allowed to participate until the meeting is held. Example: Your rule is, three unexcused absences and you are off the team. After the second unexcused absence, arrange for the meeting.
18. The coach must conduct and document an emergency evacuation drill during their season and give the Activities Director copies of this.
19. Complete all requirements on the MSHSL webpage including the requirements found in the Coach’s Clipboard section of the page **(including Emergency**

Action Plan).

20. Report and MSHSL violations to the school administration.
21. All coaches will be diligent in educating students regarding the school district policy regarding hazing and the potential consequences for students engaging in this inappropriate act.
22. To fully explain to your student athletes what their responsibilities are during the time period they are waiting for their rides to come while in the commons area. ~~If the students will not or do not accept this responsibility, It may~~ **will** be necessary to have coaches supervise this time period.
23. **To wash team uniforms after each contest using school laundry facilities.**
24. To collect and make sure all school equipment and uniforms/warm ups are turned in at the end of their season. Report any missing items to AD.
25. To check your equipment to see that it meets proper safety guidelines and that it is marked or numbered before being issued and to assume responsibility for all equipment furnished by the school in the sport coached.
26. In order to minimize the health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement solely for performance-enhancing purposes. School personnel and coaches should not dispense any drug, medication or food supplement except when the student is under the care of a doctor and only as prescribed. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.
27. All coaches should get a PO number from the AD before ordering any equipment or awards. If this does not happen, you are responsible for getting the invoice to the AD for it to be paid on time.
28. Monitor and follow Rush City High School Academic Procedure as set forth in High School Student Handbook.

B. COACHES' RESPONSIBILITIES FOR OUT OF TOWN CONTESTS :

1. WEEKLY ACTIVITIES SCHEDULE : All Activities schedules are entered in the rschool scheduler calendar which is on the district website. All bus schedules, game times, and sites are included. These should be reviewed and posted. Be sure to inform Activities Director immediately if there are any corrections to be made. It is your responsibility to know the schedule and communicate it to all the team members and parents in advance.

2. **TRANSPORTATION PROCEDURES:** It is extremely important that you adhere to the following procedures throughout the season:

- a. Prior to the day of away contests, confirm arrangements with the AD verifying time and destination
- b. The coach is responsible for ensuring that the student/athletes give school faculty adequate and appropriate notice when the trip results in lost class time.
- c. Hold a group meeting before each departure to firm up general directions. Have each player check equipment and assume responsibility for it throughout the trip.
- d. When section, and state contest information becomes available, inform the AD.
- e. Prepare, in advance, a checklist of needed equipment.
- f. Coaches and players must help keep the bus clean. Make sure clear expectations are communicated with the players prior to bus trips.
- g. Make provisions for safekeeping of all valuables. School issued locks should not leave the school. Possibility may be a valuable bag kept by bench.
- h. The coach or designated assistant should check the dressing rooms, hotel rooms, restaurant and bus as soon as the athletes have left the facility. This will help prevent the loss of clothing and equipment and give the coach information as to the condition of the property.
- i. When players arrive back at school, the coach must be sure that each individual has a way home. Try to turn injured players personally over to the athlete's parent.
- j. Impress upon the students that rowdiness and the use of obscene language or gestures will not be tolerated. Set the standards of behavior and hold to them. Including the bus trips.
- k. Athletes not using School provided transportation to the game - The student must get prior approval from the AD or Principal. For the trip home after the game, permission is to be granted only if after the game the parent give a signed note to the coach. No athlete is permitted to ride home with anyone other than their parents unless alternative transportation has been approved in advance by the AD or Principal.

3. **VAN PROCEDURES:** Since the vans are used for a variety of athletic events as well as other school functions, it is necessary to make reservations for use well in advance. **All van reservations must be turned into the AD or District**

Office at least 3 weeks prior to the date that the van will be needed.

The maximum number allowed to travel in ~~the van #34 is 6 plus the driver, in the Van~~ vans #30, #35, #36, and #37 and #32 is 9 plus the driver and the lift van #33 is 6 plus the driver.

Training will be provided yearly for van operation and must be completed by all staff who plan to drive a van. The district has an employee designated to inspect the vehicles on a daily basis. This person will perform routine maintenance and upkeep. For most trips, vehicles do not need to be refueled when returning from an event, though if you return from an event late in the evening and the vehicle will be departing again early the next morning, you may be asked to fill the gas tank. If this is the case, you will be instructed how to do so.

The following procedures must be followed when using the vehicles:

- a) Make arrangements with AD to get the van.
- b) Fill out the Pre-Trip Inspection form when using the vans.
- c) All passengers must wear seat belts.
- d) If it is necessary to refuel, all passengers must get out of the vehicle.
- e) Vehicles should be cleaned after each use and all equipment removed.
- f) Report any procedural or mechanical problems to the AD.
- g) Be sure to fill out odometer reading sheet.

****IN CASE OF AN ACCIDENT****

- A. Obtain medical assistance if needed. Notify the parents immediately.
 - B. Notify the police and obtain an accident report.
 - C. Notify the Activities Director.
 - D. Complete an accident form upon your return to the high school.
4. USE OF OPPONENTS' DRESSING FACILITIES :
- Coaches should discuss with team members the appropriate conduct when using the dressing facilities at the opponent's site. Note the general condition of the dressing room both upon arrival and departure to prevent the chance of vandalism. It may be necessary at times to hold a bag inspection after returning from a trip to check for souvenirs taken by players. Coaches should ask to have their dressing room locked during the activities. Carrying out these procedure may save the school and district some unfavorable publicity.

5. OVERNIGHT TRIPS :

All overnight trips require a designated chaperone that is the same gender as the students he/she is chaperoning. These individuals, as part of their duties, should check the hotel rooms, and any restaurants prior to leaving the facility. This will help prevent the loss of clothing and equipment and give the coach information as to the condition of the property. Coaches need to inform the students of the type of clothing to wear; the address of the hotel or motel where the team is to stay, including phone number; exact time of departure from home and approximate time of arrival home. Encourage the students to inform their parents of these facts.

6. ATHLETE MEAL ALLOWANCE :

Meal allowances will follow the Minnesota State High School League guidelines. The school district will provide meal allowances for athletes that have advanced beyond the entry-level tournament where mileage and time is a factor. There will be no meal allowance for conference or non-conference competition. The amounts are \$5-breakfast, \$5-lunch, \$5-dinner per person.

C. PRACTICES--DAYS & TIMES:

1. "General Comment"-Start on time and end on time. You are not improving your athletic program by jeopardizing your relationship with parents by holding late practices. The less you can disrupt the family dinner hour with practice, the more apt you are to have a favorable reaction from parents to the athletic program.
2. All practices are to be supervised by coaches at all times. If a coach is unable to be present, his/her practice should not be held. PRACTICES SHOULD NOT EXCEED 2 HOURS. Exception: Sports activities that begin in the fall of year before the start of school –football, volleyball, cross country; winter and spring activities may practice longer(within reason) during the first week of the season. Team sports are to be limited to one practice per day during the student school year. Activities may practice twice per day if approved by the Activities Director and the practice is properly supervised.
3. Sunday meetings or practice sessions of squad members are prohibited. Thanksgiving and Christmas should be treated the same as Sunday. Practice during the more extended vacations may be scheduled at the discretion of the coach with the approval of the AD.

4. If practice is going to be cancelled, you must go through the AD prior to that cancellation. Cancellation of practice can affect many things, including rides home.
- 5) Specific starting and ending dates for seasons will be established prior to the season in conjunction with the AD. Coaches will prepare practice schedules for players and parents and the AD. Any cancellations or changes in practice times must be notified to the AD.
6. Severe or Bad Weather: Emergency weather conditions may result in early dismissal or an extended period of school cancellation. Generally, the rule of thumb will be that all practices will be canceled if school is dismissed early, or cancelled.

D. MUSIC DURING ACTIVITIES

Music played during practice and/or prior to a game/match, must be pre-approved through the AD office.

E. UNIFORMS

All uniform designs and colors are to be pre-approved by the AD. Uniforms are defined as game uniforms, practice uniforms, pre-game warm ups, hats, and t-shirts purchased by the school as well as by the individuals under the coach's direction. The policies of the National Federation of State High School Associations, the Minnesota State High School League, and Rush City Public Schools will be considered in all uniform Purchases. Uniform purchases will be made on a rotating basis. **Reminder: All uniforms will be washed by the coaches after each contest using the school's laundry facility.**

F. EQUIPMENT

The school attempts to provide the best and safest equipment money can buy. Each athlete is expected to take excellent care of this equipment. If the equipment needs repair any time during the season, the athlete should notify the coach as soon as possible. The original equipment and uniform issued must be returned by the athlete within one week of the close of the season. The athlete must accept full responsibility for equipment or uniforms issued by the school. If they are lost or damaged, he/she must pay the school for its replacement. When an athlete completes a sport season, he/she will have one week from the final contest to return issued equipment to the coach. An athlete who does not return lost equipment or damages equipment will be

charged for the replacement cost. The participant cannot participate in any other school activities until the item is returned or paid for.

G. FUNDRAISERS

All Fundraisers must be approved by the AD, Superintendent, and School Board.

H. VOLUNTEER COACHES

All volunteer coaches at any level must be cleared through the AD in advance. The head coach must recommend each volunteer. After a successful background check, final approval must be granted from the administration **and school board**. The volunteer coach must meet all the expectations of the MSHSL. (Coaches Clipboard)

I. MOVING JUNIOR HIGH STUDENTS TO HIGHER LEVELS:

This is determined by head coach, activities director, parent/guardian of student/athlete, and athlete. For those activities that have an organized Jr High program, this is necessary for a move up to Varsity/JV. For the activities that only have Varsity/JV levels this is necessary for a move up to Varsity.

J. RESIGNATIONS

A coach who desires to resign from a coaching position should do so in writing at least 90 calendar days prior to the opening date of that activity.

K. FACILITIES

1. Make recommendations to the Activities Director concerning new facilities and improvement of existing facilities.
2. Do all you can to improve and keep your existing facility. This may, at times, involve coaches, managers and players doing maintenance on the facility.
3. If you should encounter an "unsafe" condition at your facility, be sure to report this immediately to the AD.

L. COACHING CLINICS

1. If clinics are conducted during a school day, a day off will be granted for attendance. Must fill out appropriate paperwork and it must be signed by the Superintendent.
2. Allowance for coaching clinics will include school paying the registration fee and

Mileage.

3. Please inform the Activities Director as soon as possible of any clinics you wish to attend throughout the year for budgeting purposes.

M. GENERAL

1. Students must be in school periods 4-7 to practice or participate in an event. No later than 11:00.
2. Students with unserved detentions or suspensions will not practice or participate in contests.
3. Student must be out for a sport within 3 weeks or no participation.
4. If school is cancelled or students are sent home early, there is to be no practice or contests that day or evening. Exceptions may be made for playoff games.
5. Students will be dismissed to attend church functions with no penalty.
6. If a parent confronts you after a game, the following steps should be taken:
 - a. Tell parent you will not talk to him or her for minimum of 24 hours.
(cooling off period)
 - b. Tell parent to call you after 24 hour period to set up meeting at the school.
(coach and parent)
 - c. If meeting between coach and parent does not resolve the problem, a meeting will be set up with the Activities Director in attendance.
 - d. If meeting between coach, parent(s), and Activities Director does not resolve the problem, a meeting will be set up with the Superintendent of schools in attendance.
7. In season sports (senior high) take priority over out of season sports (AAU, Traveling, JO Volleyball, etc.) Any athlete who is out for an in season sport at the senior high level(C-team, JV, Varsity), must attend all practices, games, contests and meets as scheduled. If a practice, game, contest, or meet (in season sport) is postponed and rescheduled, the athlete must attend in season practice, game, contest or meet that is rescheduled, which includes Saturdays. Any athlete who chooses to miss an in season practice, game, contest or meet to attend an out of season sport will **may** be removed from the team.

