ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

A Tradition of Excellence, One Student at a Time

Agenda for April 17, 2023
6:30 PM
District Board Room
6051 Ash Street
Rockford, MN 55373

1. **CALL MEETING TO ORDER**
   - A. Pledge of Allegiance
   - B. Board Roll Call
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **CONSENT ITEMS**
   - A. Consent--Approval of Minutes 3
   - B. Consent--Personnel 11
   - C. Consent--Approval of Bills and Wire Transfers 12
   - D. Consent--Approval of Open Enrollments 23
5. **HIGH STUDENT ACHIEVEMENT**
   - A. Celebration - REAMS 24
   - B. REAMS Principal Report 25
   - C. Choir and Band Trip Approval 27
   - D. Director of Teaching and Learning's Report 37
6. **SAFE & WELCOMING ENVIRONMENT**
   - A. Celebration - Community Ed 55
   - B. Rockford Community Education Update 56
   - C. Staff Recognition Program 2022-2023 57
7. **FISCAL RESPONSIBILITY**
   - A. Resolution of Acknowledgement of Contributions/Donations 59
   - B. Robotics Update 61
   - C. Ratifying resolution Related to General Obligation Capital Facilities Bonds, Series 2023A 62
   - D. Expanded Referendum History 94
8. **EFFICIENT & EFFECTIVE OPERATIONS**
   - A. Intent to Negotiate - Education Minnesota- Rockford 96
   - B. IOwA Reauthorization Resolution 99
   - C. Technology 5 year plan 101
   - D. RAS Parent and Student Handbook 2023-2024 138
   - E. REAMS Staff Handbook 2023-2024 209

F. RMS-CES Staff Handbook 2023-2024 225
G. RHS Staff Handbook 2023-2024 250
H. Galaxy Handbooks 2023-2024 275
I. Early Childhood Handbook 2023-2024 303
J. Policy -- 2nd Read 320

9. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**
   A. Work Session of the Board of Education: Monday, May 15, 2023 at 5:30pm in the District Office Board Room.
   Regular Meeting of the Board of Education: Monday, May 15, 2023 at 6:30pm in the District Office Board Room.
   B. Board Committee Updates
10. **ADJOURNMENT**

Our Mission: *In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.*

Our Vision: *Rockford Area Schools provides a supportive, rigorous, and relevant learning culture producing courageous learners prepared to enter a global society.*

Rockford Board of Education

Jamie Hillstrom
Amy Edwards
Eric Gordee
Jessica Johnson
Jenny Kneeland
Beth Praska
Superintendent Rhonda Dean

Independent School District #883

Regular School Board Meeting

March 20, 2023

Chair Gordee called the meeting to order at 6:30 p.m.

Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

Board Roll Call

Members present: *Gordee, Edwards, Johnson, Praska and Hillstrom.* Also present were *Superintendent Rhonda Dean, Principal Paul Werzeca, Teacher Joe Huber, Activities Director Dan Prat, Director of Teaching and Learning Rob Danneker, Director of Finance and Operation Michael McNulty, Director of Technology Jeff Kienitz and Ryan Hoffman from ICS. Member Kneeland was absent.*

APPROVAL OF AGENDA

Motion by Praska seconded by Hillstrom to approve the agenda as presented. Motion passed unanimously.

PUBLIC COMMENTS

Polly Trandahl made a public comment regarding ADSIS Intervention Services.

Jill Gordee made a public comment regarding RHS ADSIS Intervention Services.

CONSENT ITEMS

Motion by Hillstrom, seconded by Edwards to approve the consent items as presented. Motion carried.

- ***Minutes:***
  February 06, 2023 Work Session
  February 22, 2023 Work Session
  February 22, 2023 Regular Meeting
  March 01, 2023 Special Meeting

- ***Personnel:***

Status	First Name	Last Name	Position	Date(s)
Leave	Jean	Schneeweis	REAMS Title I Reading	May 16, 2023- June 9, 2023
Leave	Tonya	Curtis	High School Sp Ed Para	January 20, 2023-TBD
Leave	Stephanie	Cosgrove	High School Chemistry	March 31, 2023- May 15, 2023
Retirement	Dennis	Walsh	High School Sp Ed Teacher	June 8, 2023
New Hire	Jessica	Quenemoen	REAMS Sp Ed Para	March 6, 2023
New Hire	Nicole	Miller	REAMS Sp Ed Para	March 6, 2023
New Hire	Molly	Haglin	REAMS Secretary	March 6, 2023
New Hire	Elizabeth	Flath	High School Chemistry -LTS	April 3, 2023
Non-Renewal	KellyAnn	Lockrem	School Counselor (RHS)	June 8, 2023
Non-Renewal	Daniel	Noonan	Mathematics (RHS / RMS-CES)	June 8, 2023
End of Contract	Millard	Haley	High School LTS CTE	June 8, 2023

- ***Bills and Wire Transfers:***

February 2023 Disbursements Paid (listings attached):

Fund 01 General Fund	$1,450,238.78
Fund 02 Food Service	$ 76,087.33
Fund 04 Community Services	$ 23,560.75
Fund 06 Building Construction	$ 880,312.64
Fund 07 Debt Redemption	$ 0
Fund 21 Student Activities	$ 4,817.19
Fund 45 OPEB Trust	$ 0
Total All Funds	$ 2,435,016.69

- ***Open Enrollments:***

Resident Students Attending Other Schools

Grade	Non-Resident District	Number	Date Effective	Address Change/New Enrollment
10	Delano	879	2/14/2023	family move, wants to stay at Delano Schools
8	Delano	879	2/14/2023	family move, wants to stay at Delano Schools
12	Delano	879	2/14/2023	family move, wants to stay at Delano Schools
6	Delano	879	2/14/2023	family move, wants to stay at Delano Schools
1	Delano	879	2/14/2023	family move, wants to stay at Delano Schools

Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
KE	Delano	879	9/6/2022	new enrollment--older siblings attend Rockford
KE	Brooklyn Center	286	9/6/2022	new enrollment
6	Osseo	279	9/6/2022	new enrollment
1	Minneapolis	1	12/8/2022	family move--wants to stay enrolled in Rockford
11	Minneapolis	1	12/8/2022	family move--wants to stay enrolled in Rockford
12	Minneapolis	1	12/8/2022	family move--wants to stay enrolled in Rockford
KE	Buffalo	877	9/6/2022	new enrollment
6	Osseo	279	9/6/2022	new enrollment
7	Buffalo	877	2/21/2023	new enrollment
9	Brooklyn Center	286	9/6/2022	new enrollment

HIGH STUDENT ACHIEVEMENT

- **Celebrate - RMS-CES:** Imani Gladney presented on being the RMS-CES Spelling Bee Champion 2 years in a row
- **Celebrate - RHS:** Teacher Joe Huber spoke on behalf of student and leadership and culture committee member, Chloe Vraspir, about the videos they have created around the IB Learner Profile Traits, her understanding of the IB Learner Profile, and her experience on the Leadership and Culture Committee to date. The video on caring was shown as well.
- **DECA Overnight:** Teacher Joe Huber presented to the board for approval of the Overnight DECA trip.

Motion by Praska, seconded by Johnson to approve the DECA overnight trip as presented. Motion carried.

- **Activities Director Report:** Activities Director Dan Pratt gave an update to the board on the winter season wrap-up and the spring season
- **Softball Overnight Trip:** Activities Director Dan Pratt presented to the board for approval of the Softball overnight trip

Motion by Johnson, seconded by Hillstrom to approve the Softball overnight trip to Albert Lee. Eric Gordee abstained from voting. Motion carried.

- **Teaching & Learning Update:** Director of Teaching & Learning Robert Danneker provided the Board with a department update on 2023 Summer Programming plan and calendar, revised assessment update, including RMS-CES and RHS Winter FastBridge progress monitoring and revised Alternative Delivery of Specialized Instructional Services (ADSIS) Plan overview for SFY24-25
- **NAPAC Concurrence:** Director of Teaching and Learning Robert Danneker and district designee to our local Native American Parent Advisory Committee (NAPAC), introduced Elizabeth Blackhawk, local NAPAC chairperson. Ms. Blackhawk shared with the Board the NAPAC decision regarding concurrence for the 2022-23 school year.

FISCAL RESPONSIBILITY

Praska motioned, seconded by Hillstrom, to approve the following resolution as presented:

- **Resolution of Acknowledgement of Contributions/Donations**

  WHEREAS Minnesota Statute 123B.02 permits school boards to "receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. On that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

  THEREFORE, be it resolved by the School Board of Rockford Area Schools, Independent School District 883 that the School Board accepts, with appreciation, the contributions detailed below.

Donor	Amount	Fund
Rockford Education Foundation	$8,553.25	General Fund (RHS Marching Band Uniforms and Scholastic Scope Magazine for 7th graders)
Rockford Education Foundation	$969.00	General Fund (REAMS 1st Grade Fieldtrip to Children's Theatre)
Rockford Education Foundation	$2,447.00	General Fund (REAMS Laminator)
Rockford Education Foundation	$70.00	General Fund (RMS Through my Eyes Classroom set of books for 7th Grade)
Rockford Education Foundation	$511.15	General Fund (Supplies for Cells, Tissues, Organs & System Units @ RMS)
Rockford Education Foundation	$1,471.91	General Fund (Metal Supplies for RHS General Metal Class)
Shelly Buchholz & Drew Toso	RMS Supplies (24 glue sticks & Class set of MN Maps)	General Fund Donation
Melissa, Jesse & Brionna Payne	RMS Supplies (2 3-subject notebooks)	General Fund Donation
Becky, Nat & Bode Schmidt	RMS Supplies (Inflatable Dice, Jumbo cards & Fidget Toys	General Fund Donation
Siew Wei, Scott & Zoe Heidgerken	RMS Supplies (Fidget toy pack, Mancala and a Speaker	General Fund Donation
Brandy Gelle, Daniel & Aubrey Dixon	RMS Supplies (Cordless hot glue gun)	General Fund Donation
Nicole & Andrew Arvold	REAMS Supplies (Active Board Bulb)	General Fund Donation
Tom & Sonia Jerue	REAMS Supplies (Operation Game, Guess Who Game, 2 decks of playing cards)	General Fund Donation

On a roll call vote, the following voted in favor: Gordee, Edwards, Johnson, Praska and Hillstrom. And the following voted against: None.

Whereupon said resolution was declared duly passed and adopted.

- **Revised Budget (Preliminary budget for FY24):**Director of Finance and Operation Michael McNulty presented to the board the FY23 revised budget for approval.

Motion by Hillstrom, seconded by Edwards to approve the revised FY23 budget as stated. Motion carried.

- **Purchasing Approval 2022-23, 2023-24:**Director of Finance and Operation Michael McNulty presented to the board for purchasing approval.

Motion by Johnson, seconded by Praska to approve the purchasing approval. Motion carried.

- **Superintendent Contract:**Director of Finance and Operation Michael McNulty presented to the board for approval of the new superintendent contract.

Motion by Johnson, seconded by Hillstrom to approve the superintendent contract with the addition of High Deductible plan in Article 7 Section 1 . Motion carried unanimously.

EFFICIENT & EFFECTIVE OPERATIONS

- **Policy Updates -** Superintendent Dean presented several policy revisions for a first reading. These changes update references and introduce new policies:516.5, 750R, 801, 802, 805 and 806.
- **Technology Report -** Technology Director Jeff Kienitz presented an update on the Technology department.
- **Amendment to the Master Service Agreement- ICS -** Ryan Hoffman with ICS presented to the board for approval of the Amendment to the Master Service Agreement- ICS.

Motion by Praska, seconded by Hillstrom to approve the Amendment to the Master Service Agreement- ICS . Motion carried.

BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS

Work Session of the Board of Education: Monday, April 3, at 6:30 pm in the District Office Board Room

Regular Meeting of the Board of Education: Monday, April 17, at 6:30 pm in the District Office Board Room

The Board and Superintendent gave updates on their committee assignments and events attended.

- Hillstrom -Superintendent interviews, SEE Day at the Capitol, NWSISD, Coffee and Conversations, Legislature Friday chats.
- Gordee - Board prep meeting, Superintendent interviews, Superintendent contract negotiations, facilities meeting, AMSD board of directors meeting, MSBA board chair chat, Finance committee, NWSISD executive director search.
- Johnson - SEE Day at the Capitol, Continuing Ed Committee meeting, Superintendent Interviews, Superintendent Contract negotiations.
- Edwards - Superintendent interviews, Superintendent contract negotiations, board prep, Facilities meeting.
- Praska - Superintendent interviews.
- Superintendent Dean -Superintendent candidate tours, Robotics competition, NWSISD, MASA, The Breakfast Club group meeting, meeting with City of Rockford Mayor and attorney, MASA at the capital, Finance committee meeting, dance recital

Johnson motioned to adjourn the meeting at 9:03 p.m. Praska seconded. Motion carried unanimously.

Courtney Neibert	*Jessica Johnson*
Recorder	*Clerk*

ROCKFORD AREA SCHOOLS

Independent School District 883
School Board Work Session Minutes
Monday, March 20, 2023

Pursuant to due call and notice, the Rockford Board of Education met in a work session on Monday, March 20, 2023 in the District Board Room. Amy Edwards called the work session meeting to order at 5:31 pm. Members Gordee, Edwards, Johnson, Praska and Hillstrom were present. Also present were Superintendent Rhonda Dean, Michael McNulty Director of Buildings and Grounds James Louer and Ryan Hoffman from ICS. Member Kneeland was absent.