N. EVALUATIONS

1. All Head Coaches will have an evaluation done by the AD. A meeting will take place after the season to go through this evaluation.
2. Head Coaches will fill out evaluations on all coaches in their programs. They will hold individual meetings with each coach from their program to discuss these

evaluations.

JOB DESCRIPTION FOR HEAD COACHES

The major responsibilities of Head Coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches or may be delegated by the Activities Director.

A PROGRAM RESPONSIBILITIES:

As the Head Coach, he/she :

1. Has full responsibility for the overall supervision/direction of his/her program, including 7th/8th Grade, C Squad, and JV teams. The Head Coach should have meetings prior to and at the end of each season with all lower level coaches to provide direction and feedback.
2. Is responsible to insure the basic philosophies of participation at each level of their respective activities are adhered to.
 - a. The Jr High programs emphasis will be placed on individual fundamental skill development. Season scheduling will be done with the understanding that practice time is as important as competition. As close to equal playing time as possible for all participants will be the expectation unless restrictions are needed for poor attendance or other discipline issues.
 - b. The C-Squad level, if available for the activity, is for those participants who are not ready, as determined by the coaches to handle the requirements of the Varsity and/or JV levels. Playing time is not equal, but emphasis again will be on individual fundamental skill development.
 - c. JV level is considered the final preparatory level before Varsity. Seniors should not participate at this level unless low overall activity participation levels warrant the need so that a JV program can be maintained. Playing time is not equal with emphasis continuing to be on individual fundamental skill development.
 - d. The Varsity is the top level in the program. Playing time is not equal and is earned through demonstrations to the coaching staff that the opportunities are warranted.
3. Is responsible for seeing that each participant has had a physical exam as per

- district policy before any participation is allowed.
4. Is responsible for the general health and welfare of students in his/her program and gives appropriate attention to athletes who are injured or ill or otherwise Incapacitated.
 5. Will be primarily responsible for striving to teach and maintain good sportsmanship and developing positive public relations in the school and community.
 6. Will follow the procedures for moving junior high student/athletes to higher teams.
 7. Is responsible for keeping practice periods for his/her sport within the confines of the time specified by the AD; and is to keep the AD informed of practice schedules during any holiday period.
 8. Must report regularly while his/her sport is in season to the AD with regard to the developments in his/her program. Turn in a final roster along with overall record of sport and any awards received to AD at the end of the season.
 9. Is directly responsible for a complete inventory and general upkeep of the equipment used for his/her sport at all levels, and will provide the AD with an updated list of equipment suggestions within two (2) weeks of the end of the season.
 10. Is responsible for assuring that he/she and his/her assistants are knowledgeable of the rules of the Minnesota State High School League, Great River Conference, Two Rivers Conference, Northeast Football District, Granite Ridge Conference, and Region 5A and abide by them at all times.
 11. Must meet licensing requirements as set forth by the Minnesota Department of Education and the MSHSL and meet the following requirements :
 - a. Maintains an open account on the MSHSL site: Coach's Clipboard
 - b. Meets all Continuing Education requirements as dictated by the MSHSL.
 - c. Completes Rules Interpretation meetings for their sport(s).
 - d. Oversees the requirements of lower level coaches required by the MSHSL.
 - d. Is responsible for the actions and conduct of his/her team.
 12. Create a Lettering Policy for his/her sport and make recommendations for letter awards and is responsible for clarification of the award policy to athletes and parents in writing at the start of the season.
 13. Prepare an alphabetical list of all players for our eligibility list that may be provided to the MSHSL upon their request. Include any player that may

participate at the varsity level. This needs to be prepared 1 week prior to the first Contest.

14. Shall take appropriate action to see that his/her play areas, shower and locker rooms are clean and safe for student participation.
15. Is responsible for explaining school district policies to those involved in the program.
16. Is responsible for rating officials and updating rosters on the MSHSL website.
17. Is responsible for reporting all varsity scores to appropriate media.
18. Is responsible for evaluating all coaches in their program and meeting to discuss.

B. PROGRAM EVALUATION

At the completion of each season, the program will be evaluated in the following areas:

1. Professional Responsibilities: The Head Coach of each respective program is responsible to know and meet the expectations based on the policies and philosophy that guide their activity including: The Minnesota High School League, Rush City Public School, Great River Conference, Two Rivers Conference, Northeast Football District, and Granite Ridge Conference.
2. Program Management: The Head Coach of each respective program is responsible for all practice scheduling, equipment, inventory, supply requisitions, reports, and other duties assigned by the AD or Principal.
3. Communication: The Head Coach is expected to initiate and maintain appropriate and productive communication with community, parents, student-athletes, and administration as needed throughout the season.
4. Team Performance: The Head Coach of each respective program must meet the following criteria as assessed by the AD and Principal, or his/her designee:
 - a. Long term program planning
 - b. Short term program planning, including comprehensive practice plans
 - c. Player and team progressive development through fundamental instruction.

C. PURCHASING EQUIPMENT AND SUPPLIES

All purchases need to be approved by the AD. Upon approval, a purchase order number will be given.

D. RATING OFFICIALS

Head Coaches are asked to rate officials after each game on the MSHSL Website. Officials are to be treated as guests and with respect. Any dissatisfaction with their work should be expressed in their rating.

JOB DESCRIPTION FOR ASSISTANT COACH(Grades 9-12)

As an Assistant Coach, he/she needs to :

1. Have understanding knowledge of rules and regulations regarding the sport as presented in the Minnesota State High School League Handbook. Keep abreast of all rules and rule changes.
2. Keep abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops and reading in the field.
3. Teach fundamentals in a manner that does not contradict teaching at the varsity level.
4. Assist the Head Coach in carrying out assigned responsibilities.
 - assist in proper registration of all athletes.
 - assist in making systematic issuance of equipment.
 - assist in providing accurate information for eligibility lists and other reports
 - assist in implementing athletic/activities objectives
 - assume responsibility for constant care of equipment and facilities.
 - assume supervisory control over students and teams assigned
 - be in regular attendance at all contests and practice sessions.
 - apply discipline in a firm, fair and positive manner.
 - emphasize safety precautions; be aware of best training / injury prevention.
 - conduct self and teams in an ethical manner during contests and practice.
 - instruct players in the rules of the game, new developments and innovative Ideas.
 - assist in return, storage and inventory of school equipment.
 - recommend athletes for awards.
 - recommend facility maintenance and improvements.
 - recommend equipment to be purchased.
 - recommend schedule improvements.
 - make reports as requested by Head Coach and AD.
5. Completes Rules Interpretation meetings for their sport(s).
6. Meet prior to and at the end of each season with the Head Coach for direction/evaluation.

Additional responsibilities occurring during the season may be assigned

JOB DESCRIPTION FOR JUNIOR HIGH COACHES

To serve as a guide for carrying out assigned duties, the major responsibilities of Junior High coaches are listed below. Additional responsibilities may be inherent in individual programs for various coaches and sports; these should be delegated by the Activities Director whenever they arise.

As a Junior High Coach, he/she needs to :

1. Have the full responsibility for the overall supervision of his/her program.
2. Know the rules of the sport and the state, conference and district policies. Especially the adjustments for Jr. High play.
3. See that each participant has had a physical exam placed on file in the office before any practice participation.
4. See that each participant's parent permission, eligibility forms, and insurance forms are filed with the school as per school policy.
5. Be responsible for the general health and welfare of students in the sport and gives appropriate attention to athletes who are injured or ill.
6. Be responsible for the actions and conduct of the team on and off the field, whenever they are under his/her jurisdiction.
7. Be responsible for keeping practice periods within a two (2) hour time period. Generally, practice for 7th and 8th grade students should be completed by 5:00 p.m.
8. Be responsible for the general upkeep and maintenance of equipment under his/her jurisdiction. He/she will also take appropriate actions to see that the play areas are safe for student participation.
9. Be directly responsible for a complete inventory of the equipment used throughout the season, and make recommendations for requisitions needed for the following year.
10. Be responsible for keeping daily attendance records for practices and games.
11. Be responsible for teaching fundamentals in a manner that does not contradict teaching at the varsity level providing playing opportunities which take into account attendance, effort, and behavior both in school, practices, and/or games.
12. Have a primary responsibility to strive to build good sportsmanship, fundamentals, and skill development rather than winning.
13. Encourage and provide students with the opportunity to participate in a range of activities.
14. Provide recognition for all participants.

15. Meet prior to and at the end of each season with the Head Coach for direction and to go over evaluation paperwork.

2020-2021

Activities

Student/

Parent

Handbook

Rush City High School

Activities Participant Handbook

ACTIVITIES PHILOSOPHY

We believe that interscholastic activities are an integral part of our school's educational program. Rush City student activities are considered co-curricular to our classroom programs as they are treated as an extension to the classroom. Participation in activities and the experiences that come with it aim to help develop boys and girls physically, mentally, socially and emotionally. While the spirit of competition and winning is inevitable, it should be controlled to the point that it does not determine the nature of the programs. We want to prepare students for a competitive society and foster good citizenship through leadership opportunities, competition, and sportsmanship.

A Message from the Activities Director

To All Participants in Tigers Activities,

Thank you for taking an opportunity to become involved in our great tradition of Tigers athletics and fine arts activities. Many people are committed and work hard to make these opportunities available to you. Make the most of each rehearsal, practice or event! You will have successes and you will experience failures just as we all do in life. It is my hope for you that you will gain from all of these experiences and use the knowledge throughout your life.

Embrace your Tiger Pride!

Lee Rood, Activities Director

lrood@rushcity.k12.mn.us

320-358-4795

Student Section

EDUCATION (Grades)

RCHS ACADEMIC ELIGIBILITY PROCEDURE

Activity participants are STUDENTS FIRST. The purpose of this procedure is to ensure all students who participate in extracurricular activities are on track to graduate, they are successfully progressing through all of their classes or receiving support, and they are actively working toward academic success in all classes. This procedure is intended to motivate students, promote school connectedness, school spirit, academics, and a positive building climate.

In accordance with Minnesota State High School League (MSHSL) rule, any student who is not on track to graduate is ineligible. Students with an individualized education plan (IEP) or 504 plan are eligible if they are making progress toward the goals outlined in their plan.

On a weekly basis student grades will be reviewed by school personnel. If a student has a failing grade in the same course over two consecutive grade checks or their final course grade is an incomplete or an F, they become ineligible. Students may remain eligible by attending at least one Directed Study session every school day until they are passing or for one week if they are failing at the end of a course.

Students who are ineligible will remain ineligible until they satisfy one of the following conditions: A weekly grade check indicates a passing grade for the course. (or) The student provides the Guidance Office with a School View grade report indicating they are passing/passed. (or) Upon completing five consecutive days of directed study upon receiving an incomplete or failing end of term grade.

The expectation for teachers is that grades are updated online weekly. Students are to be patient with teachers regarding grading of assignments. It is acceptable for the grading and online reporting of a grade to take up to five school days.

Directed study sessions will be from 7:15 AM to 8:05 AM and from 3:10 PM to 4:00 PM. Students must be on time, well behaved, and on task the entire period for the session to be considered completed.

Weekly grade reports will be run on Wednesday mornings, ineligible students and their coaches/advisors will be notified throughout the day. Directed study will be required beginning the following day (Thursday) in order for a student to remain eligible. Failure to complete at least one directed study session every school day will result in the student being ineligible until they are passing the class or they complete five consecutive days of directed study; after which

they are eligible to participate as long as they complete at least one directed study session per day. Additionally, students who are eligible because they are attending directed study on a daily basis, must make progress towards passing at each weekly grade check or they become ineligible until progress is made.

ITV, Infinity, and PSEO courses are subject to this procedure. It is the student's responsibility to provide the guidance office with weekly grade reports.

For the purpose of this procedure extra-curricular activities include: all athletic teams, jazz band, speech, drama, show choir, and knowledge bowl. This procedure does not include vocal and instrumental music performances that are a graded portion of a RCHS course.

Participants in extra-curricular activities may be held to additional standards by the coaches or advisers of an activity in addition to this procedure.

SCHOOL ATTENDANCE

- Students participating in activities must follow Rush City High School attendance guidelines.
- Students must be in school no later than 11:00 to practice or participate in an event..
- Students with unserved detentions or suspensions will not practice or participate in contests.

SUBSTANCE ABUSE VIOLATIONS

Activity participants will abide by the bylaws of the MSHSL. You are reminded that this is a 24-7-365 day rule, and not just during your activities season. The first violation will result in the loss of two events or two weeks whichever is greater. The second violation carries a six event or three week suspension, and a third or subsequent violations will be 12 events or four weeks.

Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation. Appeals of the suspensions may be made to the MSHSL.

STUDENT CODE OF CONDUCT

Activity participants will follow the student responsibilities and School Citizenship outlined and described in the Rush City High School Student/Parent Handbook. This includes following the laws of Rush City, Minnesota, and the United States of America. Administrative decision will determine the penalties for these offenses which can include both in school and activity suspensions. Appeals of the suspensions can be made to the Superintendent.

1. School Citizenship

The community, school administration, and coaching staff believe high standards of conduct and citizenship are essential to a sound activity program. Participants will conduct themselves as ladies and gentleman at all times. Remember you are a representative of Rush City Schools, your team, coach, and family. You are expected to conduct yourself in an exemplary manner at all times in school, the community, and on any campus which your team is visiting. Acts of unacceptable conduct such as, but not limited to negative involvement with staff, theft, vandalism, arrest, or any violation of the law, will result in disciplinary action under the Rule 2. School Citizenship found in the Rush City High School Student/Parent Handbook.

2. Sportsmanship

Rush City High School activities participants are expected to treat opponents, officials, coaches and spectators with respect at all times. This is a responsibility you must take seriously. Coaches will discuss good sportsmanship with their teams at the beginning of each season. Unsportsmanlike conduct on or off the field of competition may result in an athlete's dismissal / suspension from the team and may jeopardize future participation in activities. The final decision in this matter will be made cooperatively between the coach, AD, and principal.

3. Hazing / Initiations and Bullying

Hazing, initiations, or bullying of student-participants by other team members is not acceptable, and any practice of this type of behavior will not be tolerated. Actions of this type may be illegal, and those involved may be subject to police action as well as dismissal and/or suspension from participation in any activity program. Hazing is defined as committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. Acts of these kinds will result in disciplinary action found in the Rush City High School Student/Parent Handbook.

ACTIVITY PARTICIPATION REQUIREMENTS

It is the responsibility of each Head Coach to insure the School District's basic philosophies of participation at each level of their respective activities are adhered to.

- a. The Jr High programs emphasis will be placed on individual fundamental skill development. Season scheduling will be done with the understanding that practice time is as important as competition. As close to equal playing time as possible for all participants will be the expectation unless restrictions are needed for poor attendance or other discipline issues.

- b. The C-Squad level, if available for the activity, is for those participants who are not ready, as determined by the coaches to handle the requirements of the Varsity and/or JV levels. Playing time is not equal, but emphasis again will be on individual fundamental skill development.
- c. JV level is considered the final preparatory level before Varsity. Seniors will not participate at this level unless low overall activity participation levels warrant the need so that a JV program can be maintained. Playing time is not equal with emphasis continuing to be on individual fundamental skill development.
- d. The Varsity is the top level in the program. Playing time is not equal and is earned through demonstrations to the coaching staff that the opportunities are warranted.

Activity participants will follow these general expectations for all of our activities. Additional activity specific items may be established and required of the participant as defined by the Head Coach of that activity.

1. Practice and Game Attendance during the Season

Attendance at all practice sessions and/or events for their level (including tournament periods) for all team members is required. Athletes are not permitted to leave practice or games early without prior approval by a member of the coaching staff.

In-season sports take priority over out-of-season sports (AAU, Traveling, JO Volleyball, etc.) Any athlete who is out for an in-season sport at the senior high level(C-team, JV, Varsity), must attend all practices, games, contests and meets as scheduled. If a practice, game, contest, or meet (in-season sport) is postponed and rescheduled, the athlete must attend in-season practice, game, contest or meet that is rescheduled, which includes Saturdays. Any athlete who chooses to miss an in-season practice, game, contest or meet to attend an out-of-season sport will **may** be removed from the team.

2. Out-of-Season Conditioning Attendance

Many teams will conduct conditioning programs during the off-season or during the summer. All out-of-season conditioning programs including summer conditioning are completely voluntary and participation may in no way directly affect the following season's team placement.

3. Dress Code

The Activities Department expects all student-participants will maintain a clean, neat appearance and to meet or exceed all guidelines set in the student handbook. Coaches may have additional dress requirements for game days.

4. Equipment

The school attempts to provide the best and safest equipment money can buy. Each participant is expected to take excellent care of this equipment. If the equipment needs repair any time during the season, the participant should notify the coach as soon as possible. The participant must accept full responsibility for equipment or uniforms issued by the school. If they are lost or anything is damaged, she/he must pay the school for its replacement. When the participant completes a season, he/she will have one week from the final contest to return issued equipment to the coach. A participant who does not return the issued equipment / uniforms will be charged for the replacement fee. The participant cannot participate in any other activities until the item is returned or paid for.

Sports Physicals

Per MSHSL policy, each athlete must have an approved sports physical by the first practice of the season that he/she wishes to participate in. An updated physical is required once every three years.

MSHSL and Rush City Schools Required Forms

Forms outlining the Minnesota State High School League rules, policies, and expectations will be available **on our website** through the district's online registration program before each school year and must be completed before a student may begin practice/participation each new school year. You are able to register your student for all of the activities they plan to participate in at one place.

<https://rushcity-ar.rschooldtoday.com/>

Transportation to away activities

Activity participants will use the School District provided transportation to and from all off-campus student activities. This shall be in school buses or other school vehicles driven by a school approved driver who has the necessary qualifications to drive the vehicle.

Participants will ride on school approved transportation (when available) unless the parent has requested and the request has been approved by the AD or Principal. Any participant wishing to ride home with a parent after an away school activity, may be signed out by their parent/guardian in the presence of the adult in charge at the activity. Students will not be allowed to ride with anyone other than a parent/guardian unless requested and agreed upon in writing by the AD or Principal.

PARENT SECTION

EXPECTATIONS AND PROTOCOL FOR THE PARENT/GUARDIAN

First and foremost, know and understand the goals and purpose your student has in participating. Support your student's efforts toward meeting their goals. Work to promote a positive environment that is conducive to the students development. Research indicates that students involved in co-curricular activities have a greater chance for success in school and during adulthood. Many of the character traits developed as a successful participant are exactly those that will promote a successful life after high school. We hope the information provided here helps to make both your child's and your experience with the Rush City High School activity program less stressful and more enjoyable.

As the parent/guardian of the activity participant, become familiar with, and review the team and activities department rules and regulations with your student. Communicate with the Coach or AD any concerns in a timely manner, according to district protocol. Treat all coaching personnel with courtesy and respect, and insist your student participant does the same.

Make every effort to accompany your student to informational meetings offered by the coach and/or the activities department. Assure that your student will attend all scheduled practices and contests. Acknowledge and support the ultimate authority of the coach to determine strategy and player selection. Work closely with coaches, guidance counselors, and school personnel to identify a reasonable and realistic future for your student after high school. Attend as many contests as possible to show support for your child, the team, and the school. Be supportive of the team, the participants, and the coaches.

Learn the basic rules and strategies of the sport to gain a better understanding of it. Because sportsmanship begins with you, we ask that you exhibit good sportsmanship at all times. Your admission to a contest is to watch the performances of the student participants. It is not a license to abuse officials, coaches, players or other spectators. Be a positive role model for all of our student participants.

“What does it mean to be a successful student?

“What does it mean to be a successful participant in activities?

It requires the same set of skills and abilities to achieve both. It demands discipline; it demands focus; it requires setting goals and meeting those goals; it requires being able to face adversity, and it requires meeting challenges aggressively and with integrity.

Successful student participants approach their activities in this manner and must approach

their studies in the same way.” -Kendra Hamilton, Director at CaseNEX

PARENT AND COACH COMMUNICATION PLAN

Parenting and coaching are both extremely difficult undertakings. As parents and coaches become more aware of each other's roles and responsibilities, all of our children benefit. When your child becomes involved in our activity programs, you have a right to understand what expectations are placed on him/her. This is facilitated by clear communication between you and your child's coaches.

Communication you should expect from your child's coach :

- * Expectations the coach has for your child, as well as all the players on the squad. Team Rules over and above the basic School District policies
- * Locations and times of all practices and contests.

Procedures for contacting coaches with concerns

Participant / Parent and Coach Communication Steps

Step One : The participant themselves should first meet with the coach at an appropriate time to discuss the issue. These meetings usually clear up informational misunderstandings.

Step Two : If step one was not successful at resolving the issue, the parent should request a meeting with the coach. Please contact the coach via email or phone and set up an appointment. These meetings must be prearranged. In attendance at this meeting will be the participant, the parent/guardian, and the coach. An additional coach is highly suggested to act only as a witness.

This meeting should be used to clarify the concerns of the participant/parent and the group will look to find a remedy to these concerns that is workable for all. Strengths and shortcomings of the participant can be discussed but comparisons to other specific participants will not be allowed. Unacceptable behavior/language will end the meeting immediately.

The coach is required, via email, to keep the Activities Director informed of all Step Two meetings with details on issues discussed and information given.

Step Three : If the Step Two meeting is not successful at resolving the issue, the Activities Director will be contacted by the coach and a meeting will be set up which will include all those previously in attendance with now the addition of the Activities Director as well.

Step Four:

If Step Three is not successful at resolving the issue, a meeting will be set up with the Superintendent of schools in attendance.

Rules of Conduct for Parents or Community Adults

No issues/concerns between a parent, student, official or coach should be addressed during or immediately following an event or practice. As stated previously, all meetings need to be prearranged. The game site, practice field, lobby or locker rooms are not appropriate places to handle the concerns. Certain behaviors are considered inappropriate and unacceptable. The school and activities department reserves the right to refuse admission or remove persons who exhibit such behaviors including, but not limited to:

1. Berating, humiliating or taunting our coaches, participants, or spectators when in attendance at an event or at any other time in a public forum, including social media.
2. Berating, humiliating or taunting of coaches, players, or spectators from our opponents community.
3. Berating and harassment of game officials. Officials should be treated with respect during and after contests. Any physical confrontation may be considered assault.
- 4) Racist, sexist or profane remarks directed at any team, coach, participant, official, or spectator.

Violation of this policy by a fan or parent may result in suspension from future scheduled home and away contests.

School Administration reserves the right to restrict access as necessary to any fan or parent.