Director of Finance and Operations Michael McNulty led a discussion around the Superintendent Contract.

Director of Teaching and Learning Robbert Danneker updated the board on the ADSIS application.

Ryan Hoffman from ICS led a Facilities/Construction Update and discussed potential future planning.

A Regular Meeting of the Board of Education is scheduled for Monday, March 20, 2023 at 6:30 pm, in the District Board Room.

Adjourned 6:25 pm

Courtney Neibert
Recorder

Jessica Johnson
Clerk

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Consent Personnel

Meeting Date: April 17, 2023

Prepared By: Human Resources Office

Date Prepared: April 12, 2023

	Information		Briefing	X	Action		Enclosure Item(s)

Personnel Items:

Status	First Name	Last Name	Position	Date(s)
Resignation	Michelle	Rist	Kindergarten Teacher	June 30, 2023
Non-Renewal	Katherine	Schmidt	REAMS Counselor (1 year ESSER)	June 30, 2023
Non-Renewal	Ellie	Engstrom	Middle School Counselor (1 year ESSER)	June 30, 2023
New Hire	Meghan	Wilson	REAMS Sped Paraprofessional	March 17/2023
New Hire	Erin	Sindelir	Middle School Math Teacher	2023-2024
Return from Leave	Nayeli	Schroeder	Galaxy Kids Program Lead	April 3, 2023
Leave	Susan	Kettenacker	REAMS SpEd Teacher	April 18, 2023 thru June 13, 2023
Leave	Ryan	Martin	HS Building Safety Specialist	March 29, 2023
Hire	Kathryn	Mattson	LTS Q-Comp Advisor (RHS)	April 3, 2023 thru June 8, 2023
Hire	Hannah	Olivarius	Q-Comp Advisor (RMS-CES)	SY 2024-26

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: *Consent Bills Paid and Wires in March 2023*

Meeting Date: April 17, 2023

Prepared by: Mike McNulty

Date Prepared: March 11, 2023

[x] Information [ ] Briefing [x] Action [ ] Enclosure Item(s)

March 2023 Disbursements Paid (listings attached):

Fund 01 General Fund	$ 74,060.97
Fund 02 Food Service	$ 0
Fund 04 Community Services	$ 4,467.77
Fund 06 Building Construction	$ 668,877.14
Fund 07 Debt Redemption	$ 0
Fund 21 Student Activities	$ 6,745.40
Fund 45 OPEB Trust	$ 0
Total All Funds	$ 754,151.28

Rockford ISD #0883
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		57958		Wire	1	1938		TRA		Yes	No	Yes	03/07/2023	(33,633.50)
AS2		58033		Wire	1	6431		HR SIMPLIFIED		No	No	No	03/02/2023	9,391.78
AS2		58034		Wire	1	3370		MN CHILD SUPPORT PMT CENTER		No	No	No	03/02/2023	323.50
AS2		58035		Wire	1	2006		US GOVERNMENT		No	No	No	03/02/2023	111,577.64
AS2		58036		Wire	1	1962		MINNESOTA DEPT OF REVENUE		No	No	No	03/02/2023	18,793.10
AS2		58037		Wire	1	1938		TRA		No	No	No	03/02/2023	57,903.39
AS2		58038		Wire	1	1937		PUBLIC EMPLOYEES RETIREMENT AS		No	No	No	03/02/2023	21,667.10
AS2		58080		Wire	1	4050		AFLAC		No	No	No	03/16/2023	420.32
AS2		58081		Wire	1	6431		HR SIMPLIFIED		No	No	No	03/16/2023	10,437.61
AS2		58082		Wire	1	5459		LEGAL SHIELD		No	No	No	03/16/2023	173.78
AS2		58083		Wire	1	1962		MINNESOTA DEPT OF REVENUE		No	No	No	03/16/2023	18,871.16
AS2		58084		Wire	1	3370		MN CHILD SUPPORT PMT CENTER		No	No	No	03/16/2023	323.50
AS2		58085		Wire	1	2470		MSRS		No	No	No	03/16/2023	14,004.44
AS2		58086		Wire	1	1937		PUBLIC EMPLOYEES RETIREMENT AS		No	No	No	03/16/2023	19,558.48
AS2		58087		Wire	1	1938		TRA		No	No	No	03/16/2023	56,746.26
AS2		58088		Wire	1	7649		TSA CONSULTING GROUP, INC.		No	No	No	03/16/2023	30,449.12
AS2		58089		Wire	1	2006		US GOVERNMENT		No	No	No	03/16/2023	111,361.31
AS2	13	57984	104063	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	03/03/2023	102,407.36
AS2		57997	104064	Check	1	6623		ADVANCED IMAGING SOLUTIONS		Yes	No	No	03/03/2023	5,718.00
AS2		57992	104065	Check	1	5853	remit	ALL STATE COMMUNICATIONS, INC		Yes	No	No	03/03/2023	16,980.00
AS2		57998	104066	Check	1	6791		BARFKNECHT, ALAN	Ind/Sole Proprietor	Yes	No	No	03/03/2023	130.00
AS2		57980	104067	Check	1	1825		BARTH, BRIAN		Yes	No	No	03/03/2023	130.00
AS2		57971	104068	Check	1	1059	remit	BLICK ART MATERIALS		Yes	No	No	03/03/2023	83.06
AS2		57987	104069	Check	1	4472		BOLLANT JOE		Yes	No	No	03/03/2023	130.00
AS2		57970	104070	Check	1	1054	remit	CAROLINA BIOLOGICAL SUPPLY		Yes	No	No	03/03/2023	104.40
AS2		57977	104071	Check	1	1181		CITY OF ROCKFORD		Yes	No	No	03/03/2023	2,545.27
AS2		57994	104072	Check	1	6087		COOK, ANDREW	Ind/Sole Proprietor	Yes	No	No	03/03/2023	130.00
AS2		57981	104073	Check	1	2857		DECKER, MARK	Ind/Sole Proprietor	Yes	No	No	03/03/2023	130.00
AS2		58010	104074	Check	1	8265		DOMINO'S PIZZA		Yes	No	No	03/03/2023	57.49
AS2		58000	104075	Check	1	7513	remit	FOLLETT SCHOOL SOLUTIONS		Yes	No	No	03/03/2023	47.91
AS2		58015	104076	Check	1	8550		HARTMAN PUBLISHING, INC.	S Corporation	Yes	No	No	03/03/2023	1,711.63
AS2		57989	104077	Check	1	4955	remit	HENNEPIN CO ACCOUNTS RECEIV		Yes	No	No	03/03/2023	67.00
AS2		58006	104078	Check	1	7878		HERITAGE EMBROIDERY & DESIGN		Yes	No	No	03/03/2023	2,220.00
AS2		57991	104079	Check	1	5177		HOLT - PETERSON CHARTER BUS		Yes	No	No	03/03/2023	850.00
AS2		57983	104080	Check	1	3679	remit	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	03/03/2023	2,046.60
AS2		57976	104081	Check	1	1102		JW PEPPER		Yes	No	No	03/03/2023	254.87
AS2		57993	104082	Check	1	6029		KIDZART		Yes	No	No	03/03/2023	170.00
AS2		57996	104083	Check	1	6603		LANO EQUIPMENT -LORETTO		Yes	No	No	03/03/2023	113.33
AS2		57975	104084	Check	1	1098		MACGILL & CO		Yes	No	No	03/03/2023	240.68

Rockford ISD #0883
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		58002	104085	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	No	No	03/03/2023	190.00
AS2		57979	104086	Check	1	1471		MCEA		Yes	No	No	03/03/2023	209.00
AS2		58004	104087	Check	1	7857		MCLEOD COMMUNITY SOLAR ONE LLC		Yes	No	No	03/03/2023	531.50
AS2		58005	104088	Check	1	7858		MEEKER COMMUNITY SOLAR ONE LLC		Yes	No	No	03/03/2023	514.04
AS2		57969	104089	Check	1	1039		MINNESOTA ELEVATOR, INC		Yes	No	No	03/03/2023	469.42
AS2		58003	104090	Check	1	7771	remit	MRI SOFTWARE, LLC		Yes	No	No	03/03/2023	104.00
AS2		57974	104091	Check	1	1096		NASCO		Yes	No	No	03/03/2023	3.92
AS2		57972	104092	Check	1	1079		OFFICE DEPOT		Yes	No	No	03/03/2023	179.89
AS2		57985	104093	Check	1	4366		REGION 5A SECRETARY		Yes	No	No	03/03/2023	150.00
AS2		57982	104094	Check	1	2895		ROCKET BOOSTERS		Yes	No	No	03/03/2023	2,420.00
AS2		57988	104095	Check	1	4937		RUSSELL SECURITY RESOURCE INC		Yes	No	No	03/03/2023	5,364.00
AS2		58012	104096	Check	1	8498		SCHMITT MUSIC ANOKA		Yes	No	No	03/03/2023	278.00
AS2		57973	104097	Check	1	1091		SCHMITT MUSIC CENTER		Yes	No	No	03/03/2023	4.95
AS2		58011	104098	Check	1	8445		SCHOOL NURSE SUPPLY	S Corporation	Yes	No	No	03/03/2023	414.30
AS2		58008	104099	Check	1	8143		SCRIBBLES SOFTWARE	C Corporation	Yes	No	No	03/03/2023	130.30
AS2		58007	104100	Check	1	8029		SFM		Yes	No	No	03/03/2023	22,279.00
AS2	14	58014	104101	Check	1	8540		SOUTH ST. PAUL STEEL SUPPLY CO., II	S Corporation	Yes	No	No	03/03/2023	1,471.91
AS2		57995	104102	Check	1	6282		SOUTHWEST METRO EDUCATIONAL C		Yes	No	No	03/03/2023	682.55
AS2		57986	104103	Check	1	4387		TAHER INC - BIN# 135092		Yes	No	No	03/03/2023	76,946.23
AS2		58001	104104	Check	1	7545		TEACHERS ON CALL		Yes	No	No	03/03/2023	16,468.00
AS2		57978	104105	Check	1	1269		T-MOBILE		Yes	No	No	03/03/2023	1,260.00
AS2		57990	104106	Check	1	5149		TOLL COMPANY		Yes	No	No	03/03/2023	282.63
AS2		57999	104107	Check	1	6834		URBAN, NICHOLAS	Ind/Sole Proprietor	Yes	No	No	03/03/2023	130.00
AS2		58009	104108	Check	1	8170	remit	US BANCORP GOVN'T LEASING & FINA	C Corporation	Yes	No	No	03/03/2023	7,569.12
AS2		58013	104109	Check	1	8513		VON HOLDT, TROY	Ind/Sole Proprietor	Yes	No	No	03/03/2023	85.00
AS2		57968	104110	Check	1	1016		WRIGHT-HENNEPIN COOP. ELECTRIC		Yes	No	No	03/03/2023	353.40
AS2		58028	104111	Check	1	7981		AT&T MOBILITY		Yes	No	No	03/13/2023	38.23
AS2		58027	104112	Check	1	1215		XCEL ENERGY		Yes	No	No	03/13/2023	25,172.28
AS2		58030	104113	Check	1	8402		REPUBLIC SERVICES, INC.	C Corporation	Yes	No	No	03/13/2023	2,684.12
AS2		58029	104114	Check	1	1016		WRIGHT-HENNEPIN COOP. ELECTRIC		Yes	No	No	03/13/2023	83.85
AS2		58031	104115	Check	1	4366		REGION 5A SECRETARY		Yes	No	No	03/13/2023	85.00
AS2		58032	104116	Check	1	1394		MBNA/BUSINESS CARD		Yes	No	No	03/14/2023	8,975.73
AS2		58072	104117	Check	1	8399		AMPION PBC	C Corporation	Yes	No	No	03/17/2023	63.40
AS2		58053	104118	Check	1	4657		BLANCHARD JOHN & BRENDA		Yes	No	No	03/17/2023	68.00
AS2		58043	104119	Check	1	1180		CENTERPOINT ENERGY		Yes	No	No	03/17/2023	20,110.14
AS2		58044	104120	Check	1	1200		CUB FOODS		Yes	No	No	03/17/2023	898.05
AS2		58063	104121	Check	1	6826		DAY, ROGER	Ind/Sole Proprietor	Yes	No	No	03/17/2023	130.00
AS2		58077	104122	Check	1	8559		DIETER, PATRICIA		Yes	No	No	03/17/2023	68.00
AS2		58062	104123	Check	1	6481		GRADY'S ACE HARDWARE		Yes	No	No	03/17/2023	954.52