Rush City Schools - Community Education Department - Tiger Care Program

Tiger Care Program 2020 – 2021

Parent Handbook

TIGER CARE FEE SCHEDULE

Before School Care 6:45 - 7:45 am \$3 per child

After School Care 2:55 - 5:00 PM \$6.50 first child \$5.50 second \$4.50 add'l \$19 max
2:55 - 6:00 PM \$8.50 first child \$7.50 second \$6.50 add'l \$25 max

Contact Information

Lee Rood - CE Director

lrood@rushcity.k12.mn.us

320-358-1265

Staci Souhan - Elem. Principal

ssouhan@rushcity.k12.mn.us

320-358-1362

Carrie Kirchberg - CE Coordinator

ckirchberg@rushcity.k12.mn.us

320-358-4795

Jewell Peterson - Tiger Care Coordinator

jpeterson@rushcity.k12.mn.us

320-358-1389

Tiger Care Room Phone

320-358-1389

CE Jacobson Elementary Office

320-358-4724

Welcome to Tiger Care

Your children's extended school day. We will provide a safe, caring, fun atmosphere for your children while at the same time providing for their physical, intellectual, emotional and social development.

Please read the policy handbook carefully. Also, know that as parents and guardians, you are a vital part of this program. If you have concerns or wish to offer suggestions, please call the Community Education Dept. at the high school. 320-358-4795. All final decisions will be made by the Community Education Director, Lee Rood or Irood@lushcity.k12.mn.us. We would especially like to know if you are interested in Tiger Care services on school breaks and over the summer.

Anti-discrimination

Tiger Care Program does not discriminate in relation to admissions of any child on the basis of race, creed, color, national origin, religion, sex, or disability.

Before School Care

Students will be given the opportunity to wake up with appropriate morning activities and will be escorted to breakfast in the cafeteria or other morning activities to begin their day.

After School Care

Beginning right after school, students participating in the afterschool care program will be given the opportunity to complete daily homework, play games both inside and outside and have creative free time along with other structured activities. **Nutritional snacks will be provided at the beginning of each day.**

Snacks

No snacks will be offered to the AM Tiger Care kids. ~~Beginning with~~ **During the 2020-21** school year, nutritional snacks will be offered at the beginning of each day of the PM Tiger Care program. Up to 4 snacks can be chosen, including milk. This offering is through the food service department and will follow their protocol.

Tiger Care has established rules which are essential to the safety of students, staff and the smooth operation of the program. We are to be available for assistance and care.

Your child needs to be able to:

- Remain in designated areas of the Tiger Care Program.
- Behave safely and appropriately during Tiger Care activities.
- Sit quietly during designated quiet times or when requested by Tiger Care Staff.
- Use bathroom facilities unassisted.
- Follow instructions/directions by the Tiger Care Staff.
- Work independently during free time or in the computer lab, cafeteria, art room, gym, and other locations.

If a child cannot meet one or more of the essential rules listed above even with reasonable accommodations, the student may be dismissed from the Tiger Care program.

Clothing

Please keep Tiger Care and the weather in mind when you are dressing for school. We play outside. Children need to be comfortable. Only shoes that cover the entire foot should be worn. ~~Shorts or pants are to be worn under dresses, etc.~~ During winter months, make sure your child has all the appropriate clothing. This includes a jacket, snow pants, boots, mittens, and hat.

Items from home

Tiger Care has special "Show and Tell" days. The children are allowed to bring something from home on these days to be a part of that activity. Other than that, home toys are not allowed. There are plenty of toys and group activities (coloring supplies, puzzles, games, movies, etc.) at Tiger Care to be shared by everyone. The Tiger Care Program is not responsible for lost or stolen items.

Movie Day

Tiger Care has special "Movie" days. The school district requires that we show "G" rated movies only. With your written permission we can also show "PG" rated shows. (Most Disney movies now are "PG") If you do not want your child to watch "PG" movies, they will not be shown when your child is present. Attached is a permission form for "Movie Day".

Computer Lab

School policy applies to Tiger Care. If your child is found on sites that are not allowed by the school they will lose computer lab privileges.

Pick up/Drop off Procedure

Please arrive on time. When you drop off or pick up, do not linger. We have a job to do during this time. If you need to talk, please call after hours. All pick up and drop offs will enter and exit through door #10. There will be a sign in/out sheet in the Tiger Care area. An adult will need to accompany children into the before school program and sign them in. All children will need to be signed out by an authorized pick up person from Tiger Care. Only those people identified by the child's parent or legal guardian as having permission to pick up the child will be allowed to sign the child out. Children cannot sign themselves in and will not be sent to cars in the parking lot. You may be asked to show ID.

Authorized Pick-Up

Occasionally your child/ren may need to be picked up from Tiger Care by someone other than a parent/guardian. Unless the names are listed on your emergency forms, your child/ren will not be released. Please note: The driver shall hold a current drivers license and the vehicle will be registered and insured according to state law. The attached Release Authorized Pick-Up form is to be filled out for anyone that is authorized to pick up your child/ren that is not listed as emergency contacts. Please sign and return prior to pick-up.

Safety

Your child/ren's safety is paramount. Tiger Care staff is trained in CPR and First Aid. We have flashlights, a First Aid kit and a portable operated radio. Tornado/storm and fire drills are practiced quarterly.

Medications

Most daily medication can be given in the school Health Care Office before the school day ends. However, prior to administering prescription medication, we must have written permission and instructions for each medication. Medicine with the child's name and all current prescription information on the label only, constitutes as instructions. We do not have over-the-counter medicine for pain, allergies, cough, colds, etc.

Sick Policy

You will be notified immediately should your child develop any of the following symptoms:
Underarm or oral temperature of 100 degrees Fahrenheit or over, vomiting or diarrhea, or unexplained rash. You will be expected to pick up your child within one hour. If this is not possible, you will need to have another person listed on your emergency information form that can. You will also be called at our discretion should your child clearly appear to be uncomfortable, regardless of whether other symptoms have appeared.

Emergencies/Back-up

If, for any reason the program supervisor needs to leave for an emergency, we will have an adult who can come in. Should your child require emergency medical attention, written permission is needed to follow any steps necessary for his/her well-being. You will be notified at the earliest possible time. You will be responsible for all medical expenses incurred. It is very important to let us know if your child has any known food allergies.

No Service Dates

Tiger Care is not available on non-school days or summer break. In the event of an early school closure due to weather, Tiger Care will also close early. Please notify the school immediately, if you cannot arrive by the time the school buses leave. If school is postponed in the morning, there will be no AM Tiger Care.

Mandated Reporting

As a Child Care provider, we are mandated reporters. All providers must report suspected physical abuse, sexual abuse, or neglect of a child to the agency or police as required by MN Statutes 626-556. This is simply listed to make you aware. In the event you have concerns about our care, you may contact Human Services in the Chisago County Courthouse. The number is 651-257-1300.

Discipline

The children will be expected to have respect for themselves and all others (including staff). They will also be expected to have respect for all Tiger Care and school property and possessions. Negative behavior will not be allowed. This includes but is not limited to: hitting, punching, kicking, biting, standing or jumping on furniture, tables, screaming, throwing, bad language, etc. If your child's behavior is very disruptive or harmful to himself, other children or staff we will discuss the issue with you privately. If the issue can be resolved the child may remain enrolled, however if this type of behavior continues more than two times, you will be asked to make other childcare arrangements.

Termination

In the event of termination of care, a one-week notice is expected. During this week, payment will be expected regardless of whether your child attends Tiger Care or not. There is a two-week trial period, during which you may terminate this agreement at any time. At the end of the two-week trial period, the contract will be in full effect. The undersigned must agree to these terms.

Fees and Payment

You are expected to pick up your child by the time you indicate on the calendar. If you are late more than two (2) times, you will be charged for the next session accordingly. If you arrive after 6:00 p.m. you will be charged \$5.00 for every 5 minutes late. The Tiger Care program is run for the benefit of our students and families. Calendars need to be turned in by the 26th of the month prior to the month of service. Please enclose the matching funds for that month.

Child Care Assistance Program (CCAP)

A law passed in 2018 requiring all license exempt childcare programs be certified to receive payments from the program. As of April 30, 2019, Rush City Schools is not certified and will no longer receive payments from the Child Care Assistance Program. **Parents with children in the CCAP Program will have to pay our set fee schedule in 2019-2020.**

Make checks payable to Rush City Schools. All days signed up for will need to be paid even if a child is absent from school. There will be no credits or refunds. All money is due by the 1st of the month. After the 1st there will be a \$10.00 late fee.

*Rush City
Aquatic
Center
2021*



RULES,
REGULATIONS,
AND
POLICIES

POLICY

MANUAL

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POLICY MANUAL

RECREATIONAL SWIMMING

Mission Statement: To initiate, update, and maintain effective, efficient, and progressive aquatic programs for Independent School District #139 and the surrounding communities of the Rush City area. To provide an aquatic environment with a wide range of recreational and instructional activities with capable and enthusiastic leadership based upon the principles of safe procedures.

INTRODUCTION

The position of Lifeguard or Pool Attendant and the responsibilities associated with those are significant. The potential for patron accident is high in any aquatic setting.

The patrons of any aquatic facility expect and are entitled to a level of management and programming that will ensure their safety and meet their aquatic needs.

The impression given by employees must be one of professional courtesy, interest, efficiency, and helpfulness. Each employee is expected to uphold these high standards by making the safety and the enjoyment of all participants their number one concern.

The responsibility and accompanying liability for the safety of the participant is one automatically assumed by all employees whenever on duty. Attitudes that foster these impressions will do much to elicit the acceptance, support, and respect of our patrons.

This manual is offered as an aid to enhance the capabilities of the staff in the management, operation and safety of a broad range of aquatic activities at the Rush City Aquatic Center.

RUSH CITY SWIMMING POOL

Philosophy

The philosophy of the Rush City Pool and its swim program is to provide a diverse and extended schedule of water activities for the residents of Rush City and surrounding areas. It recognized the fact that the total swim program is made up of the effort of many people. It acknowledges the fact that the pool is operated for the needs of the community. Our philosophy includes:

- **The safety of everyone using the pool is the most important criteria.
- **A responsible staff and quality program, both instructional classes and recreational swims.
- **Complete accountability to the community.

Pool Priorities

The primary purpose of the Rush City swim program is water safety. First priority is instructional classes. Priorities for the use of the pool areas as follows:

- **Community programs of instruction
- **Community recreation swims
- **Pool rentals on limited basis

General Objectives

- **To develop good safety habits in all aquatic situations.
- **To develop confidence, courage, and poise in and through all aquatic activities.
- **To develop sufficient skill in swimming and diving to make aquatic activities a pleasurable leisure time activity.
- **To encourage regular participation in aquatic activities.

STANDARD PROCEDURES - COMMUNITY USE

Application Procedures

1. Employment consideration for any Rush City Pool staff positions is the same for everyone without regard to race, color, national origin, religion, sex, or handicap. Must be 15 years of age to apply for positions at Rush City Pool.
2. People wishing to apply for any Rush City Pool staff position may do so by obtaining a Non-Licensed Employment Application Form from the District offices.
3. The Pool Director may require further information, interviews, or training qualification courses of applicants at the applicant's expense and may make employment contingent upon such actions.
4. All employment applications are kept on file for one year from the date of application.

Hiring Procedures

1. All staff is hired and trained by the Pool Director.
2. Each employee will provide the Pool Director with a completed application, current W-4, I-9, social security card(or birth certificate), drivers license, personnel form, asbestos notification form, vaccination consent/declination forms, criminal background check form, employee right to know verification, drug & alcohol testing acknowledgement, drug free workplace acknowledgement and copies of current certifications where appropriate.
3. All employees, with the exception of the Pool Director, will be on a straight hourly wage, with no benefits.

General Operating Procedures

1. Whenever the pool is in public (open swim) use, there shall be six (6) certified lifeguards on duty. Certified shall mean a current Red Cross Lifeguard Training certification or equivalent, a nationally recognized current CPR/AED certification, and a nationally recognized current First Aid certification. During private pool rental or swimming lessons the number of lifeguards on duty will depend on what parts of the pool will be in usage.
2. Whenever feasible, there shall be both males and females on duty for groups of combined sexes.
3. Employees are responsible for all assigned hours. The Pool Director may assign additional duties or cut back hours when program participant changes warrant such actions.
4. Employee shall work no more than 40 hours per week (Sunday - Saturday) without prior approval from the Pool Director.
5. The Pool Office, equipment, and store rooms are off limits to those other than staff.
6. Payroll is the responsibility of the employee. Checks are received at the Pool Office on the 15th and last day of the month. They are available to be picked up during normal Pool open hours for those who do not participate in automatic deposit. Time sheets are filled out and authorized by the Pool Director. All authorized begin and end times, programs worked, hours recorded in decimal form, and time sheets need to be signed by the employee.
7. In the event of an anticipated absence, an employee is responsible to find a substitute. Substitutes must be from the approved staff list, and must be approved with the manager/assistant manager.
8. Employees must participate in mandatory staff trainings and meetings. This requirement may be waived at the Pool Director's discretion.

9. Employees shall perform any other duties as assigned by the Pool Director.

Dismissal Procedures

1. Any employee's services may be terminated by the Pool Director.
2. Employee disciplinary action is handled by the Pool Director or his/her designee. Such action may be oral, or written, or both.

Minor infractions will be on a 1,2,3 out policy per 3 month period. These occurrences need not be the same type of infraction (i.e. two tardies and one failure to show may be grounds for dismissal). Minor infractions shall include but be not limited to - failure to show up to work when scheduled, tardiness, failure to follow substitute procedures, etc.

A major infraction will be grounds for immediate termination. Major infractions shall include but be not limited to - insubordination, refusal to perform assigned duties, neglect in or failure to properly perform any rescue, CPR, or First Aid procedure, stealing from or vandalism to the facility, participation in any illegal act while on duty, or be under the influence of any drug while on duty which impairs performance.

Distinction between major and minor shall be at the discretion of the Pool Director.

3. Any employee found to have not met or currently not meeting the qualifications for the position(s) for which he/she is hired, the employee's services may be terminated immediately.
4. If any employees conduct while on duty impairs his/her performance of duties, compromises the safety or well-being of patrons, or creates a poor public image, that employee's services may be terminated immediately.
5. Any terminated employee shall be told in person and in writing by the Pool Director that he/she is being dismissed and the reasons thereof.

(4)

POOL MANAGER/ASSISTANT MANAGER:

1. Directly responsible to the Rush City School Board and Superintendent for their policies and regulations.
2. Responsible for all program and policy development and all aspects of the Rush City Pool Program.
3. Responsible for staff selection and their recommendations to the Rush City School Board or Superintendent.
4. Responsible for staff scheduling and handling staff problems.
5. Responsible for all staff training.
6. Will act timely and in a professional manner to all patron complaints and problems.
7. Responsible for making sure that all students are instructed in accordance with American Red Cross standards, tested and placed in their proper class or classification and accurately tested at lesson completion.
8. Makes sure all paper work (Red Cross forms, accident forms, time sheets, daily money receipts, etc.) are completed and filed in a timely manner.
9. Responsible for pool maintenance, making sure the pool is kept safe and clean for patron use.
10. Works with the Community Education Director by making budget recommendations for the following year.
11. Available when problems occur, or higher than normal patron loads are anticipated. Willing to be available at any time the pool is open, and makes sure pool is covered with adequate personnel at all times.

RUSH CITY POOL CLOSURE POLICY

The Rush City Swimming Pool may be closed by the Pool Management for any one of the following reasons:

- 1) Air temperature is 68 degrees or below.
- 2) Rain or drizzle
- 3) Hazardous weather, including thunderstorms, lightening, hail or tornadoes.
- 4) Winds above 20 miles hour.
- 5) Building, pool, pool area, or chemical conditions of the pool below acceptable conditions.
- 6) Inadequate or poor lighting conditions.
- 7) Ten (10) people or less in the pool and the pool has been open for at least one hour.
- 8) Other conditions that threaten safety or comfort of pool patrons.

Note:

- * Once the pool has been closed, it will stay closed until the pool manager or assistant manager feels the pool may be re-opened with no danger to pool patrons.
- * No refunds or class extensions will be offered after a closure.
- * Management will attempt to make determinations of pool closing at least one half hour before each shift or period, unless conditions warrant immediate closure.
- * Pool closure information can be obtained by calling the pool (320-358-3074) or school (320-358-4795). Also on the Rush City Schools Facebook page.

REFUNDS:

- * No cash refunds will be given to patrons
- * Passes for a free session of swimming will be given to patrons if the pool is closed due to weather after having been open for less than half of the session.
- * Passes will be given to patrons if the pool is closed at any time due to “other” circumstances or incidents.

RUSH CITY POOL STAFF POLICIES

Chain of Command: Rush City School Board/Superintendent
 Community Education Director
 Pool Manager/Assistant Manager
 Lifeguards/Swim Instructors

Lifeguard Rules and Policies:

1. Arrive at work ahead of scheduled time and is prepared to work on time. Must be dressed properly and with needed equipment. (Whistle, towel, sun block, and sunglasses).
2. At no time will a lifeguard sit in a plastic lounge chair while on duty.
3. All guards are expected to swim at least 500 yards/week.
4. Staff meetings and training sessions are held periodically. Attendance is mandatory.
5. All employees are expected to be polite and business like while dealing with the public. Problems should be referred up the chain of command.
6. The pool, pool area, wading area, diving area, plunge area, lap pool area, concession area, and changing rooms must be kept clean, neat, and safe at all times, and is the responsibility of all employees.
7. Perform all other tasks as assigned.
8. While on duty, keep personal phone calls and text messages to a minimum. Please keep dealings with friends and family to a minimum. No cell phones allowed on deck.
9. Must maintain all life guarding equipment in a usable, safe, and working condition.
10. Must maintain current Red Cross certification in:
 - A) Lifeguard Training (includes First Aid; must be re-certified every 3 years)
 - B) Professional CPR (completed every year)
11. Enforce all rules and regulations as outlined in the “Rush City Pool Policies Manual.”
12. Must keep eyes, ears, and mind on the pool at all times. Continually check pool and pool bottom, and always be on the lookout for swimmers having difficulties.
13. Supervise pool, pool area, wading area, diving area, plunge area, lap pool area, concession area, and changing room area. Lifeguard should have rescue tube with them at all times while on duty.
14. Perform rescues, first aid and CPR as needed in accordance with American Red Cross standards and Rush City Pool Emergency Procedures.
15. Write **detailed** accident or incident reports immediately following accident or incident situation and report them to the pool manager/assistant manager.
16. Responsible for scheduled work hours. You are expected to keep assigned hours as much as possible.
17. Guard on duty during swimming lessons will be stationed in the area between the slide and the diving well. You are to patrol all classes going on.

LIFEGUARDING

INFORMATION

AND

PROCEDURES

GUARD RESPONSIBILITIES

- A. The guard at station #1 will be at the top of the 165' slide regulating and controlling the individuals coming down the slide. Primary job is to regulate the spacing of individuals.
- B. The guard at station #2 will be IN THE WATER when the slide is busy or out of the water patrolling the pool directly alongside the slide and is responsible for the bathers coming out of the end of the slide. The primary responsibility is to ensure safety as the bather enters the water and also to get them to the stairway in an orderly fashion.
- C. The guard at station #3 is responsible primarily for the shallow half of the lap pool and also for the two "entrances" to the lap pool via the plunge pool and the zero entry area. Be aware of non-swimmers "straying" from zero entry.
- D. The guard at station #4 is responsible for the entire zero entry area of the pool. The guard will be IN THE WATER when the area is busy and "patrol" the area during their shift.
- E. The guard at station #5 is primarily responsible for the deep end of the lap pool and also glances into the diving well. When not in guard stand, guard should patrol from basketball hoop to deep end of lap pool. Be aware of non-swimmers "straying" from zero entry.
- F. The guard at station #6 is responsible for the diving well and glances at the deep end of the lap pool. Sit in stand or walk back and forth on pool deck in your area monitoring at all times.

*All guards will be responsible for monitoring and enforcing the rules on the deck area.

*Guards will rotate to their next station every 25 minutes.

* Rotation should be done as per Red Cross guidelines and at a quick pace

WATER SLIDE RESPONSIBILITIES:

Person at top of slide:

- 1) Individuals under 4 ft. tall will not be allowed to go down the waterslide unless accompanied by someone meeting the height requirement and being 16 years of age or older or wearing a diving well wristband.
- 2) Tell patrons how to ride down the slide (Sliding in a feet first and face up position.
- 3) Make sure all patrons are tall enough to use slide (48" high)
- 4) Dispatch patrons (riders) at the right intervals
- 5) Be on alert at ALL times.

Person at bottom of slide responsibilities:

- 1) Supervise riders on the slide and help them get out of the water quickly.
- 2) Watch for riders who may hit their head on the bottom of the catch pool.
- 3) Watch for riders who could be knocked off balance by flowing water and held under water.
- 4) Watch for riders who stop, slow down, or stand up on the slide.
- 5) Watch for riders who may hit their head on the side of the slide.
- 6) Must be in water while in that area or out of the water directly on the edge of pool alongside the end of the slide.

LEGAL ASPECTS OF LIFE GUARDING

Excerpts from Lifeguard Training, Principles and Administration

The owner or operator of a swimming pool is normally required to use what the law calls ordinary, due or reasonable care for the safety of his patrons, and to guard them from injury or infection. Any equipment or appliances provided for sanitation, safety or use are to be reasonably fit for the purpose for which they are designed and for which they are to be used, and must be in reasonably good condition, repair and working order.

It should be made clear that every incident, whether apparently serious or trivial may be the basis for a lawsuit against the owner, supervisor, or lifeguard, or all of them. The courts are open to all, and anyone may start a lawsuit against anybody, at any time. It is essential that all personnel proceed with these possibilities in mind.

The lifeguard and manager of a swimming pool may be called upon in court to defend himself against allegations of a patron seeking to establish that infectious disease, injury, or even death resulted from negligence on the part of the owner, operator, or employee.

The mere fact that any accident or injury happened does not mean that the owner, operator, or employee is legally responsible for it. This is why accurate written reports of accidents, injuries, near drownings, and drownings must be dated and kept.