Rockford ISD #0883
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		58074	104124	Check	1	8553		GRANGER, MARY		Yes	No	No	03/17/2023	62.88
AS2		58068	104125	Check	1	7738	REMIT	GRANITE TELECOMMUNICATIONS, LLC		Yes	No	No	03/17/2023	767.86
AS2		58078	104126	Check	1	8560		GRAY, ERIC	Ind/Sole Proprietor	Yes	No	No	03/17/2023	130.00
AS2		58073	104127	Check	1	8406		GREENROCK DELI		Yes	No	No	03/17/2023	357.68
AS2		58056	104128	Check	1	5416		GRIMM DESIGN, LLC		Yes	No	No	03/17/2023	455.00
AS2		58051	104129	Check	1	3824		HANOVER INSURANCE GROUP		Yes	No	No	03/17/2023	33,955.39
AS2		58066	104130	Check	1	7419		HOLMES, ERIN	Ind/Sole Proprietor	Yes	No	No	03/17/2023	195.00
AS2		58040	104131	Check	1	1102		JW PEPPER		Yes	No	No	03/17/2023	736.15
AS2		58071	104132	Check	1	8361		KAMIDA CONCRETE CONSTRUCTION,	S Corporation	Yes	No	No	03/17/2023	9,770.00
AS2		58076	104133	Check	1	8558		KELLER, SHEILA		Yes	No	No	03/17/2023	68.00
AS2		58070	104134	Check	1	8010		LANGUAGE LINE SERVICES		Yes	No	No	03/17/2023	28.35
AS2		58064	104135	Check	1	7284		LVC COMPANIES, INC.		Yes	No	No	03/17/2023	507.00
AS2		58047	104136	Check	1	2081		MAPLE LAKE PUBLIC SCHOOLS		Yes	No	No	03/17/2023	45.50
AS2		58067	104137	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	No	No	03/17/2023	580.00
AS2		58042	104138	Check	1	1166	remit	MASBO		Yes	No	No	03/17/2023	110.00
AS2		58045	104139	Check	1	1394		MBNA/BUSINESS CARD		Yes	No	No	03/17/2023	40.00
AS2		58048	104140	Check	1	2216		MENARDS INC		Yes	No	No	03/17/2023	124.72
AS2	15	58060	104141	Check	1	6356		MITEL NETSOLUTIONS		Yes	No	No	03/17/2023	4,322.01
AS2		58059	104142	Check	1	6187	remit	MN FFA		Yes	No	No	03/17/2023	169.00
AS2		58069	104143	Check	1	7771	remit	MRI SOFTWARE, LLC		Yes	No	No	03/17/2023	235.00
AS2		58041	104144	Check	1	1154		MSBA		Yes	No	No	03/17/2023	1,495.00
AS2		58058	104145	Check	1	6106	remit	NATIONAL FFA ORGANIZATION		Yes	No	No	03/17/2023	1,896.60
AS2		58039	104146	Check	1	1020	remit	PITNEY BOWES GLOBAL FINANCIAL SE		Yes	No	No	03/17/2023	903.54
AS2		58049	104147	Check	1	3105		RABEHL, SCOTT	Ind/Sole Proprietor	Yes	No	No	03/17/2023	170.00
AS2		58057	104148	Check	1	5746		ROISUM-FOLEY, AMY	Ind/Sole Proprietor	Yes	No	No	03/17/2023	220.00
AS2		58052	104149	Check	1	3880		SCHERBER DREW		Yes	No	No	03/17/2023	130.00
AS2		58050	104150	Check	1	3692		STATE OF MN DEPT PUBLIC SAFETY		Yes	No	No	03/17/2023	50.00
AS2		58061	104151	Check	1	6437		TASC		Yes	No	No	03/17/2023	69.00
AS2		58079	104152	Check	1	8561		THE BROTHER'S EATERY		Yes	No	No	03/17/2023	349.23
AS2		58055	104153	Check	1	5149		TOLL COMPANY		Yes	No	No	03/17/2023	21.72
AS2		58054	104154	Check	1	4719		TRACTOR SUPPLY CREDIT PLAN		Yes	No	No	03/17/2023	286.56
AS2		58046	104155	Check	1	1828		TRAEN, TODD		Yes	No	No	03/17/2023	65.00
AS2		58065	104156	Check	1	7333		WEISSMAN		Yes	No	No	03/17/2023	131.82
AS2		58075	104157	Check	1	8556		ZELAZNY, TIM		Yes	No	No	03/17/2023	42.35
AS2		58096	104158	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	03/20/2023	12,987.89
AS2		58097	104159	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	03/20/2023	56,925.12
AS2		58108	104160	Check	1	8162	remit	AVI SYSTEMS, INC.	S Corporation	Yes	No	No	03/20/2023	1,506.00
AS2		58101	104161	Check	1	6015		AWARDS DIRECT - DIRECT IMPRESSIC		Yes	No	No	03/20/2023	187.89
AS2		58091	104162	Check	1	1059	remit	BLICK ART MATERIALS		Yes	No	No	03/20/2023	247.52

Rockford ISD #0883
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		58093	104163	Check	1	1180		CENTERPOINT ENERGY		Yes	No	No	03/20/2023	11,789.83
AS2		58099	104164	Check	1	5507		CITY OF GREENFIELD WATER & SEWE		Yes	No	No	03/20/2023	935.32
AS2		58105	104165	Check	1	7570		CST MN - BIN # 170065		Yes	No	No	03/20/2023	164,509.67
AS2		58109	104166	Check	1	8265		DOMINO'S PIZZA		Yes	No	No	03/20/2023	118.41
AS2		58100	104167	Check	1	5992		ECM PUBLISHERS, INC.		Yes	No	No	03/20/2023	398.36
AS2		58113	104168	Check	1	8550		HARTMAN PUBLISHING, INC.	S Corporation	Yes	No	No	03/20/2023	31.68
AS2		58106	104169	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	No	No	03/20/2023	110.00
AS2		58090	104170	Check	1	1044		MAWSECO #938		Yes	No	No	03/20/2023	1,303.00
AS2		58103	104171	Check	1	7178		MSOPA		Yes	No	No	03/20/2023	475.00
AS2		58102	104172	Check	1	6913		NEE INVESTMENT 9, LLC		Yes	No	No	03/20/2023	94.18
AS2		58092	104173	Check	1	1152		RESOURCE TRAINING & SOLUTIONS		Yes	No	No	03/20/2023	240.00
AS2		58110	104174	Check	1	8409		RUPP, ANDERSON, SQUIRES, WALDSP		Yes	No	No	03/20/2023	609.50
AS2		58098	104175	Check	1	4937		RUSSELL SECURITY RESOURCE INC		Yes	No	No	03/20/2023	739.75
AS2		58111	104176	Check	1	8422		SCHOOL BUSINESS MANAGEMENT SE	Ind/Sole Proprietor	Yes	No	No	03/20/2023	5,788.55
AS2		58112	104177	Check	1	8544		SCHOOL HEALTH CORPORATION	S Corporation	Yes	No	No	03/20/2023	277.98
AS2		58095	104178	Check	1	1933		SCSU - SENIOR TO SOPHOMORE		Yes	No	No	03/20/2023	6,600.00
AS2	16	58104	104179	Check	1	7545		TEACHERS ON CALL		Yes	No	No	03/20/2023	13,014.08
AS2		58107	104180	Check	1	7786	REMIT	TERRAFORM PHOENIX II ARCADIA		Yes	No	No	03/20/2023	67.51
AS2		58094	104181	Check	1	1792		THREE RIVERS PARK DISTRICT		Yes	No	No	03/20/2023	1,015.49
AS2		58114	104182	Check	1	2009		EDUCATION MINNESOTA ROCKFORD -		Yes	No	No	03/20/2023	9,176.64
AS2		58115	104183	Check	1	1644		ISD #883 EDUCATION FOUNDATION		Yes	No	No	03/20/2023	561.70
AS2		58116	104184	Check	1	1969		SCHOOL SERVICE EMPLOYEES		Yes	No	No	03/20/2023	1,671.99
AS2		58121	104185	Check	1	7224		BSN SPORTS, LLC		Yes	No	No	03/23/2023	5,925.18
AS2		58124	104186	Check	1	8222		CBIZ INVESTMENT ADVISORY SERVICE	LLC - C Corp	Yes	No	No	03/23/2023	3.79
AS2		58117	104187	Check	1	1290		ISD 466 DASSEL-COKATO		Yes	No	No	03/23/2023	70.00
AS2		58119	104188	Check	1	1886		ISD 726-BECKER		Yes	No	No	03/23/2023	365.00
AS2		58122	104189	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	No	No	03/23/2023	260.00
AS2		58120	104190	Check	1	7031		PITNEY BOWES		Yes	No	No	03/23/2023	6,000.00
AS2		58123	104191	Check	1	8143		SCRIBBLES SOFTWARE	C Corporation	Yes	No	No	03/23/2023	111.50
AS2		58118	104192	Check	1	1841		WRIGHT TECHNICAL CENTER		Yes	No	No	03/23/2023	2,885.58
AS2		58131	104193	Check	1	4335		4 POINT 0 SCHOOL SERVICES		Yes	No	No	03/30/2023	103,997.96
AS2		58129	104194	Check	1	1369		ABC LETTERING	Partnership	Yes	No	No	03/30/2023	1,029.00
AS2		58130	104195	Check	1	1492		ADAM'S PEST CONTROL INC		Yes	No	No	03/30/2023	284.65
AS2		58134	104196	Check	1	6623		ADVANCED IMAGING SOLUTIONS		Yes	No	No	03/30/2023	6,012.00
AS2		58141	104197	Check	1	8376		CITY OF MINNETONKA		Yes	No	No	03/30/2023	201.40
AS2		58127	104198	Check	1	1181		CITY OF ROCKFORD		Yes	No	No	03/30/2023	1,690.06
AS2		58135	104199	Check	1	7480		CORPORATE MECHANICAL, INC.		Yes	No	No	03/30/2023	471.00
AS2		58132	104200	Check	1	5124		DECKER EQUIPMENT/SCHOOL FIX		Yes	No	No	03/30/2023	611.51
AS2		58142	104201	Check	1	8397		HEIDI'S GROWHAUS & LIFESTYLE GAR	S Corporation	Yes	No	No	03/30/2023	410.40

Rockford ISD #0883
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
AS2		58125	104202	Check	1	1057		HILLYARD		Yes	No	No	03/30/2023	5,592.63
AS2		58136	104203	Check	1	7697		MARISELA V NELSON INTERPRETING		Yes	No	No	03/30/2023	110.00
AS2		58137	104204	Check	1	7857		MCLEOD COMMUNITY SOLAR ONE LLC		Yes	No	No	03/30/2023	1,312.12
AS2		58138	104205	Check	1	7858		MEEKER COMMUNITY SOLAR ONE LLC		Yes	No	No	03/30/2023	1,489.91
AS2		58126	104206	Check	1	1154		MSBA		Yes	No	No	03/30/2023	210.00
AS2		58133	104207	Check	1	6191		NAC MECHANICAL & ELECTRICAL SER		Yes	No	No	03/30/2023	9,537.00
AS2		58140	104208	Check	1	8261		TOTAL NETWORX, INC.	S Corporation	Yes	No	No	03/30/2023	251.25
AS2		58139	104209	Check	1	8170	remit	US BANCORP GOVN'T LEASING & FINA	C Corporation	Yes	No	No	03/30/2023	7,569.12
AS2		58128	104210	Check	1	1192		VERIZON WIRELESS		Yes	No	No	03/30/2023	489.56
												Bank Total:		$1,289,223.11
WEST		57946		Wire	1	1938		TRA		Yes	Yes	Yes	03/07/2023	(13,956.45)
												Bank Total:		($13,956.45)
												Report Total:		$1,275,266.66

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	57906	AS2	1	1014	remit	MASA/MASE	202310		0	424.00	0.00
											0883	58143	AS2	1	1269		T-MOBILE	202310		0	0.00	1,260.00
											0883	58144	AS2	1	1215		XCEL ENERGY	202310		0	0.00	23,901.90
											0883	58145	AS2	1	7981		AT&T MOBILITY	202310		0	0.00	38.23
											0883	58146	AS2	1	1057		HILLYARD	202310		0	0.00	128.93
											0883	58146	AS2	1	1057		HILLYARD	202310		0	0.00	34.58
											0883	58146	AS2	1	1057		HILLYARD	202310		0	0.00	126.94
											0883	58147	AS2	1	1096		NASCO	202310		0	0.00	214.68
											0883	58147	AS2	1	1096		NASCO	202310		0	0.00	32.20
											0883	58148	AS2	1	1102		JW PEPPER	202310		0	0.00	10.00
											0883	58149	AS2	1	1180		CENTERPOINT ENERG	202310		0	0.00	327.64
											0883	58149	AS2	1	1180		CENTERPOINT ENERG	202310		0	0.00	553.66
											0883	58150	AS2	1	1200		CUB FOODS	202310		0	0.00	203.37
											0883	58150	AS2	1	1200		CUB FOODS	202310		0	0.00	23.25
											0883	58150	AS2	1	1200		CUB FOODS	202310		0	0.00	44.10
											0883	58150	AS2	1	1200		CUB FOODS	202310		0	0.00	23.83
											0883	58151	AS2	1	1489	Remi	SCHOOL SPECIALTY	202310		0	0.00	130.18
											0883	58153	AS2	1	2124		MACMH	202310		0	0.00	410.00
											0883	58154	AS2	1	2151	remit	VARITRONICS, LLC	202310		0	0.00	349.73
											0883	58155	AS2	1	3679	remit	INNOVATIVE OFFICE S(	202310		0	0.00	56.45
											0883	58156	AS2	1	4719		TRACTOR SUPPLY CRE	202310		0	0.00	52.16
											0883	58156	AS2	1	4719		TRACTOR SUPPLY CRE	202310		0	0.00	131.96
											0883	58156	AS2	1	4719		TRACTOR SUPPLY CRE	202310		0	0.00	227.99
											0883	58157	AS2	1	5149		TOLL COMPANY	202310		0	0.00	101.58
											0883	58158	AS2	1	6437		TASC	202310		0	0.00	34.50
											0883	58159	AS2	1	6603		LANO EQUIPMENT -LOI	202310		0	0.00	210.56
											0883	58160	AS2	1	7545		TEACHERS ON CALL	202310		0	0.00	5,727.10
											0883	58161	AS2	1	7697		MARISELA V NELSON II	202310		0	0.00	305.00
											0883	58161	AS2	1	7697		MARISELA V NELSON II	202310		0	0.00	30.00
											0883	58162	AS2	1	7738		GRANITE TELECOMMU	202310		0	0.00	810.11
											0883	58163	AS2	1	7872		SCHOOL EXEC CONNE	202310		0	0.00	8,340.69
											0883	58165	AS2	1	8265	remit	DOMINO'S PIZZA	202310		0	0.00	131.94
											0883	58166	AS2	1	8373		TWINS BALLPARK LLC	202310		0	0.00	790.00
											0883	58167	AS2	1	8399		AMPION PBC	202310		0	0.00	199.92
											0883	58169	AS2	1	8555	remit	HARDWOODS SPECIAL	202310		0	0.00	1,113.50
											0883	58170	AS2	1	8564		COMMERCIAL LIGHTIN	202310		0	0.00	580.49
											0883	58171	AS2	1	1180		CENTERPOINT ENERG	202310		0	0.00	615.30
											0883	58171	AS2	1	1180		CENTERPOINT ENERG	202310		0	0.00	474.49

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000				F	Cash & Cash Equiv		0883	58171	AS2	1	1180		CENTERPOINT ENERG	202310		0	0.00	12,600.12
											0883	58172	AS2	1	1014	remit	MASA/MASE	202310		0	0.00	379.00
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	9.99
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	346.70
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	17.13
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	89.97
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	158.90
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	102.48
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	329.73
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	267.92
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	109.95
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	36.96
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	839.88
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	20.94
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	993.32
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	18.35
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	10.28
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	25.99
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	313.20
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	275.56
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	771.18
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	63.94
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	55.48
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	30.00
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	134.21
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	230.95
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	508.51
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	27.50
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	306.34
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	28.85
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	1,377.80
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	112.45
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	99.00
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	85.99
											0883	58174	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	2,179.72
											0883	58175	AS2	1	1394		MBNA/BUSINESS CARD	202310		0	0.00	450.00
											0883	58178	AS2	1	8402		REPUBLIC SERVICES, I	202310		0	0.00	2,905.72
																		Account Total:			$424.00	$74,060.97

Rockford ISD #0883
Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	04	101	000				F	Cash & Cash Equiv		0883	58150	AS2	1	1200		CUB FOODS	202310		0	0.00	19.95
											0883	58152	AS2	1	1683		PUSH PEDAL PULL	202310		0	0.00	2,261.00
											0883	58160	AS2	1	7545		TEACHERS ON CALL	202310		0	0.00	523.15
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARI	202310		0	0.00	119.08
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARI	202310		0	0.00	133.98
											0883	58176	AS2	1	6031		POSTMASTER	202310		0	0.00	1,291.53
											0883	58177	AS2	1	6377		DISH	202310		0	0.00	119.08
																	Account Total:				$0.00	$4,467.77
0883	B	06	101	000				F	Cash & Cash Equiv		0883	58168	AS2	1	8508		NEW LOOK CONTRACT	202310		0	0.00	668,877.14
																	Account Total:				$0.00	$668,877.14
0883	B	21	101	000				F	Cash & Cash Equiv		0883	58164	AS2	1	7878		HERITAGE EMBROIDEF	202310		0	0.00	1,195.00
											0883	58173	AS2	1	1394		MBNA/BUSINESS CARI	202310		0	0.00	4,547.28
											0883	58174	AS2	1	1394		MBNA/BUSINESS CARI	202310		0	0.00	584.24
											0883	58175	AS2	1	1394		MBNA/BUSINESS CARI	202310		0	0.00	418.88
																	Account Total:				$0.00	$6,745.40
																	Report Total:				$424.00	$754,151.28

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Open Enrollments

Meeting Date: April 17, 2023
Prepared by: Business Office
Date Prepared: April 13, 2023

[ ] Information [ ] Briefing [X] Action [ ] Enclosure Item(s)

Resident Students Attending Other Schools

Grade	Non-Resident District	Number	Date Effective	Address Change/New Enrollment

Non-Resident Students Attending Rockford

Grade	Resident District	Number	Date Effective	Address Change/New Enrollment
9	Buffalo	877	4/24/2023	family move, wanted to stay enrolled @ Rockford Schools
KE	Buffalo	877	4/24/2023	family move, wanted to stay enrolled @ Rockford Schools
1	Buffalo	877	4/24/2023	family move, wanted to stay enrolled @ Rockford Schools
8	Buffalo	877	4/24/2023	family move, wanted to stay enrolled @ Rockford Schools
12	Elk River	728	5/5/2023	family move, wanted to stay enrolled @ Rockford Schools

Note : Non-resident agreements will not be signed for families requesting a release from our school district. The students listed above are covered under MN Statute 124D.03, thus meeting the legal requirements for open enrollment.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

ITEM: 6A

Subject: Elementary Principal's Celebration

Meeting Date: April 17, 2023

Prepared by: Brenda Nyhus

Date Prepared: April 11, 2023

[X] Information [ ] Briefing [ ] Action [ ] Enclosure Item(s)

REAMS Art teacher, Cheri Weber, will be sharing the permanent collection piece that the fourth grade students created this year for Rockford Elementary Arts Magnet School. She and a few fourth grade students will share the process, their experience in Arts Troupe, how this project came about and evolved into its final form.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

ITEM: 6A

Subject: Elementary Principal's Report

Meeting Date: April 17, 2023

Prepared by: Brenda Nyhus

Date Prepared: April 11, 2023

[X] Information [ ] Briefing [ ] Action [ ] Enclosure Item(s)

REAMS SIP Plan Summary

Strategic Directions

A. Improving our educational programs and partnerships

REAMS staff will collaborate with EL teachers to use best practices and strategies to meet the learning needs of students who receive EL services.

B. Aligning and developing proactive training and response protocol for increased safety and security

REAMS staff will have ongoing ALICE training, communication with families, and practice strategies with students to promote better school safety and preparedness.

C. Improving supports for students and their learning

REAMS staff will improve support for student learning and social emotional learning by utilizing the MTSS process with fidelity and working to help all students feel a sense of belonging at REAMS.

D. Strengthening instructional practices, processes, curriculum and assessment

The REAMS teachers will update Curriculum Maps and Arts Maps to reflect current standards and Arts infused lessons/units.

E. Improving parent, community and staff awareness and engagement

100% of teachers will increase communication about REAMS as a Magnet Program and the children they serve.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Choir and Band Trip Approval

Meeting Date: April 17, 2023

Prepared by: Superintendent's Office

Date Prepared: April 12, 2023

☐	Information	☐	Briefing	☒	Action	☐	Enclosure Item(s)

Jerald Ferdig presenting the Choir and Band Trip for approval

1. Copy of the Letter of Agreement with Performance Tours
   -Rockford band/choir has used Performance Tours for decades and is a trusted company that has worked well with us
   -The letter of agreement includes many of the items covered for this proposed tour
   -The letter also includes a payment schedule and total cost of the trip (tentative)

2. Basic outline of our itinerary
   -This document goes through each day that we are on tour, listing the main events taking place that day

Rockford High School
Band and Choir Tour to New Orleans
March 22-28, 2023
Basic Itinerary

Day 1	
8 am	Load the buses at Rockford HS
	Lunch and Dinner en route
	Dinner in St Louis. Visit the Gateway Arch
Day 2	
8 am	Arrive New Orleans
	Breakfast
	Audubon Zoo
	Lunch on Bourbon St.
	Audubon Aquarium
	Dinner at a local food court
Day 3	
	Breakfast in the hotel
	AM Plantation Tour
	Swamp Tour
	New Orleans Cemetery and City Bus Tour
	Dinner and DJ River Cruise
Day 4	
	Breakfast in the hotel
	Drive to Mississippi
	Perform in Veteran Home
	Beach for remainder of the day
	Mulates Group Dinner and live jazz band
Day 5	
	Breakfast in the hotel
	Exchange Concert
	French Market
	Preservation Hall Concert
	Head for Home
	Dinner on Beale St Memphis

Day 6

Late afternoon arrival back at Rockford HS

Performance Tours

April 5, 2023 Revision 1

Mr. Jerald Ferdig
Director of Bands
Rockford High School
Rockford, MN 55352

Dear Mr. Ferdig,

Thank you so much for hiring **Performance Tours** to work with you on the planning of your performing tour to New Orleans, LA. I've attached a letter of agreement for your review, please read the entire document. If you have any questions, please call me at (763) 576-6909. If you are comfortable with the contents of this agreement, please:

1. Initial *each* page in the space provided.
2. Sign the last page.
3. Fax or mail the *entire* document to us at your earliest convenience.

We cannot sign contracts with suppliers (e.g., motor coach company, hotel, and sightseeing venues) until we receive the entire signed letter of agreement from you. If there is a delay of over one week from today, supplier availability and cost may change.

Again, thank you. We appreciate your business and look forward to planning this tour with you.

Marc Fioravanti
Owner
Performance Tours

Letter of Agreement
Rockford High School Band and Choir
Performing Tour to New Orleans, LA
March 22 – 27, 2024

Package Inclusions

You have asked us, **Performance Tours**, to make all of the travel arrangements for members of the **Rockford High School Band and Choir** traveling from Rockford, MN to New Orleans, LA. We are experienced in making such arrangements and enjoy the opportunity to serve you, in accordance with the conditions agreed to in this letter:

Motor Coach Transportation

- Deluxe motor coach transportation from Rockford, MN to New Orleans, LA, and throughout the entire tour. New Orleans is approximately 1,231 miles or 19 hours of straight driving.
- A total of 94 seats will be available to the group on two (2) buses.
  - Two (2) drivers per coach *(subject to change)*

***Note:** Passengers in excess of 94 people would require a 3rd vehicle, which would increase*

Sleeping Accommodations (3 nights)

- Four (4) students per room
- Two (2) chaperones per room
- Single room for the directors (2)
- Private security guard (1):
  11:00 p.m. to 3:00 a.m.
- The hotel has an outdoor pool
  - There is NOT a lifeguard at the hotel pool. Swim at your own risk.
- Group rooms are to be blocked together as much as possible; a group may be split among floors, depending on hotel availability. A group of your size may be spilt into more than one hotel.

Client Initials _____

Meals (5):

- Hot breakfast buffet (3)
- New Orleans Steamboat Buffet Dinner and Jazz Cruise with a live band as you travel up and down the Mississippi River (1)
- Palm Court Jazz Café or Mulates Cajun Restaurant (1)

Performance Inclusions (2) as detailed below:

- Armed Forces Retirement Home located in Gulfport, MS
- Exchange concert with a local high school

Sightseeing Inclusions

- Audubon Zoo
- Aquarium of the Americas
- Guided tour including a guided walking tour of the one of a kind New Orleans Cemetery. St Louis Cemetery 3 or similar.
- Destrehan or Oak Alley Plantation
- Narrated swamp Tour
- Sightseeing on Bourbon Street and the French Market
- Shopping: French Market area and French Quarter (student expense)
- Mississippi Beach

Live Entertainment Inclusions (3) from the list below:

- New Orleans Steamboat Dinner/Jazz Cruise.
- Group dinner followed by listening to live jazz at the Palm Court Jazz Café or Mulates.
- Private concert by the Preservation Hall Jazz Band followed by a Q & A with the band members

Tour Information and Preparation

- Complete tour itinerary with emergency phone numbers.
- Pre-tour meeting with students and parent.

Professional Tour Director

- Your Tour Director will be Michael Pileggi
- Performance Tours reserves the right to substitute the Tour Director up until the first day of the tour.
- We pride ourselves on being flexible to meet the needs of our groups before and during the tour. Months before you depart on your tour you will receive a minute by minute itinerary. If you, your students and/or the chaperones want to make a change to the itinerary we will do so, provided the bus drivers a the buses are able to accommodate the changes.

All Taxes and Gratuities

Client Initials _____

Package Cost*

- 60 students, each paying **$1360.00 and $1420.00.**
- No charge for four (4) chaperones and two (2) directors.
- The cost per person is based on 60 students, 4 chaperones and two (2) directors sharing the expenses of 66 people.
- If the number of people traveling changes, the cost per person will be recalculated.
- Package cost *subject to change* after vendor prices are confirmed for March 2024.
- Additional students and/or adults **cannot** be added to the tour, or substituted for a participant that drops, after the rooming list has been submitted on **February 21, 2024.**

***Final cost of the tour may be adjusted up or down slightly due to changes to the itinerary.**

**Notes:*

1) *All prices quoted are valid for a period of 30 days from the date on this proposal. Any request to confirm a tour after 30 days will be re-priced and subject to increase.*
2) *Motor coach fuel charges may increase. Any additional charges will be billed to the group on the final invoice before departure.*
3) *Your agreement to hire Performance Tours begins with our receipt of your first payment or your signed letter of agreement, whichever arrives first.*

Payment Schedule *(Make one (1) check payable to **Performance Tours**)*

◆ First payment:	$200.00 per student (60) $ 0.00 per chaperone (4) $ 0.00 per director (2)	Due May 19, 2023
♦ 2nd payment:	$400 per student $ 0.00 per chaperone (4) $ 0.00 per director (2)	Due September 22, 2023
♦ 3rd payment:	$400 per student (60) $ 0.00 per chaperone (4) $ 0.00 per director (2)	Due December 1, 2023
◆ Final payment:	Remaining Balance per student (60) $ 0.00 per chaperone (4) $ 0.00 per director (2)	Due February 9, 2024

Hotel Rooming List

- **Your** hotel rooming list is due by **February 9, 2024.**

Client Initials _____

Cancellation and Refund Policy

- **Cancellation by the school**
- Cancellation of entire tour by the school — up to $50.00 cancellation fee/person
  If made prior to 45 days of tour
- Cancellation of entire tour by the school — up to $150 cancellation fee/person
  if made less than 45 days from departure

- **Cancellation by individuals**
- December 1, 2023 – February 9, 2024 — $250.00 cancellation fee/person
- After 5:00 p.m. February 9, 2024 — 100% loss of all payments

Note: *(1) The cancellation fee is* ***in addition*** *to other charges assessed by the suppliers, specifically non-refundable show tickets, museum admissions and restaurant meal guarantees we'll make on your behalf. There are no exceptions to the cancellation fees for tour participants who have medical problems or otherwise unable to travel.* ***Trip insurance is highly recommended to avoid the loss of monies paid towards this tour.***

Options

- For individual protection and peace of mind, we **strongly suggest** your tour participants consider purchasing trip insurance. Trip insurance is available on our registration website. Travelers can purchase insurance there are at other sites available to them. One option our partner provides is Cancel for Any Reason (CFAR). This will return up to 75% of the non-refundable amount of the tour. Pandemic related cancellations are rarely covered under non-CFAR policies.