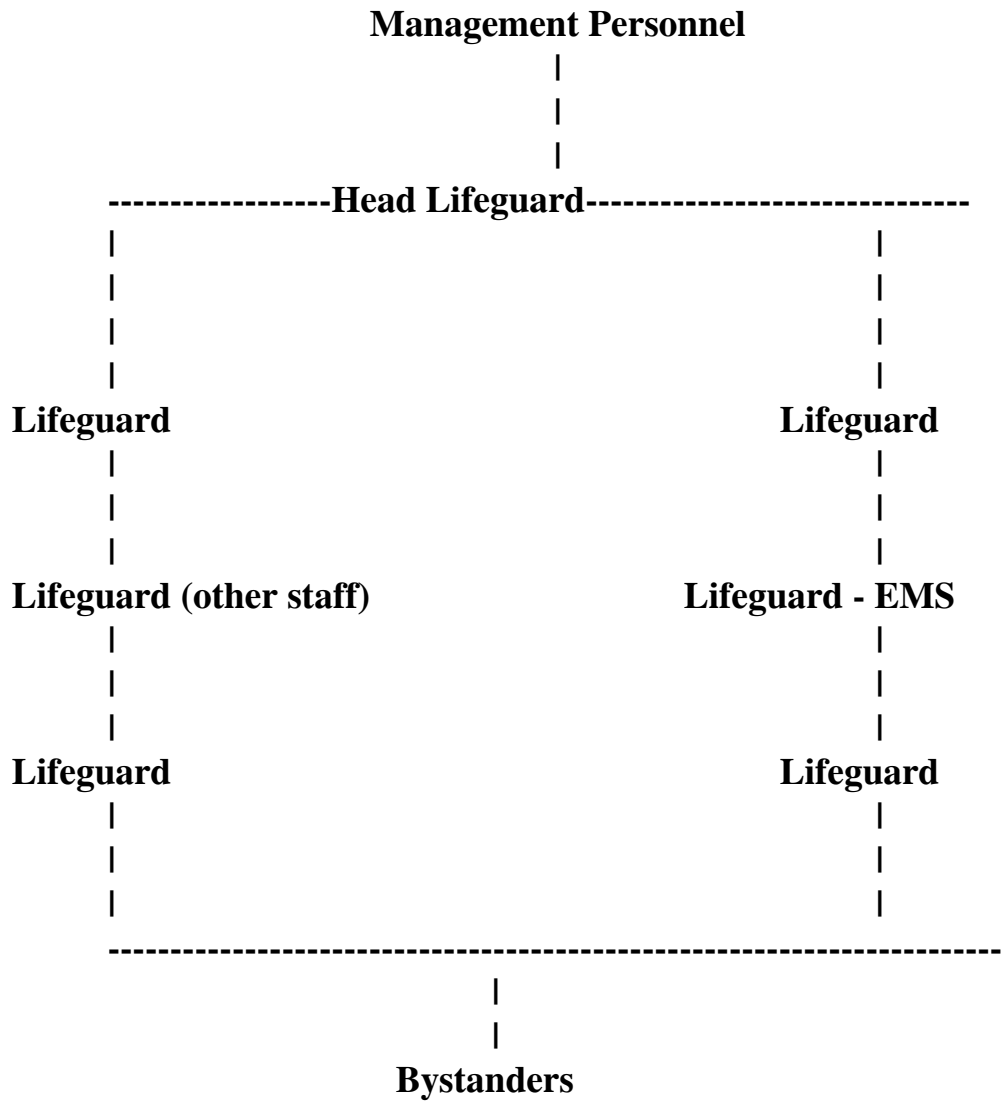
In cases in which there has obviously been a serious injury; or in all cases involving the use of rescue and resuscitation; or where the police or paramedics were summoned, it is suggested that an informal hearing be conducted as soon as possible after the accident, so that all relevant information can be obtained and gathered together for a written report. This report will be invaluable in providing a defense based on fact, freshly recalled after the incident if a claim or lawsuit does result.

Judges in various states have found owners, operators, supervisors, or lifeguards legally liable for drownings and injuries in the following cases.

1. Where there were insufficient, illegible, or missing depth markers.
2. Where there was failure to provide a lifeguard.
3. Where, although lifeguards were provided, they were insufficient in number or insufficiently trained.
4. Where the operator failed to provide proper resuscitation equipment or persons skilled in artificial resuscitation.
5. Where the lifeguards, although sufficient in number and properly qualified, were inattentive.
6. Where it was shown that proper rescue efforts were not undertaken promptly.
7. Where there were insufficient or inadequate underwater lights.
8. Where there was discoloration or turbidity in the water which concealed dangers or hampered location or rescue.
9. Where there was failure on the part of the lifeguards to prevent boisterous play in the pool.
10. Where it was shown that the pool sidewalk or ladders were slippery or defective.
11. Where a diver injures a swimmer by striking him, perhaps the most dramatic example and common example of the effects of lack of control over patrons by the lifeguard on duty. These are not cases of a spontaneous leap into the continued lack of control by the personnel on duty.
12. Where a swimmer cut his foot on broken glass at the bottom of the pool.
13. Where there was eye injury caused by excessive chlorination.

In all these cases the owners, operators, and lifeguards were required to show that they performed their jobs in a competent and proper fashion without any negligence or omission. If the utmost care is taken by each person connected with the operation of the facility, the number of incidents will be greatly reduced and those that do happen will truly be accidents for which the personnel are not legally responsible.

SAFETY TEAM



Emergency action plan flowchart-multi-lifeguard facility

**Emergency Action
Plan Flowchart**

Multi-Guard Facility

Lifeguard Recognizes
Emergency and Acts

Other Lifeguard Provides
Back up and Coverage

Contacts Victim and
Moves to Safety

Assesses Victim's
Condition

Victim is OK

Completes Report

Equipment Checked
and Replaced

Any Corrective
Action Taken

Returns to Duty

Staff Discussion

Victim Needs Care

Other Lifeguard Assists

First Aid Provided

EMS Notified
by Team Member

Pool Cleared by Backup
Lifeguard if necessary

Superior Notified

Witnesses Interviewed

Report Completed

Equipment Checked
and Replaced

Any Corrective Action
Taken

Returns to Duty

Staff Discussion

EMERGENCY ACTION PLAN

FIRSTAID AREA LOCATED IN MAIN HALLWAY WEST OF BOYS LOCKER ROOM AREA.

Minor Emergency

- Talking; reassuring victim
- Reaching
- Basic First Aid
- Calm Patron
- Complete Accident Report

Major Emergency

3 sharp whistles to clear pool
1 Pool person (secondary lifeguard, concessions person, or Pool Director)
deals with control of situation.

- * Call 911
- * Contact District Office
- * For Backboard rescue - find 5 volunteers

1 Lifeguard deals with the emergency

- * Bring correct equipment
- * Start rescue breathing immediately
- * Bring backboard victim to shallow end
- * Secure onto backboard; remove from water
- * Treat for Shock
- * Complete Accident Report

EMERGENCY ACTION PLANS

There are separate Emergency Action Plans, dependent upon the number of staff on duty at any given time. All staff must be familiar with all plans and which plans are to be used in any situations.

General Definitions

1. Minor accident - abrasion, minor cut, possible broken bone or sprain.
2. Victim in distress - person in trouble in water over their head.
3. Major accident - seizure out of water, seizure in water, suspected spinal injury, any hyperextension or compression head injury, submerged victim, double drowning.

PLAN 1 - Multiple Staff on Duty (3-4-5-6 Lifeguards)

This could be a rental or Recreation swim.

Accident or situation: Any unexpected situation that would demand immediate action on the part of a Lifeguard.

Lifeguard Awareness: The Lifeguard becomes aware that a patron needs assistance.

Victim Recognition: The Lifeguard will distinguish whether the victim is in distress, the accident is minor, or the accident is major.

Lifeguard Reaction: If the Lifeguard must enter the water for any victim he/she will blow one long whistle blast and verbally announce he/she is entering the pool to notify staff of the situation.

Minor Accident or Distress Victim

Lifeguard enters water?

No - (no whistle necessary)

Lifeguard takes victim to office, if victim is mobile, gets assistance, if victim is not mobile. Lifeguard performs a reaching, extension, or wading assist if victim is close to side.

Yes - (guard MUST whistle)

If it is necessary for a Lifeguard to enter water over his/her head, Lifeguard will take some piece of rescue equipment into the water. If victim is in shallow or middle section and Lifeguard can stand, a reaching or wading assist is proper.

Victim to safety:

Once contact is made, Lifeguard will bring victim to nearest edge.

Victim O.K.

No - If primary Lifeguard needs assistance to properly care for the victim, primary lifeguard alerts second staff. Second staff blows one long whistle blast. Staff proceeds as under emergency action plan for a major emergency.

Yes - If the victim is not injured and is capable of caring for self, primary Lifeguard should return to duty.

Major Accident

Lifeguard enters water:

(Lifeguard must whistle and verbally announce) Lifeguard enters the water and affects a proper rescue for emergency.

Proper rescues: (See General Rescue Procedures)

Second staff clears pool:

Secondary lifeguard begins to clear the pool and alerts staff of emergency.

Pool is clear and ambulance called:

Secondary lifeguards finish clearing people out of the pool into the locker rooms. Concessions people call ambulance - (911) on phone in Concession Area. Instructions on wall by phone, then meets ambulance in East pool door to escort ambulance crew to pool area.

Second Lifeguard renders assistance:

Secondary Lifeguard will assist primary Lifeguard in rendering any first aid needed (2-man CPR, deep water spinal injury support)

Ambulance crew takes over:

Lifeguards will follow directions of ambulance crew.

Victim's family notified:

If the ambulance is called, the Pool Director, Lifeguard, or Concession Person will make an attempt to contact the immediate family as soon as possible. Caution should be exercised when talking to the family to prevent undue alarm or unnecessary worry.

Chain of command notified:

Pool Director or Head Lifeguard will notify appropriate people in the chain of command.

Reports completed:

A narrative report of the facts will be filled out by each employee involved in the rescue. Such report will be filed with the Pool Director. Under no circumstances will employees talk with anyone other than District or Police personnel.

Facility Reopens:

Only if staff is capable of working.

PLAN 2 - 2 LIFEGUARDS ON DUTY

This could be a swimming lessons session or rental.

Accident or situation:

Any unexpected situation that would demand immediate action on the part of a Lifeguard.

Lifeguard Awareness:

The Lifeguard becomes aware that the patron needs assistance.

Victim Recognition:

The Lifeguard will distinguish whether the victim is in distress, the accident is minor, or the accident is major.

Lifeguard reaction:

Primary Lifeguard blows one long whistle blast to notify other staff of possible emergency, if situation warrants entering the water.

Minor Accident or Distress Victim

Lifeguard enter water?

No - Lifeguard treats a minor accident victim or performs a reaching, extension, or wading assist if distress victim is close to side or in guard standing depth water. (See General Rescue Procedures)

Yes - If it is necessary for a Lifeguard to enter water over his/her head, Lifeguard will take some piece of rescue equipment into the water.

Victim to safety:

Once contact is made, Lifeguard will bring victim to nearest edge.

Victim O.K.?

No - If primary Lifeguard needs assistance to properly care for the victim, primary Lifeguard alerts second staff. Staff proceeds as under major emergency.

Yes - If the victim is not injured and is capable of caring for self, primary Lifeguard returns to duty.

Major Accident

Lifeguard enters water:

(Lifeguard MUST whistle and verbally announce) Lifeguard enters the water and effects a proper rescue for the emergency.

Proper rescues: See General Rescue Procedures.

Second Lifeguard to clear pool:

The second Lifeguard should begin to clear the pool and appoint a responsible adult and instruct that adult to finish clearing the pool and meet the ambulance at the east pool doors. Concession person calls the ambulance (911) on the phone in the concession area. Instructions are on the wall.

Second Lifeguard assistance:

Second Lifeguard assists primary Lifeguard in rendering any first aid (2-man CPR, spinal injury support).

Victim's Family notified:

If the ambulance is called, the secondary Lifeguard, Pool Director, or concession person, contact the immediate family as soon as possible. Caution should be exercised when talking to family members to prevent undue alarm or unnecessary worry.

Chain of command notified:

Pool Director or primary Lifeguard will notify appropriate people in the chain of command.

Reports completed:

A narrative report of the facts will be filled out by each employee involved in the rescue. Such report is to be filed with the Pool Director. Under no circumstances will employees talk with anyone other than District or Police personnel.

Facility Reopens: If staff is capable of working.

PLAN 3 - 1 GUARD ON DUTY

This would be a small rental, lap swimming, or aerobics.

Accident or situation:

Any unexpected situation that would demand immediate action on the part of a Lifeguard.

Lifeguard Awareness:

The Lifeguard becomes aware that a patron needs assistance.

Victim Recognition:

The Lifeguard will distinguish whether the victim is in distress, the accident is minor, or the accident is major.

Lifeguard reaction:

Lifeguard blows one long whistle blast to alert others in pool of possible emergency if situation warrants guard entering the water.

Minor Accident or Accident Distress Victim

Lifeguard enters water:

No - Lifeguard treats a minor accident victim or performs a reaching, extension, or wading assist if victim is close to side or in guard standing depth water. (See General Rescue Procedures)\

Victim to Safety:

Once contact is made, Lifeguard will bring victim to nearest edge.