This agreement includes all sections described in the attached *Contract Addendum*: *Tour Policies and General Information*, specifically "Tour Participation," "Itinerary Revision," Weather Delays," "Liability and Airline Relationship," and "Responsibility" clauses. We always act in accordance with information provided by clients or tour participants, including: (1) disabilities and needs for accommodation, and (2) need for visas required for international travel for students who are citizens of countries other than the United States.

The client is responsible for providing **Performance Tours** with all necessary information. Also, the client is responsible for informing all students, parents, chaperones, administrators, and others involved in the tour, of these provisions listed in the attached *Contract Addendum: Tour Policies and General Information.*

Performance Tours shall not be liable to **Rockford High School** for any error of judgment or any act or omission that is done in good faith. Nor shall we be liable for damages based on the conduct of any supplier of products or services used in conjunction with the tour. It is also understood that **Performance Tours** is an independent organization that works with many organizations in providing its services, in that **Rockford High School** does not exclusively employ it.

Further, if **Rockford High School** chooses to send a participant home from the tour, for the safety of the student, the **Performance Tours** policy is that each student will travel on a direct flight home or be accompanied by an adult if traveling by motorcoach or rail. **Performance Tours** will accept no

Client Initials _____

responsibility and incur no liability for participants deviating from the group tour, regardless of the reason.

You agree to defend and indemnify and hold **Performance Tours**, its agent and employees harmless from any and all claims or causes of action arising from the performance of this agreement by you or you agents or employees, including any costs and expenses for attorney's fees.

This letter and the attached *Contract Addendum: Tour Policies and General Information* constitute the entirety of our agreement. Any changes in these terms must be in writing signed by all parties concerned.

Marc Fioravanti Owner Performance Tours	Rockford High School Name:
Date	Date

Client Initials _____

Rockford Area Schools – ISD 883

EXTENDED FIELD TRIP APPLICATION – PRELIMINARY APPROVAL

An Extended Field Trip is one that exceeds one night or more. Preliminary approval must be granted prior to the announcement of the trip to students or parents. Approval of this application authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

School: Rockford High School

Group/Class: High School Choir and Band

Teacher(s)/Advisor(s) submitting request: Jerald Ferdig

Estimated number of students participating: 60-65 students

Destination: New Orleans, Louisiana

Address: Address of Hotel - To Be Determined

Education and/or activity objectives: Performance opportunities, cultural/History Education opportunities

Dates of the trip: March 22-27, 2024

Days absent: When school is in session: March 22 - 1/2 Staff work Day

Non-school days/vacation time: March 23-27 - No school

Estimated cost per student: $1,400, or per student (approximately)

Source of funding: Student: X District: _____ Other: Use of Fundraising

APPROVAL:

Preliminary approval requires the following signatures.

School Principal: _____ Date: 4/3/23

Superintendent (or designee): _____ Date: 4/13/23

Final Approval should be submitted to the Superintendent no later than: _____

STEP Two: Preliminary Trip Planning

☐ Consult Policy 610R Field Trips for detailed guidelines for trip planning and preparation.
☐ Meet with parents and students to determine interest.
☐ Ensure that reasonable accommodations are made for students with disabilities.
☐ Prepare and submit the FINAL APPROVAL form and submit to the building principal.
- o **DO NOT** make final plans or expend funds toward the trip without first receiving FINAL APPROVAL.
- o Teachers/trip advisors **may not** sign contracts with outside agencies. These contracts must be signed at the district level. Please submit the contract in advance of seeking final approval.

STEP Three: Secure FINAL APPROVAL

☐ Submit FINAL APPROVAL form.
☐ Allow for at least **six weeks** for the Extended Field Trip FINAL APPROVAL application to pass through the entire approval process.
☐ FINAL APPROVAL for travel outside the Continental United States must be **granted at least five months** prior to the trip.

Distribution: *Original to Principal, signed copies to teacher(s)/advisor(s) submitting the application, office copy*

03/22

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Teaching & Learning Update for April 2023

Meeting Date: April 17, 2023

Prepared by: Director of Teaching & Learning Robert Danneker

Date Prepared: April 12, 2023

[ ]	Information	[X]	Briefing	[ ]	Action	[X]	Enclosure Item(s)

Director of Teaching & Learning Robert Danneker will provide the Board with a department update as of April 2023. MTSS Specialist Ben Bonnett will join for a portion of the presentation.

Topics will include:
--Updated ADSIS Staffing Plan for 2022-23
--MTSS Update
--MTSS Review of Tiered Interventions

Enclosure items include:
--Copy of presentation

Teaching & Learning Update

Robert Danneker, Director of Teaching & Learning

In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally minded citizens

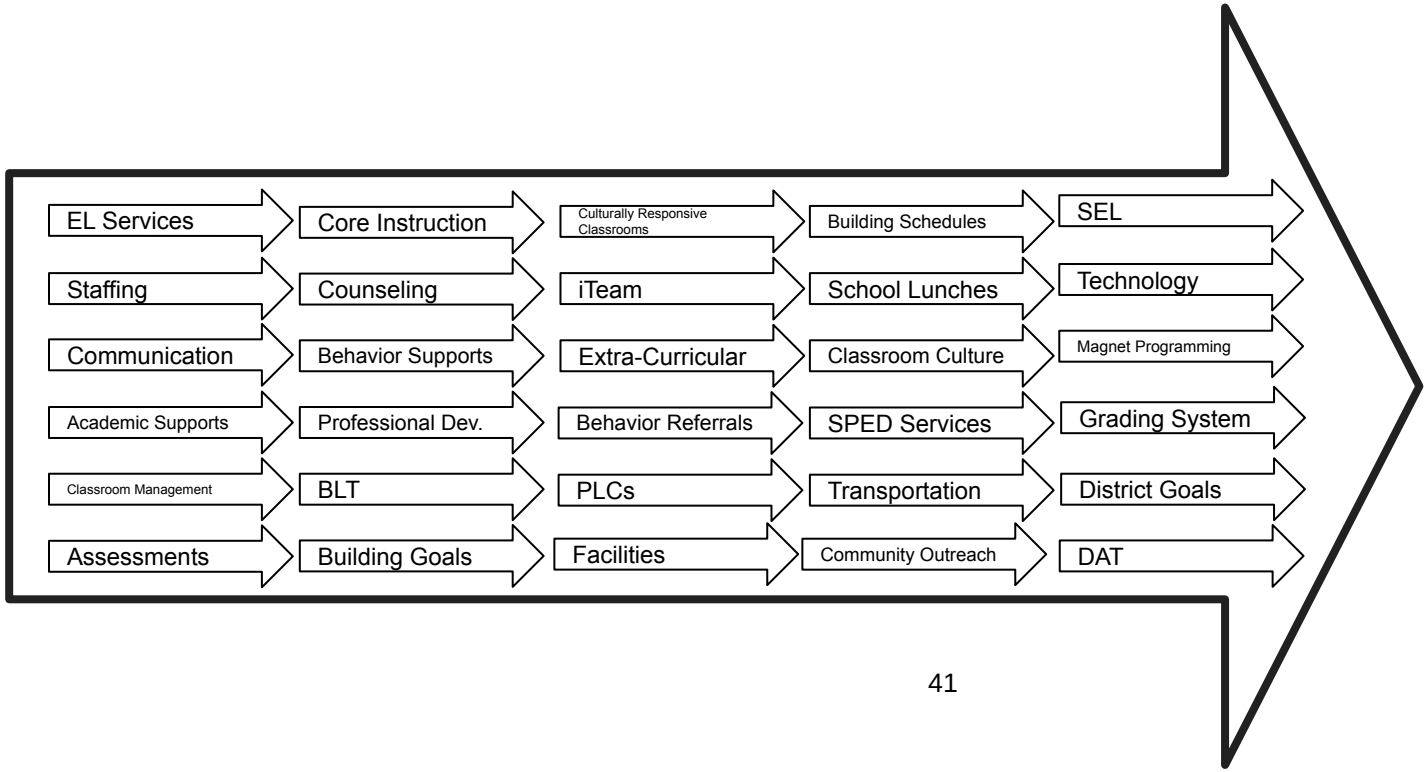
Teaching & Learning Update (April 17 2023)

Agenda

- Guest: RAS MTSS Specialist Ben Bonnett
  - MTSS Update
  - RAS MTSS Review of Tiered Interventions
- Guest: RMS-CES School Counselor Molly Wirth
  - School Counselor Student Support
- Updated 2023-24 ADSIS Staffing Model

MTSS Update

MTSS Update



Student Success

MTSS Update

- **Participating in monthly MnMTSS cohort training co-facilitated by MDE and U of M's CAREI institute**
  - September 2021 - present
  - Assessing RAS (district level) on MTSS implementation
- **RAS MTSS Process Guide has been updated**
  - Created during 2021-22 school year
- **iTeam process (Child Find) has been updated**
  - Improved tiered intervention toolbox and improved student outcomes
  - Improved 504 Plan and SpEd referral process

MTSS Review of Tiered Interventions

RAS MTSS Review of Tiered Interventions

- MTSS Analogy: Cars
  - Tier 1: oil change, tire rotation, top off the fluids
  - Tier 2: new tires, service radiator
  - Tier 3: new transmission

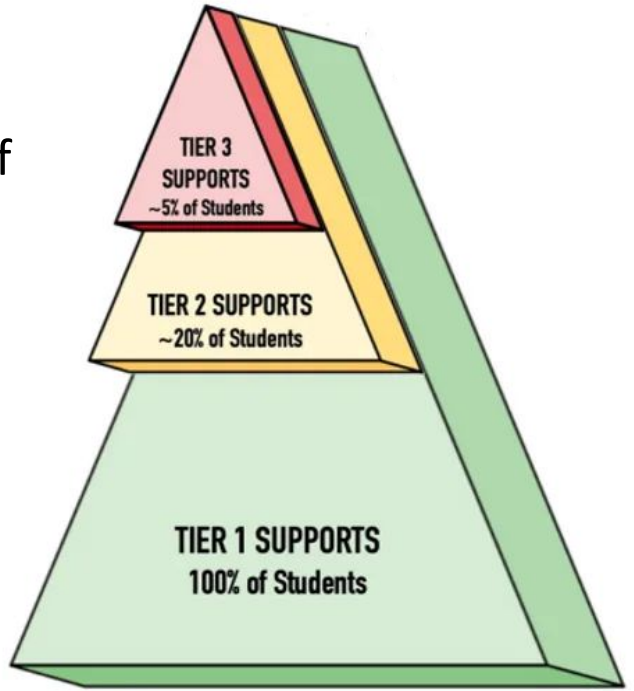
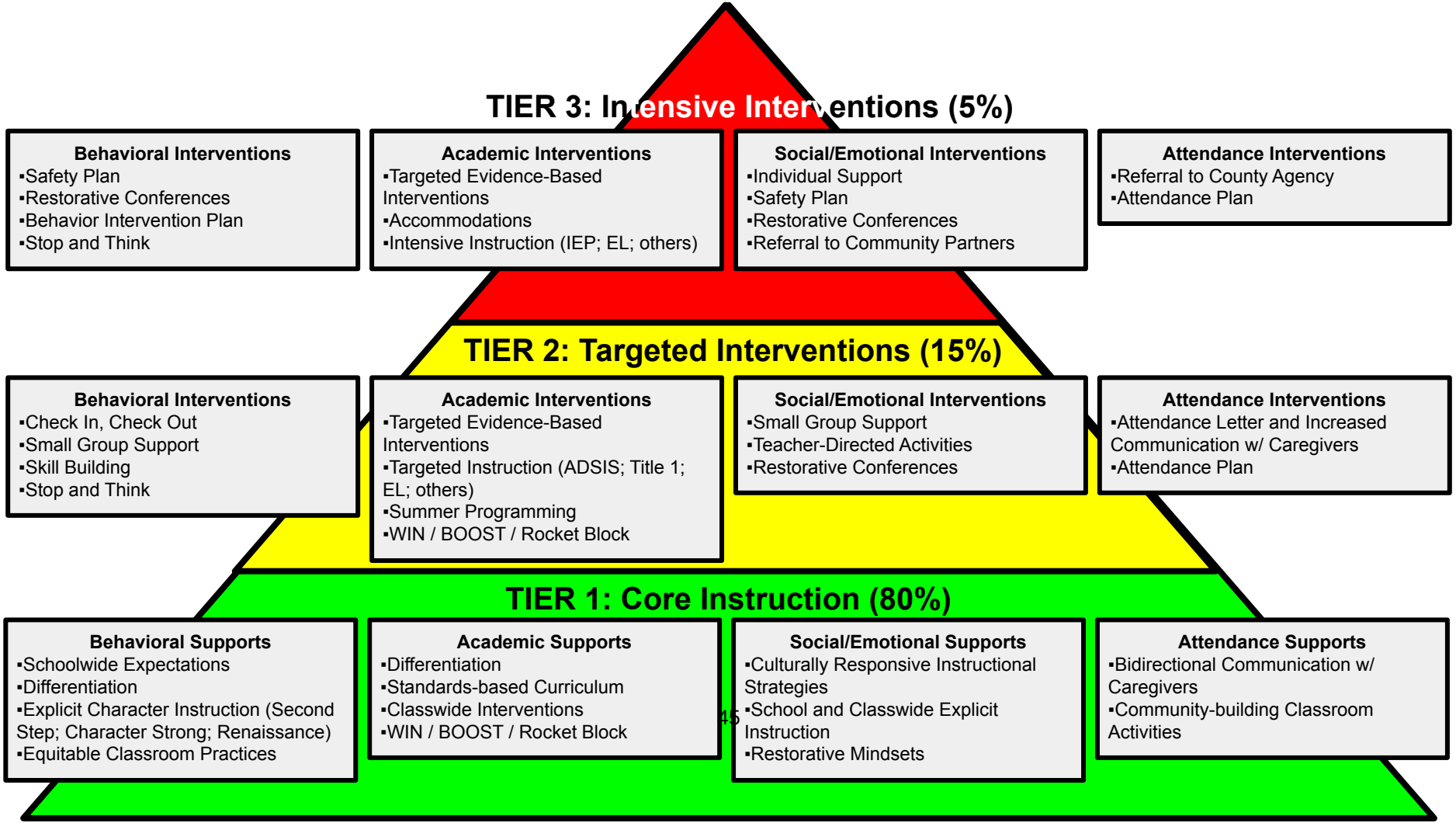


Image: isd411.org/programs-services/mtss


TIER 3: Intensive Interventions (5%)
Behavioral Interventions
▪Safety Plan
▪Restorative Conferences
▪Behavior Intervention Plan
▪Stop and Think
Academic Interventions
▪Targeted Evidence-Based Interventions
▪Accommodations
▪Intensive Instruction (IEP; EL; others)
Social/Emotional Interventions
▪Individual Support
▪Safety Plan
▪Restorative Conferences
▪Referral to Community Partners
Attendance Interventions
▪Referral to County Agency
▪Attendance Plan
TIER 2: Targeted Interventions (15%)
Behavioral Interventions
▪Check In, Check Out
▪Small Group Support
▪Skill Building
▪Stop and Think
Academic Interventions
▪Targeted Evidence-Based Interventions
▪Targeted Instruction (ADSIS; Title 1; EL; others)
▪Summer Programming
▪WIN / BOOST / Rocket Block
Social/Emotional Interventions
▪Small Group Support
▪Teacher-Directed Activities
▪Restorative Conferences
Attendance Interventions
▪Attendance Letter and Increased Communication w/ Caregivers
▪Attendance Plan
TIER 1: Core Instruction (80%)
Behavioral Supports
▪Schoolwide Expectations
▪Differentiation
▪Explicit Character Instruction (Second Step; Character Strong; Renaissance)
▪Equitable Classroom Practices
Academic Supports
▪Differentiation
▪Standards-based Curriculum
▪Classwide Interventions
▪WIN / BOOST / Rocket Block
Social/Emotional Supports
▪Culturally Responsive Instructional Strategies
▪School and Classwide Explicit Instruction
▪Restorative Mindsets
Attendance Supports
▪Bidirectional Communication w/ Caregivers
▪Community-building Classroom Activities

MTSS: REAMS Example

- REAMS student struggling with math
  - Tier 1: standards-based curriculum (Houghton Mifflin Harcourt), differentiated instruction, WIN, math screener (FastBridge)
  - Tier 2: Title 1 math support
    - Qualify: one or more FastBridge scores in “high risk” or “some risk” categories
    - Evidence-based Intervention: focusMath and MobyMax
    - Meeting: 5 times a week, 30 minutes each time (small group)
    - Biweekly progress monitoring with hopes of graduating out of Title 1 support

MTSS: RMS-CES Example

- RMS-CES student struggling with behavior
  - Tier 1: evidence-based curriculum (CharacterStrong), in-class behavior support, behavior screener (mySAEBRS)
  - Tier 2: Qualify: due to excessive behavior referrals, student recommended for peer support group, individual support from school counselor, intervention plan created using the iTeam process
  - Tier 3: school counselor recommends referral to the family to enroll in school-based mental health services, student continues with peer support group as needed, intervention plan continues in the classroom as needed

MTSS: RHS Example

- RHS student struggling with reading
  - Tier 1: standards-based instruction (IB language and literature objectives), reading screener (FastBridge), Rocket Block
  - Tier 2: ADSIS reading support
    - Qualify: one or more FastBridge scores in “high risk” or “some risk” categories
    - Evidence-based Intervention: REWARDS and FastBridge
    - Meeting: 5 times a week, 30 minutes each time, 1:2 instruction
    - Biweekly progress monitoring shows student is continuing to struggle, iTeam recommends special education referral

School Counselor Student Support

REAMS & RMS-CES Counseling Programs for 22-23

REAMS	**Expanded:** Rockee Buddies Second Step (2nd Grade only) Smile Squad **New:** School Wide Digital Second Step 23 Counselor Created Classroom Lessons Kindness Council → Student Council Proposed 23-24 Curriculum Map mySAEBRS Lunch With Every Student Increased Tier 2 Interventions iTeam	**RMS-CES**	**Expanded:** WEB How To Get Along High School Preparation **New:** Character Strong Q4 Goal Setting Culture of Kindness mySAEBRS 11 Counselor Created Classroom Lessons Human Connection Cell Phone Time Stamp Tier 1 Bullying and Harassment Lessons iTeam
REAMS & RMS-CES Counseling Documented Data	• Classroom guidance lessons • Individual **scheduled** counseling sessions • Small group counseling sessions • Mental health placements/suicide prevention plans • Child protection reports • Truancy referrals		• Documented bullying investigations • Subbing • Lunchroom coverage • Facilitating and data collection for weekly intervention team meetings • Before school and after school supervision • Facilitating the process and referrals for accommodation plans

RHS Counseling Programs for 22-23

Mental Health / SEL Support	**Expanded:** Rivers of Hope Referrals **New:** Timber Bay Mentorship - weekly student meetings Public Health Nurse - Increased caseload to discuss sexual health, healthy relationships, etc. Student Climate Survey & follow up Increased connections with students Staff Climate Survey & follow up Counseling Resource List Safety Plan worksheet	**Behavior Supports**	**Expanded:** Behavior notification in Infinite Campus Truancy prevention process Increased peer remediation services **New:** Behavior Analysis Survey & Behavior Guide for teachers Behavior Reflection Sheet creation Truancy Meeting Template Creation Safety & Security Committee - Group created to help the understanding of drills and introduction of ALICE Leadership & Culture Committee - Group created to lead the change of culture and increase Rocket Pride
College & Career	**Expanded:** Career Fair Additional College/Career opportunity visits Expansion of career pathways College Knowledge Month **New:** Ed Camp Implementation featuring a variety of college & career pathways Direct Admissions Pilot Career Interest Survey for all students	**Academic Support**	**Expanded:** Credit Recovery - 50 credits earned during the school year Provide academic interventions to students - Breaking down assignments, providing test retake opportunities, advocating for student needs Expansion of the Academic Planner - 4 year planning tool for grades 8-11 **New:** Responsive Scheduling Creation Coordinate weekly support for our new to country kids Class Failure Guide/intervention support guide for teachers Took over all testing coordination & makeup proctoring for the building - PSAT, ACT, FAST, ASVAB, MCA

Rocket Block Planning - Plan weekly activities that fall under the categories of academics, social emotional learning, college/career readiness and climate

Updated 2023-24 ADSIS Staffing Model

Updated 2023-24 ADSIS Staffing Model

2022-23 ADSIS Staffing Model	FTEs
Reading (REAMS)	1.0FTE
Reading (REAMS)	1.0FTE
Reading (RMS-CES)	1.0FTE
Reading (RHS)	1.0FTE
Total	**4.00FTE**

2023-24 ADSIS Staffing Model	FTEs
Reading (REAMS)	1.0FTE
Reading (REAMS)	1.0FTE
Reading (Secondary)	1.0FTE
Math (Secondary)	1.0FTE
Total	**4.00FTE**

ROCKFORD AREA SCHOOLS
A TRADITION OF EXCELLENCE
1856
ISD 883
A LOVE OF LEARNING
ROCKFORD • GREENFIELD • CORCORAN

Thank You.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Community Education Celebration

Meeting Date: April 17th, 2023

Prepared by: Melissa Joseph

Date Prepared: 41223

■ Information	☐ Briefing	☐ Action	☐ Enclosure Item(s)

Community Education Dance Classes: Each year we start Dance classes in Sept/Oct and the dancers learn about jazz, ballet, and tap by attending classes in each discipline. The season culminates with a Dance Recital in March and it is truly one of the highlights of our Community Education programs. Classes are offered for grades k-8 and also for adults!

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Community Education Report

Meeting Date: April 17th, 2023

Prepared by: Melissa Joseph

Date Prepared: 4/1/23

☐ Information ☒ Briefing ☐ Action ☐ Enclosure Item(s)

RCC:
- Winter use
- Memberships

LPP/ECFE:
- All day, 5 day preschool class
- Parent/Child classes filling up

Galaxy:
- Summer Registration is open
- Field trips

Community Education:
- Late Spring/Summer Brochure in mailboxes this week
- looking for Adult class instructors
- Enrollments for classes continue to be strong

Community Expo:
- Attendance
- Theme (this year and ideas for future)

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Staff Recognition Program

Meeting Date: April 17, 2023

Prepared by: Superintendent's Office

Date Prepared: April 11, 2023

☐	Information	X	Briefing	X	Action	☐	Enclosure Item(s)

Rockford Area Schools
Independent School District 883
Staff Recognition Program

It is the intent of the Rockford Area Schools, ISD 883 to recognize district employees in the following manner:

RETIREMENTS: (Employees who have retired in the past school year)

Teachers/Support Staff	engraved clock
Administration	crystal globe
Board Members	Plaque
Superintendent	Bell

(all at a nominal cost per state statute)

YEARS OF SERVICE:

(Actual Years Worked-hire date less any unpaid leaves)

5 years	certificate
10 years	certificate
15 years	certificate
20 years	framed certificate
25 years	framed certificate
30 years	framed certificate

If approved annually by the Rockford Education Foundation or alternate donor,

20 years	gift certificate for $40
25 years	gift certificate for $45
30 years	gift certificate for $50

SCHOOL BOARD STAR AWARDS:
For those who went above and beyond to benefit the students in our school district. Nominations are completed by staff and are due at a date determined annually by the Board with a Board committee finalizing the award winners. Plaques are given to individual finalists or group.

RECOGNITION THROUGH RESOURCE TRAINING AND SOLUTIONS

Leaders in Educational Excellence Award—Annual. The District will cover the cost, provided by Resource, of the following:

Banquet and Plaque	Up to 3 honorees
Banquet	Each Honoree's guest and supervisor (up to 3 total supervisors)

Educational Support Staff Award—Annual. The District will cover the cost, provided through Resource, of the following:

Banquet and Plaque	Up to 4 honorees
Banquet	Each Honoree's guest and supervisor (up to 4 total supervisors)

Timeline:

- Presentation to the DAT team - 4/17
- Nominations forms going out- Superintendent Memo on 4/21
- Deadline to submit nominations – 4/30 at 11:59 pm
- Selection Committee meeting – Week of May 1st
- Recognition - 6/08 during the end of the year celebration

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Acknowledgement of Contributions Resolution

Meeting Date: April 17, 2023

Prepared by: Business Office

Date Prepared: April 13, 2023

[ ]	Information	[ ]	Briefing	[X]	Action	[ ]	Enclosure Item(s)

RESOLUTION

Whereas Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, be it resolved by the School Board of Rockford Area Schools, Independent School District 883 that the School Board accepts, with appreciation, the contributions detailed below.