Victim O.K.?

Yes - If the victim is not injured and is capable of caring for self, Lifeguard returns to duty.

No - If primary Lifeguard needs assistance to properly care for the victim, Lifeguard proceeds as under major emergency.

Major Accident

Lifeguard enters water:

(Lifeguard must whistle and verbally announce) Lifeguard enters the water and effects a proper rescue for the emergency. Proper rescues: (See General Rescue Procedures)

Pool is cleared and ambulance called:

Lifeguard appoints a responsible adult to finish clearing the pool and meet ambulance at east pool door. Also requests a second responsible adult to phone ambulance. (911) on phone in the Pool Office. Lifeguard also informs this individual of instructions on the wall.

Ambulance crew takes over:

Lifeguard follows instructions of ambulance crew.

Victim's Family notified:

Lifeguard will make an attempt to notify the Pool Director and immediate family as soon as possible. Caution should be exercised when talking with family to prevent undue or unnecessary worry.

Chain of Command:

Lifeguard will notify appropriate people in chain of command.

INFORMATION FOR EMERGENCY CALL

(Be prepared to give this information to the EMS dispatcher)

1. Location: Street Address: 305 South Eliot Avenue
The pool entrance is located on the East side of the Rush City Multi Purpose Center.
2. Telephone number from which the call is being made: (320) 358-3074
3. Caller's name:
4. What happened?
5. How many people injured?
6. Condition of victim(s).
7. Help (first aid) being given:

Note: Do not hang up first. Let the EMS dispatcher hang up first.

Important Phone Numbers

Fire, Police, Ambulance	----	911
<u>Chain of Command:</u>		
Paul Kirby (Pool Director)	----	763-222-8867 – Cell
Eric Telander (Manager)	----	763-298-0887 – Cell
Eric Risland (Manager)	----	612-481-3566 – Cell
Charlotte Thill (Manager)	----	651-319-7027 - Cell
Lee Rood	----	320-358-4855 - Work
(Community Ed. Director)	----	612-961-4925 - Cell
Brent Stavig	----	320-358-4855 - Work
(Interim Superintendent)		
<u>Custodians:</u>		
Bryan Hendricks	----	763-300-2818 - Cell
Weather Bureau: WCMP	----	320-629-7575
Fairview Lakes Hospital	----	1-800-571-7344

GENERAL RESCUE PROCEDURES

Distress Victim:

Lifeguard performs reach, extension, or wading assist if victim is close to side. If necessary to enter the water, Lifeguard will use ring buoy, rescue tube, or rescue buoy as described in the American Red Cross Lifeguard Training Manual or may make any reasonable modifications to such rescues as the situation warrants.

Major Accident:

- a. Seizure on deck - head support and breathe check once seizure is complete.
- b. Seizure in water, equipment support, deep water rescue breathing check while moving to side, removal from the water if CPR is needed, CPR.
- c. Submerged victim-bring to surface, deep water rescue breathing, removal from water if CPR is necessary, CPR.
- d. Spinal injury, head injury - head/chin or head splint support, victim to side, check breathing, boarding without straps if CPR is necessary, continued support in water if CPR is not needed.
- e. Double drowning - equipment extended to most stable of two victims if possible to rescue simultaneously. If necessary to split victims, equipment use rescue of most unstable victim first.

FIRST AID PROCEDURES FOR COMMON INJURIES

1. Bleeding:

- a. Nose
Possible neck or back injury, do not try to control nosebleed, stabilize head and neck.
 1. Gloves on
 2. Have victim lean forward - chin toward chest
 3. Compress nose shut - have victim compress own nose if possible
- b. Other (cut/abrasions)
 1. Gloves on
 2. Apply direct pressure on wound with dressing
 3. Disinfect it and bandage it leaving pool, may return to pool if bleeding stops .

2. Fracture, sprain, dislocation -- 'care' for all as if fracture

Signs: grating, snapping, obvious deformity, pain, tender to touch, swelling, discoloration, bruising, loss of movement

Treatment:

If victim is a child:

1. Stabilize victim
2. Apply cold pack nearest injury if possible to do without pain
3. If victim is a minor, call parent or grandparent to ask if they wish to transport minor or if they wish us to call ambulance.
4. When parent arrives, immobilize area as best as possible without pain to victim.
5. If no parent response, call the ambulance. Wait for the ambulance. Do not splint.

If victim is an adult:

1. Stabilize victim
2. Apply cold pack nearest injury if possible to do without pain
3. Suggest adult seek qualified medical attention
4. Ask adult if they wish we call the ambulance or if they wish another adult to transport.

3. Diabetic

Medical Alert tag, ask victim if conscious

Conscious person give sugared pop

Unconscious check ABC, call ambulance

4. **Feces in Pool**

Close down pool area affected. Make any attempt to clean affected area with net or mop. If able to sufficiently clean area, allow patrons back into pool. If unable to clean area, send them home. Give all patrons a complimentary coupon.

GENERAL FIRST AID PROCEDURE

Procedure for handling any body fluids.

Sources:

Feces, urine, respiratory secretions (saliva, nasal discharge), vomit, bleeding (cuts, abrasions, nosebleed)

General Procedure:

1. Wear disposable gloves before making contact with any body fluids during care, treatment or cleaning procedures.
2. Discard gloves after use.
3. Wash hands after handling any body fluids.
 - a. Soap and warm water
 - b. Scrub between fingers, knuckles, back of hands, nails.
 - c. Rinse under warm running water.
 - d. Thoroughly dry with paper towels.
4. Discard all disposable items.
 - a. Band aids, dressings for cleaning, pressure bandages.
5. Use paper towels to pick up and discard solid waste materials such as vomit.

Disinfecting the Deck:

1. Put on gloves.
2. Use bleach solution of one part bleach to 10 parts water (1 1/2 cups to one gallon water).
3. Spray area with hospital disinfectant.
4. Dump bucket contents down drain.

EMERGENCY PROCEDURES

In the event of an emergency, common sense should dictate the procedures necessary in an emergency situation. There are no hard and fast guidelines that can be followed in every situation. Therefore, each individual will need to exercise his/her own judgement. The emergency procedures that follow are designed to give guidance to those who have the responsibility of the people in the pool area.

POOL EMERGENCIES

There will be multiple lifeguards (6) on duty when the pool is open for open swimming. There will always be at least 1 guard on deck when the pool is open for swimming lessons and/or pool rentals.

In the event of an emergency, the Lifeguard seeing the problem should sound three (3) sharp blasts on his/her whistle. This will alert the other pool staff of the situation and they should immediately proceed with clearing the pool and contacting 911. The other pool staff will make the necessary rescue and, if needed, start mouth to mouth resuscitation.

Be sure to inform 911 of the type of emergency and that you need an ambulance at the East door of the swimming pool. Have someone wait outside and flag the ambulance down.

- Then:
1. Get statements from any witnesses.
 2. Fill out an accident report, be thorough.
 3. Notify the Pool Director.
 4. Notify the District Superintendent.

OTHER EMERGENCIES

Bomb Threat

If a phone call to the pool is a bomb threat:

1. Clear the pool and locker room of all patrons and have them exit to the east to the city park.
2. Call 911 from the closest available business.
3. Call school administration.

Fire Alarm

If the fire alarm should go off:

1. Clear the pool and locker room of all patrons and have them exit to the east to the city park.
2. Check locker rooms to insure that everyone has exited.
3. Call 911 from closest phone.
4. If a fire does not exist, call the Head Custodian.
5. For a false alarm; once the alarm has been reset, patrons may re-enter the building and continue swimming.
6. Fill out incident report.

Tornado

Indicated by city siren or by radio.

DAYS IN SESSION: Signal with three sharp whistle blasts and announce clearly, tornado coming. Keeping track of the number of children, proceed to the locker room (girls/boys) and remain kneeling against a west wall until the all clear is given. Be sure to lock the pool door.

OPEN SWIM: (Week nights and weekends) Signal with three sharp whistle blasts and announce clearly, tornado is coming. Keep track of the number of pool participants, proceed to the west wall of the locker room. Have everyone kneel by the west wall. Lock all the pool doors. Stay near west walls of locker rooms until all clear is given.

Power Out

If the power should fail - lights go out:

1. Auxiliary lighting will go on in locker rooms.
2. Evacuate pool, let people dress and send them home.

Phone Out

If no phone is available to use in an emergency:

1. Don't open the facility.

POOL RULES

AND

REGULATIONS

RUSH CITY AQUATIC CENTER REGULATIONS

All patrons must enter and exit through “north east” doors. No one is to go through City Hall.

*****IMPORTANT:** All children eight and under must be accompanied by someone 16 years of age or older. One adult can accompany no more than three children.

1. **Daily Rates & Types of Passes:**

Hours: 12:30 - 6:30 Sunday through Saturday

If you come to the pool between 12:30 & 3:00 p.m., this will allow you to swim the entire day until 6:30:

- ◇ 8 and under \$5.00
- ◇ 9 - 61 8.00
- ◇ 62 and up 5.00
- ◇ Family Pass 25.00 (family pass includes Dad, Mom and immediate family)

If you come to the pool between 3:00 & 5:00 p.m., this will allow you to swim until 6:30:

- ◇ 8 and under \$4.00
- ◇ 9 - 61 6.00
- ◇ 62 and up 4.00
- ◇ Family Pass 18.00 (family pass includes Dad, Mom and immediate family)
- ◇ \$1.00 admission charge for anyone who enters the pool and does NOT swim.

Pool patrons who choose to leave and return during the open swimming session must get their hand stamped before leaving. You will then be allowed to re-enter on this same day at no charge. If you do not get your hand stamped, you will have to pay to re-enter. Daily Family Passes, Individual Season Passes and Family Season Passes are also available. Admission for daily rates and all passes are non-refundable and non-transferable. Nightly Special: 5:00-6:30 p.m. - \$1.50 per person.

2. **Wrist Bands:** Any individual using the diving well will be tested and banded.

3. **Observation:** Parents/guardians with children in the wading pool will be allowed on the pool deck to watch their children, provided they remove their shoes before entering the pool area. All other posted rules must be followed.

4. **Emergency Signal:** The emergency signal or lifeguards use is three (3) sharp whistle blasts. All swimmers must proceed to the nearest pool wall and exit the pool. Please sit at the pool edge and wait for further instructions.

5. **Swim Break:** The pool will be cleared out for a 10 minute break at: 1:50-2:00; 3:20-3:30; and 4:50-5:00. In addition, if extremely warm, more frequent breaks may be taken if as determined by the pool manager or assistant manager. The pool clearing sign is one long whistle blast.

6. **Take a Shower:** Body oils, deodorants, and suntan lotions all reduce the effectiveness of the filter system. Even a quick shower will remove the majority of these items.

7. **Walk:** Decks and locker room floors can become wet. Please walk slowly to prevent possible accidents.

8. **No Horse Play:** Shoving, dunking, shoulder rides, throwing of others, fighting or wrestling can endanger yourself and the safety of others and is strictly forbidden.

9. **Toys Allowed:** Face masks, goggles, snorkels and fins, owned by patrons will be allowed.

10. **No Personal Flotation Devices:**

Lif jackets, styrofoam blocks, flotation toys, and blow up arm bands give a non swimmer/swimmer a false sense of security and do not replace proper supervision, and thus will not be allowed. However, kickboards, lif jackets, and armbands will be available for students involved in swimming lessons. These items will be provided by the aquatic center.

11. **Diving:** Diving is allowed in the diving well only.