Donor	*Amount*	*Fund*
Anonymous	$102.00	FFA Fund
U of M Agricultural Education	$5,762.25	FFA Fund
Leadership Council		
Anonymous	$10.00	RHS Band/Choir Trip
Kelly Grimm & Robyn Schuman	RHS Supplies: Brita Water Pitcher & refills	General Fund Donation
Justin, Brady & EJ Schuck	RMS Supplies: 2 boxes of pre-sharpened pencils & Papermate Flair pens	General Fund Donation
Weiss Family	RMS Supplies: Tichonderoga pencils & highlighters	General Fund Donation
Brittini & Connor Bronczyk	REAMS Supplies: 36 expo markers for Battle of the Books	General Fund Donation
Kathleen & Ethan Carlson	REAMS Supplies: Calssroom Snacks, letter stamps, stamp pads, sticker book & playdough	General Fund Donation
Mrs. Gregory's 3rd grade class	REAMS Supplies: 12 kids scissors	General Fund Donation
Owen Bakken	REAMS Supplies: Stackable Stones	General Fund Donation
Keira Delaney	REAMS Supplies: Kickbands, punny reward stickers, MLK Jr book, Trail of Tears book, contact paper, manual sweeper, LED 3 switch grow lights	General Fund Donation
Gavin Nichols	REAMS Supplies: Kakooma Math Game, reward stickers	General Fund Donation
Charley Smith & Family	RMS Supplies: Math Puzzles, Riddles & Brain Teasers Book	General Fund Donation
Cody Folger & Family	RMS Supplies: Two Truths & One Lie Math Edition	General Fund Donation
Andrew Evensen & Family	RMS Supplies: Papermate Flair Pens	General Fund Donation

Grayson Hunter & Family	REAMS Supplies: 3 Gerald & Piggy Books, Number Bonds Flash Cards		General Fund Donation	
Alondra Rodriguez & Family	REAMS Supplies: 3 boxes of 2.5 gallon slider Ziploc bags		General Fund Donation	
Thomas (Jaxon) Delaney & Family	RMS Supplies: 240 count colored pencils		General Fund Donation	
Aubrey Dixon & Family	RMS Supplies: Glue Sticks & Crayola Sidewalk Chalk		General Fund Donation	
Liam Anderson & Family	RMS Supplies: The Wild Robot Escapes Novel & DoWK: The Third Wheel #7 Graphic Novel		General Fund Donation	
Shelly Buchholz & Drew Toso	RMS Supplies: The Crozzover & Booked Graphic Novels & The Booked Novel and 4 sets Crayola markers		General Fund Donation	
Alexandra Ellina & family	RMS Supplies: Avery Address labels & Colored Cardstock		General Fund Donation	
Abigail Ketcher & Family	RMS Supplies: 60 Tichonderoga pencils		General Fund Donation	
Grimm Family	RHS Supplies: Post-it notes		General Fund Donation	

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Robotics Update

Meeting Date: April 17, 2023

Prepared by: Dan Pratt

Date Prepared: April 14, 2023

X	Information		Briefing		Action		Enclosure Item(s)

Review of Robotics Fieldtrip

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Ratifying Resolution Related to General Obligation Capital Facilities Bonds, Series 2023A

Meeting Date: April 17, 2023

Prepared by: Superintendent's Office

Date Prepared: April 11, 2023

☐	Information	☐	Briefing	☒	Action	☐	Enclosure Item(s)

Michael Hart with PMA will present the Ratifying Resolution Related to General Obligation Capital Facilities Bonds, Series 2023A

PMA™ SECURITIES

April 17, 2022

G.O. Capital Facilities Bonds, Series 2023A

ISD 883 Rockford Area Schools

Sale Summary

Michael Hart
Director, Public Finance
mhart@pmanetwork.com
612-509-2569

Steve Pumper
Vice President
spumper@pmanetwork.com
612-509-2565

Bid Results

G.O. Capital Facilities Bonds, Series 2023A

Bid Summary

Independent School District No. 883 (Rockford)

$1,450,000

General Obligation Capital Facilities Bonds, Series 2023A

Date of Sale: April 12, 2023

Award: Robert W. Baird & Co., Inc.

Bidder	True Interest Cost (TIC)
Robert W. Baird & Co., Inc.	3.0244%
Loop Capital Markets, LLC	3.0551%
TD Securities	3.1440%
Northland Securities, Inc.	3.1948%

Sale Summary

G.O. Capital Facilities Bonds, Series 2023A

	Preliminary Finance Plan	Final
Par Amount	$1,385,000	$1,360,000
Premium	$157,542	$174,226
True Interest Cost	3.69%	3.03%
All Inclusive Cost	4.09%	3.33%
Deposit to Construction	$1,480,339	$1,483,706
Total Debt Service	$2,038,688	$1,930,928

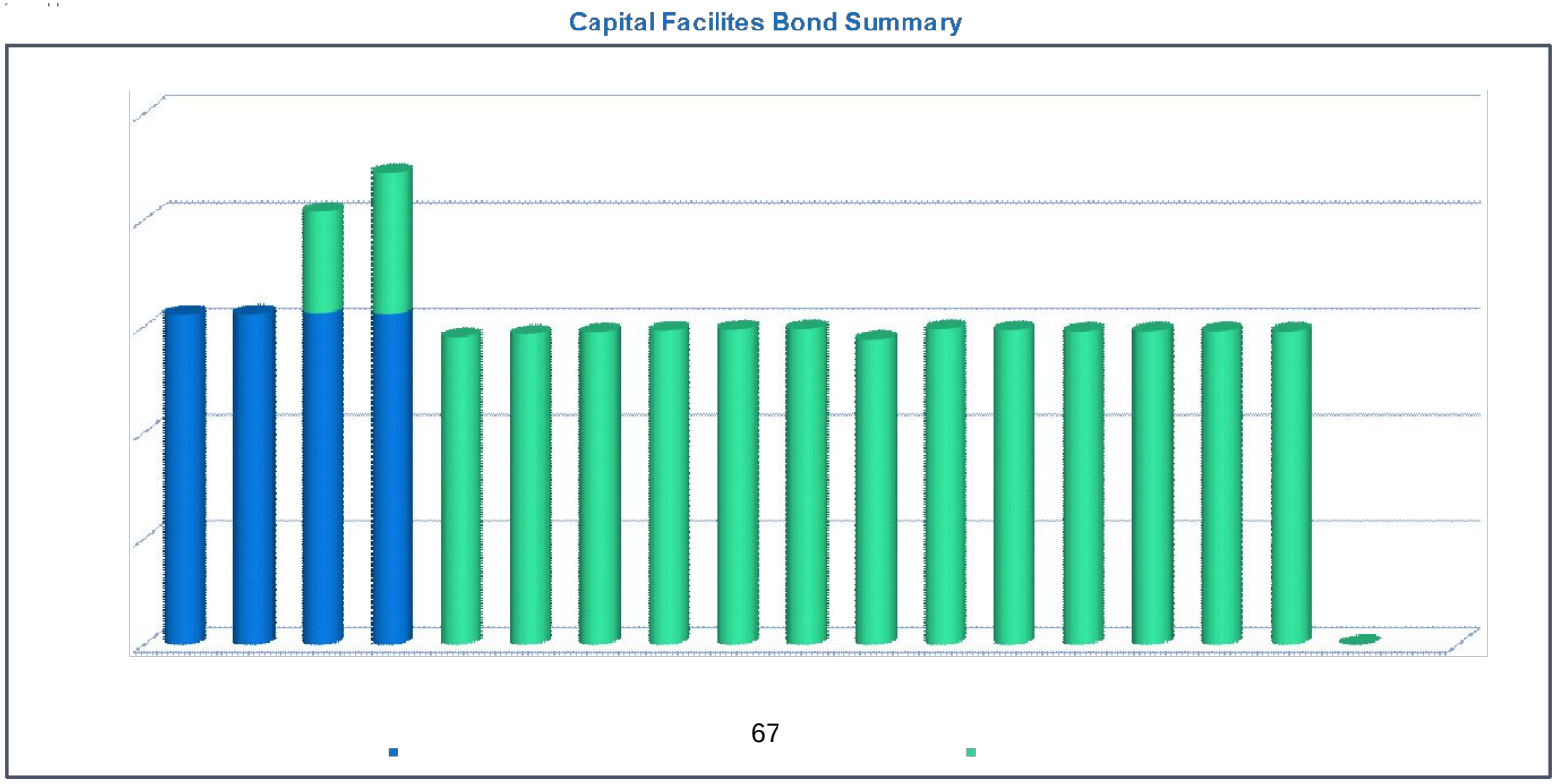
Sources and Uses

Sources Of Funds	
Par Amount of Bonds	$1,360,000.00
Reoffering Premium	174,226.15
Total Sources	**$1,534,226.15**

Uses Of Funds	
Deposit to Project Construction Fund	1,483,705.97
Total Underwriter's Discount (1.221%)	16,605.60
Municipal Advisor (PMA Securities)	14,739.58
Rating Agency Fee (S&P Global)	12,825.00
Bond Counsel (Kennedy & Graven)	5,500.00
Paying Agent Fee (US Bank)	850.00
Total Uses	**$1,534,226.15**

Capital Facilities Bonding - 15 year

Operating Capital Revenue	$	389,819
FY 2024 Combined Bond Payments	$	221,882
Avaialble General Fund Operating Capital Revenues	$	167,937



District Bond Rating

Summary:

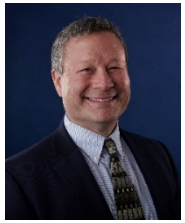
Rockford Independent School District No. 883, Minnesota; School State Program

Credit Profile		
US$1.385 mil GO cap facs bnds ser 2023A due 02/01/2038		
Long Term Rating	AAA/Stable	New
Underlying Rating for Credit Program	AA-/Stable	New
Rockford Indpt Sch Dist #883		
Long Term Rating	AAA/Stable	Current
Underlying Rating for Credit Program	AA-/Stable	Affirmed
Rockford Indpt Sch Dist #883 GO facs maintenance and tax abatement bnds		
Long Term Rating	AAA/Stable	Current
Underlying Rating for Credit Program	AA-/Stable	Affirmed

Credit Highlights

- S&P Global Ratings assigned its 'AAA' long-term rating and 'AA-' underlying rating to Rockford Independent School District No. 883 (Rockford Area Schools), Minn.'s $1.385 million series 2023A general obligation (GO) capital facilities bonds.
- At the same time, we affirmed our 'AA-' underlying rating on the district's previously issued GO bonds.
- The outlook is stable.

Contact Us



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v01.09.23

Extract of Minutes of Meeting of the
Board of Education of
Independent School District No. 883
(Rockford Area Schools)
Wright and Hennepin Counties, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the Board of Education of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota, was duly held in the District Office Board Room at Rockford Middle School-Center for Environmental Studies in the City of Rockford, Minnesota, on Monday, April 17, 2023, commencing at 6:30 p.m.

The following directors were present:

and the following were absent:

* * * * * * * * *

The Chair announced that the next order of business was consideration of the ratification of the sale of the District's General Obligation Capital Facilities Bonds, Series 2023A, to be issued in the original aggregate principal amount of $1,360,000.

Director _____ introduced the following resolution and moved its adoption:

A RESOLUTION RATIFYING THE SALE OF GENERAL OBLIGATION CAPITAL FACILITIES BONDS, SERIES 2023A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF $1,360,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT

BE IT RESOLVED By the Board of Education (the "Board") of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota (the "District"), as follows:

Section 1. Sale of Bonds.

1.01. Background.

(a) On February 22, 2023, the Board adopted a resolution (the "Parameters Resolution") providing for the issuance and sale of General Obligation Capital Facilities Bonds, Series 2023A (the "Bonds"), subject to certain parameters, to finance certain capital facilities projects, including but not limited to securing entries at all District facilities as well as improving, repairing, and equipping all District facilities (collectively, the "Projects"), pursuant to Minnesota Statutes, Chapter 475, as amended, and Section 123B.62, as amended (collectively, the "Act").

(b) The Parameters Resolution authorized the Bonds to be sold at a maximum principal amount of $1,550,000 and a true interest cost not to exceed 5.00%.

(c) Pursuant to the Parameters Resolution, the District has covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation. The District understands that as a result of its covenant to be bound by said provisions, these provisions shall be binding as long as the Bonds remain outstanding.

(d) The Parameters Resolution authorized the Superintendent or Business Manager and an officer of the Board designated by the Board (the "Authorized Officials"), with the advice of PMA Securities, LLC, the District's municipal advisor (the "Municipal Advisor"), to review the proposals for the purchase of the Bonds and award the sale of the Bonds to the prospective purchaser, based on the recommendation of the Municipal Advisor, and to take any other appropriate action with respect to the Bonds, including but not limited to the execution and delivery of a purchase agreement with respect to the Bonds.

(e) On April 12, 2023, the Authorized Officials reviewed the proposals, a tabulation of which is set forth in EXHIBIT A attached hereto, and accepted the offer of Robert W Baird & Co., Inc., Milwaukee, Wisconsin, as syndicate manager (the "Purchaser"), to purchase the Bonds in the original aggregate principal amount of $1,360,000, as described herein, subject to ratification by the Board.

1.02. Award to the Purchaser and Interest Rates. The proposal by the Purchaser to purchase the Bonds in the original aggregate principal amount of $1,360,000.00 is determined to be a reasonable offer and the Board hereby ratifies the acceptance of the proposal of the Purchaser to purchase the Bonds at a price of $1,517,620.55 (par amount of the Bonds of $1,360,000.00, plus original issue premium of $174,226.15, less underwriter's discount of $16,605.60), plus accrued interest, if any, to the date of delivery for Bonds bearing interest as follows:

Year	Interest Rate	Year	Interest Rate
2026	5.000%	2031	5.000%
2027	5.000	2032	5.000
2028	5.000	2034*	5.000
2029	5.000	2036*	4.000
2030	5.000	2038*	4.000

* *Term Bond*

True interest cost: 3.0327815%

1.03. Purchase Contract. The amount proposed by the Purchaser in excess of the minimum bid, if any, shall be credited to the Debt Service Fund hereinafter created or deposited in the Construction Fund hereinafter created, as determined by the District Treasurer in consultation with the Municipal Advisor. The execution and delivery of the purchase contract with the Purchaser is hereby ratified and confirmed.