- 12. No Back Diving or Flips from Pool Sides:** These dives are not allowed in the Rush City Pool under any circumstances.
- 13. Ladders:** The ladders are for entering or exiting the pool. They are not to be used as gymnastics equipment or for play.
- 14. No Smoking:** Smoking is not allowed on the pool grounds.
- 15. No Gum, Food, or Drink:**
Please help keep the pool and locker rooms clean. Individuals cannot bring food or drink from the outside (home) into the aquatic center, or fenced in concessions area. All items sold at the concession stand, if consumed in pool area, must be confined to the fenced in concessions area.
- 16. Wear a Swimsuit:**
Cut-offs (even hemmed) or other street clothes are not allowed in the pool. No zippers or metal of any type on any type of clothing will be allowed. These types of clothes are not suitable for swimming, and may hamper your swimming ability.
- 17. T-shirts:** Clean white T-shirts will be allowed for use in chest deep or less water only. T-shirts causing possible swimmer distress will be removed. T-shirts with inappropriate language or sayings will not be allowed.
- 18. No Street Shoes:** Street shoes including tennis shoes are not permitted in the pool area. Wet areas are safer with bare feet, however, sandals will be allowed.
- 19. No jewelry allowed.**
- 20. By State Law:** Persons with open sores, boils, skin rashes or communicable diseases cannot be allowed in the pool.
- 21. Alcohol and Drugs:** Alcohol and drugs will not be allowed on pool grounds. Swimmers under the influence will not be permitted in the pool.
- 22. Phone Use:** The pool phone is for emergency use and business use only. Please arrange pick-up times prior to drop off. We will not operate as a message service.
- 23. Management Discretion:**
The pool management reserves the right to add or delete rules that are in the interest of the patrons for a safe, well run pool for all. This list of rules is meant as a guideline only, and should not be considered to be a final listing of all rules or policies. Furthermore, all staff employees, through supervision of management, have the right and duty to protect and enforce all necessary rules and regulations to protect the safety of all. Management has the right to remove any patron who does not follow rules and regulations in regards to safety of all individuals. The removal of an individual could carry a 24 hour eviction, 3 day eviction, 10 day eviction or removal for the summer.

DIVING AREA REGULATIONS

- 1. Deep Water Test:** All swimmers must be tested by a lifeguard before being allowed to swim in deep water. They must be able to swim one pool width using a reasonably good front crawl stroke with proper breathing. Those that pass the test will be banded to help the lifeguards distinguish who can be in the deep water end.
- 2. Dive from the end of the Board:**
Diving from the sides of the board will not be allowed. All diving must be straight out from the end.
- 3. One Bounce:** Only one bounce on the board will be allowed.
- 4. One Person Only On Diving Board and Ladder:**
Only one person at a time may be on the diving board, platform, or stairs. Only after the dive is completed shall the next diver proceed up the steps.
- 5. Feet Only on the Board:** The feet are the only part of the body allowed to make contact with the board. Cartwheels, handstands, or other dives are not allowed.
- 6. No Swimming:** Swimming is not allowed in the roped off diving area when the board is in use. **No T-shirts allowed because of water depth.**
- 7. Exiting:** After use of the board, swimmers must exit using the ladder on the east side of the diving well.

WADING POOL REGULATIONS

1. The wading pool is for the use of children six (6) years of age and younger. All children in the wading pool must have parent or guardian supervision. No throwable, inflatable or flotation devices are permitted, but other small toys will be allowed in the wading pool area only with lifeguard approval. All other pool regulations apply to this area.
2. No pushing or shoving will be tolerated on any of the play features.

SLIDE REGULATIONS

1. Must be 48” tall or have a band from the diving well test. If not, person must go with individual who meets 48” requirement and is at least 16 years of age or older.
2. No horseplay on steps or platform.
3. Must go down slide on your back, feet first.
4. Individual cannot go down slide until lifeguard instructs you to do so.
5. No chains allowed. Individuals cannot stop anywhere on slide and allow others to hook up with them.
6. T-shirts are allowed if appropriate sayings are on them.

LAP POOL REGULATIONS

1. Children must be 48” in height or pass the swim test to swim in the lap pool. If the child does not meet the minimum height, or pass the swim test a parent must accompany the child in the pool and the child must be no more than an arm length away from parent in shallow end of pool.

DROP SLIDE REGULATIONS:

- 1) Only one person may use slide at a time. Absolutely no chaining.
- 2) Must go down slide feet first, on your back.
- 3) Individuals must exit using ladder to your right or west side of pool.
- 4) Individuals cannot go down slide until person in front of them is exiting pool. (going up ladder)
- 5) Must be able to pass swimming test administered by lifeguard. (See Diving Area Regulations)
- 6) No t-shirts allowed because of water depth.

POOL FORMS

RUSH CITY POOL PARTY AGREEMENT

1. A pool party entitles use of the Rush City swimming pool and facilities for the time specified on the pool party application.
2. All groups will designate a person or persons who will be responsible for the party, check party members in, and keep the front entrance secure.
3. Party group size will be limited to two hundred (200). Group size is determined by the total number of people in the facility.
4. Party members agree to enter, clean up, and leave the facility at the time specified on the pool party application.
5. Food may be brought in and served in the concession area only. The party is responsible for their own cleaning supplies and making sure the facility is clean by their specified end time.
6. All Rush City pool open swim regulations will apply. Rush City pool will supply lifeguards to help insure swimmer safety. The cost of two (2) lifeguards is included in the party fee. Larger groups may be charged extra for additional lifeguards.
7. A pool party application form, must be filled out and returned to the pool manager at least ten (10) days in advance of the desired party date.
8. Full payment must be received at least seventy-two (72) hours before the start of the pool party. Make checks payable to the Rush City Schools.
9. Changes to pool party plans will not be allowed less than seventy-two (72) hours before the start of the pool party.
10. Pool parties may be canceled at any time by pool management, for any reason deemed necessary to insure public safety. The group may be entitled to a full refund.
11. Pool party applicant acknowledges having read and agrees to abide by the items and policies set forth in the “Rush City Pool Party Agreement”, “Rush City Pool Regulations”, and “Rush City Party Application”.

Rush City Pool Party Application Form

Organization or party requesting usage: _____

Contact Person: _____

Phone: _____

Event/Activity: _____

Date of Event/Activity: _____

Time Needed: _____ Open Time: _____ Close Time: _____

Number of people will determine number of lifeguards that need to be on duty.

Please check area of pool that you are requesting for usage:

_____ Wading Pool _____ Lap Pool _____ Diving Pool _____ Plunge Pool/Slide Area

**Birthday parties: Restricted to following times: 10:00 a.m. - 12:00 p.m. - Saturdays - \$100.00 per hour
(Rate could increase if large party uses pool)

**Private parties: Available on request. Limited to two (2) hours. \$100.00 per hour.

**Pop and food is confined to the concessions area only.

Important:

*Application forms must be submitted to the pool manager at least ten (10) days in advance of desired party date.

*Full payment must be received at least seventy-two (72) hours before the start of the pool party.

*Pool management may deny request for pool usage for any reason.

SIGNATURE

DATE

FOR OFFICE USE ONLY

Request: _____ Approved _____ Denied

Charge: Yes No If yes, amount owed: \$ _____

Authorized Signature: _____ Date: _____

Name, Address, Phone Numbers of Witnesses:

- 1.
- 2.
- 3.

Number of People in pool at time of incident:

Pool Conditions:

PH

CL

Temp.

Environmental Conditions:

Was Victim Released?

Yes

No

To Whom:

Signature of person victim was released to:

Signature of lifeguard filing report:

Diagram of Incident Area - Show Victim Location and Positions of Personnel:

RUSH CITY POOL EVICTION FORM

Name:

Date:

Address:

Age of evictee:

Time:

Guards on Duty:

Reason for Eviction:

Specific Warnings this person has received:

Previous number of evictions:

Evictee may not return until eviction period has expired in full.

The eviction period does not begin until this form has been signed by the evictee and the guard on duty. The period of time will begin over if the evictee attempts to enter during the eviction period.

Eviction periods:

1st Eviction: 24 Hours

2nd Eviction: 3 Days

3rd Eviction: 10 Days and call to parent (if under 18)

4th Eviction: out for the summer

Guard

Signature

Evictee

Signature

Pool Director's Initials

_ School Administrator's Initial

STAFF PROCEDURE FORM

I have read and understand the policies and procedures in the 2021 policy manual for the Rush City Pool Staff. I am familiar with the written job and physical description, and agree to follow them to the best of my ability.

Employee Signature:

Date:

RUSH CITY SCHOOL DISTRICT

2020-21 SOCIAL MEDIA GUIDELINES FOR STUDENT PARTICIPANTS/ PARENTS

Playing and competing for Rush City Schools is a privilege. Student-participants are held in the highest regard and are seen as role models in our communities. As leaders you have the responsibility to portray your team, your group, your coaches, your directors, our school, and yourselves in a positive manner at all times. Our school district heavily subsidizes arts, activities, and sports programs. All participants are consuming taxpayer funds provided by our community. This opportunity comes with the responsibility of living up to community standards.

Facebook, Twitter, Instagram, Snapchat and other social media sites have increased in popularity globally, and are used by the majority of student-participants in one form or another. Student-participants should be aware that third parties, including the media, faculty, future employers, and college officials, could easily access your profiles and view all personal information. This includes pictures, videos, comments, and posters. Inappropriate material found by third parties affects the perception of the student participant, our programs, teams, and our school district. This can also be detrimental to a student-participant's future options (i.e. college admission, military eligibility, or job placement).

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions of the following, though this list is not meant to be all inclusive: Photos, videos, tweets, retweets, comments, or posters showing the personal use or possession of alcohol, drugs, and tobacco. Photos, videos, tweets, retweets, comments, or posters that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material. Photos, videos, tweets, retweets, comments, or posters that condone drug-related activity. This includes, but is not limited to, images that portray the personal use of marijuana and drug paraphernalia. Content online that is unsportsmanlike, derogatory, demeaning, or threatening toward any individual or entity (examples: derogatory comments regarding our school, another school, coaches, or teammates; taunting comments aimed at a student-participant, coach, or team at another school and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent, or illegal activities (examples: hazing, sexual harassment/assault, full or partial nudity, inappropriate gestures, stalking, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including photos, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it. If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of Rush City Schools. Remember, always present a positive image and do not do anything to embarrass yourself, your family, the team, or Rush City Schools.

In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited and does not equal freedom from consequences. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information. Protect yourself by maintaining a self image of which you can be proud for years to come.

By signing below you affirm that you understand the Rush City Schools Social Media Guidelines for student-participants and all other parts of the activities handbook and the requirements that you must adhere to as a Rush City Schools student-participant. Also, you affirm that failure to adhere to these social media guidelines and expectations outlined in the handbook will result in consequences that will follow those of our student code of conduct policy.

Parents are also required to sign and expected to follow the same guidelines. Parents who are demeaning of players, coaches, programs, or opponents will not be allowed to attend activities or sports at Rush City Schools.

PRINTED NAME _____

STUDENT-PARTICIPANTS SIGNATURE _____

DATE _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____

Fall/Winter/Spring Athletics Volunteer List

1. Deborah Meissner - fall and spring
2. Jeremiah Friday - fall/spring
3. Chad Buehring - spring
4. Chip Grant - spring
5. Jaime Holmstrom - spring
6. Lee Rood - spring/winter
7. Jami Friday - fall/winter
8. Indigo Isackson - winter
9. Scott Stepp - winter
10. Jon Bergfalk - winter
11. Geneve Vaughan - spring
12. James Monson - spring
13. Kathy Ebner - spring
14. Dylan Groshens - spring
15. Chesney Grant - spring
16. Jed Olson - spring
17. Dean Adickes - spring
18. Jennifer Demenge - fall
19. Dirk Anderson - fall
20. Darrin Stream - fall
21. Will Schmidt - winter
22. Ava Tallarico - winter
23. Peyton Ramberg - winter
24. Chad Ferrie - spring
25. Summer Garr - Fall