1.04. Terms and Principal Amounts of the Bonds. The District will forthwith issue and sell the Bonds pursuant to the Act, in the total principal amount of $1,360,000, originally dated May 11, 2023, in the denomination of $5,000 each or any integral multiple thereof, numbered No. R-1 upward, bearing interest as above set forth, and maturing serially on February 1 in the years and amounts as follows:

Year	Amount	Year	Amount
2026	$75,000	2031	$100,000
2027	80,000	2032	100,000
2028	85,000	2034*	225,000
2029	90,000	2036*	245,000
2030	95,000	2038*	265,000

* *Term Bond*

1.05. Optional Redemption. The District may elect on February 1, 2031, and any date thereafter to prepay Bonds due on or after February 1, 2032. Redemption may be in whole or in part and if in part, at the option of the District and in such manner as the District will determine. If less than all Bonds of a maturity are called for redemption, the District will notify DTC (as defined in Section 7 hereof) of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

1.06. Mandatory Redemption; Term Bonds. The Bonds maturing on February 1, 2034, February 1, 2036, and February 1, 2038 shall hereinafter be referred to as the "Term Bonds." The principal amounts of the Term Bonds subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bonds credited against future mandatory sinking fund redemptions of such Term Bonds in such order as the District shall determine. The Term Bonds are subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:

Sinking Fund Installment Date	Principal Amount
February 1, 2034 Term Bond	
2033	$110,000
2034*	115,000
February 1, 2036 Term Bond	
2035	$120,000
2036*	125,000
February 1, 2038 Term Bond	
2037	$130,000
2038*	135,000

* *Maturity*

Section 2. Registration and Payment.

2.01. Registered Form. The Bonds will be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. Each Bond will be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond will be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond will be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing February 1, 2024, to the registered owners of record as of the close of business on the fifteenth day of the immediately preceding month, whether or not that day is a business day.

2.03. Registration. The District will appoint a bond registrar, transfer agent, authenticating agent and paying agent (the "Registrar" and the "Paying Agent"). The effect of registration and the rights and duties of the District and the Registrar with respect thereto are as follows:

(a) Register. The Registrar must keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred, or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for

registration of any transfer after the fifteenth day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. When Bonds are surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. Bonds surrendered upon transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the District.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The District and the Registrar may treat the person in whose name a Bond is registered in the bond register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to a registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the District and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of the cancellation must be given to the District. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Appointment of Initial Registrar. The District appoints U.S. Bank Trust Company, National Association, Saint Paul, Minnesota as the initial Registrar. The Chair and the District Clerk are authorized to execute and deliver, on behalf of the District, a contract with said Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar. The District agrees to pay the reasonable and customary charges of the Registrar for the services performed. The District reserves the right to remove the Registrar upon thirty (30) days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar must deliver all cash and Bonds in its possession to the successor Registrar and must deliver the bond register to the successor Registrar. On or before each principal or interest due date, without further order of the Board, the District Treasurer must transmit to the Registrar moneys sufficient for the payment of all principal and interest then due.

2.05. Execution, Authentication and Delivery. The Bonds will be prepared under the direction of the District Clerk and executed on behalf of the District by the signatures of the Chair and the District Clerk, provided that all signatures may be printed, engraved, or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of a Bond, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. Notwithstanding such execution, a Bond will not be valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on each Bond is conclusive evidence that it has been authenticated and delivered under this resolution. When the Bonds have been so prepared, executed and authenticated, the District Clerk will deliver the same to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

Section 3. Form of Bond.

3.01. Execution of the Bonds. The Bonds will be printed or typewritten in substantially the form set forth in EXHIBIT B attached hereto.

3.02. Approving Legal Opinion. The District Clerk is authorized and directed to obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, and to cause the opinion to be printed on or accompany each Bond.

Section 4. Payment; Security; Funds; Pledges and Covenants.

4.01. Debt Service Fund. The Bonds are payable from the General Obligation Capital Facilities Bonds, Series 2023A Debt Service Fund (the "Debt Service Fund") hereby created. The Debt Service Fund shall be administered and maintained by the District as a bookkeeping fund separate and apart from all other funds maintained in the official financial records of the District. Ad valorem taxes herein levied for the payment of the principal of, premium, if any, and interest on the Bonds (the "Taxes") are hereby pledged to the Debt Service Fund. There is appropriated to the Debt Service Fund amounts over the minimum purchase price of the Bonds, if any, paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof.

4.02. Construction Fund. The District hereby creates the General Obligation Capital Facilities Bonds, Series 2023A Construction Fund (the "Construction Fund"). Proceeds of the Bonds, less the appropriations made in Section 4.01 hereof, together with any other funds appropriated for the Projects and the Taxes collected during the construction of the Projects, will be deposited in the Construction Fund to be used solely to defray expenses of the Projects. When the Projects are completed and the costs thereof paid, the Construction Fund is to be closed and any balance therein is to be deposited in the Debt Service Fund.

4.03. Pledge of Taxes. For the purpose of paying the principal of and interest on the Bonds, there is hereby levied a direct annual irrepealable ad valorem tax upon all of the taxable property in the District, which is to be spread upon the tax rolls and collected with and as part of other general taxes of the District. The Taxes will be credited to the Debt Service Fund above provided and will be in the years and amounts as set forth in EXHIBIT C attached hereto.

4.04. General Obligation Pledge. For the prompt and full payment of the principal of and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the District will be and are hereby irrevocably pledged. If a payment of principal of or interest on the Bonds becomes due when there is not sufficient money in the Debt Service Fund to pay the same, the District Treasurer must pay such principal or interest from the general fund of the District, and the general fund will be reimbursed for those advances out of the proceeds of the Taxes levied herein, when collected.

4.05. Certification to County Auditors as to Debt Service Fund Amount. It is determined that the estimated collection of the foregoing Taxes will produce at least five percent (5%) in excess of the amount needed to meet when due the principal and interest payments on the Bonds. The tax levy herein provided is irrepealable until all of the Bonds are paid, provided that at the time the District makes its annual tax levies the District Treasurer may certify to the County Auditor/Treasurer of Wright County, Minnesota and the Auditor/Treasurer of Hennepin County, Minnesota (together, the "County Auditors"), the amount available in the Debt Service Fund to pay principal and interest due during the ensuring year, and the County Auditors will thereupon reduce the levy collectible during such year by the amount so certified.

4.06. Registration of Resolution. The District Clerk is authorized and directed to file a certified copy of this resolution with the County Auditors and to obtain the certificate required by Section 475.63 of the Act.

Section 5. Authentication of Transcript.

5.01. District Proceedings and Records. The officers of the District are hereby authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds certified copies of proceedings and records of the District relating to the Bonds and to the financial condition and affairs of the District, and such other affidavits, certificates and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds and such instruments, including any heretofore furnished, may be deemed representations of the District to the facts stated therein.

5.02. Certification as to Official Statement. The Chair, the District Clerk, and the District Treasurer are hereby authorized and directed to certify that they have examined the Official Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the Official Statement is a complete and accurate representation of the facts and representations made therein as of the date thereof.

5.03. Other Certificates. The Chair, the District Clerk, and the District Treasurer are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the District or incumbency of its officers, at the closing the Chair, the District Clerk, and the District Treasurer shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the District Treasurer shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

5.04. Electronic Signatures. The electronic signature of the Chair, the District Clerk, and/or the District Treasurer to this resolution and to any certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the District thereto. For purposes hereof, (i) "electronic signature" means a manually signed original signature that is then transmitted by electronic means; and (ii) "transmitted by electronic means" means sent in the form of a facsimile or sent via the internet as a portable document format ("pdf") or other replicating image attached to an electronic mail or internet message.

Section 6. Tax Covenants.

6.01. Tax-Exempt Bonds. The District covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take, or cause its officers, employees or agents to take, all affirmative actions within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

6.02. No Rebate Required.

(a) The District will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States, if the Bonds (together with other obligations reasonably expected to be issued in calendar year 2023) exceed the small-issuer exception amount of $15,000,000 for capital expenditures pursuant to Section 148(f)(4)(D)(vii).

(b) For purposes of qualifying for the small issuer exception to the federal arbitrage rebate requirements, the District finds, determines and declares that the aggregate face amount of all tax-exempt bonds (other than private activity bonds) issued by the District (and all subordinate entities of the District) during the calendar year in which the Bonds are issued and outstanding at one time is not reasonably expected to exceed $15,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

6.03. Not Private Activity Bonds. The District further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. Qualified Tax-Exempt Obligations. In order to qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code, the District makes the following factual statements and representations:

(a) the Bonds are not "private activity bonds" as defined in Section 141 of the Code;

(b) the District hereby designates the Bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code;

(c) the reasonably anticipated amount of tax-exempt obligations (other than any private activity bonds that are not qualified 501(c)(3) bonds) which will be issued by the District during calendar year 2023 will not exceed $10,000,000; and

(d) not more than $10,000,000 of obligations issued by the District during calendar year 2023 have been designated for purposes of Section 265(b)(3) of the Code.

6.05. Procedural Requirements. The District will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

Section 7. Book-Entry System; Limited Obligation of District.

7.01. DTC. The Bonds will be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities set forth in Section 1.04 hereof. Upon initial issuance, the ownership of each Bond will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns ("DTC"). Except as provided in this section, all of the outstanding Bonds will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC.

7.02. Participants. With respect to Bonds registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC, the District, the Registrar and the Paying Agent will have no responsibility or obligation to any broker dealers, banks and other financial institutions from time to time for which DTC holds Bonds as securities depository (the "Participants") or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds; (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar) of any notice with respect to the Bonds, including any notice of redemption; or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The District, the Registrar and the Paying Agent may treat and consider the person in whose name each Bond is registered in the registration books kept by the Registrar as the holder and absolute owner of such Bond for the purpose of payment of principal, premium and interest with respect to such Bond, for the purpose of registering transfers with respect to such Bonds, and for all other purposes. The Paying Agent will pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the Registrar, and all such payments will be valid and effectual to fully satisfy and discharge the District's obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of Bonds, as shown in the registration books kept by the Registrar, will receive a certificated Bond evidencing the obligation of this resolution. Upon delivery by DTC to the District Clerk of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words "Cede & Co." will refer to such new nominee of DTC; and upon receipt of such a notice, the District Clerk will promptly deliver a copy of the same to the Registrar and Paying Agent.

7.03. Representation Letter. The District has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the "Representation Letter") which will govern payment of principal of, premium, if any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or Registrar subsequently appointed by the District with respect to the Bonds will agree to take all action necessary for all representations of the District in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

7.04. Transfers Outside Book-Entry System. In the event the District, by resolution of the Board, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the District will notify DTC, whereupon DTC will notify the Participants, of the availability through DTC of Bond certificates. In such event the District will issue, transfer and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the District and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the District will issue and the Registrar will authenticate Bond certificates in accordance with this resolution and the provisions hereof will apply to the transfer, exchange, and method of payment thereof.

7.05. Payments to Cede & Co. Notwithstanding any other provision of this resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and notices with respect to the Bond will be made and given, respectively in the manner provided in DTC's Operational Arrangements, as set forth in the Representation Letter.

Section 8. Continuing Disclosure.

8.01. Execution of Continuing Disclosure Certificate. "Continuing Disclosure Certificate" means that certain Continuing Disclosure Certificate executed by the Chair and District Clerk and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

8.02. District Compliance with Provisions of Continuing Disclosure Certificate. The District hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this resolution, failure of the District to comply with the Continuing Disclosure Certificate is not to be considered an event of default with respect to the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this section.

Section 9. Defeasance. When all Bonds and all interest thereon have been discharged as provided in this section, all pledges, covenants, and other rights granted by this resolution to the holders of the Bonds will cease, except that the pledge of the full faith and credit of the District for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The District may discharge all Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full. If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

The motion for the adoption of the foregoing resolution was duly seconded by Director _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

EXHIBIT A

PROPOSALS

Rockford ISD #883
$1,450,000 General Obligation Capital Facilities Bonds, Series 2023A (Minnesota School District Credit Enhancement Program)

The following bids were submitted using *PARITY*® and displayed ranked by lowest TIC.
Click on the name of each bidder to see the respective bids.

Bid Award*	Bidder Name	TIC
☑ Reoffering	Robert W. Baird & Co., Inc.	3.024365
☐	Loop Capital Markets, LLC	3.055077
☐	TD Securities	3.143956
☐	Northland Securities, Inc.	3.194830

Robert W. Baird & Co., Inc. -
Milwaukee , WI's Bid
Rockford ISD #883
$1,450,000 General Obligation Capital Facilities Bonds, Series 2023A (Minnesota School District Credit Enhancement Program)

For the aggregate principal amount of $1,450,000.00, we will pay you $1,618,297.90, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount $	Coupon %	Yield %	Dollar Price
02/01/26	85	5	2.15	107.493
02/01/27	90	5	2.15	110.139
02/01/28	95	5	2.15	112.729
02/01/29	100	5	2.15	115.264
02/01/30	100	5	2.15	117.746
02/01/31	105	5	2.17	120.018
02/01/32	110	5	2.2	119.782
02/01/33				
02/01/34	235	5	2.25	119.39
02/01/35				
02/01/36	255	4	2.85	107.917
02/01/37				
02/01/38	275	4	3.1	106.134

Total Interest Cost:	$603,033.33
Premium:	$168,297.90
Net Interest Cost:	$434,735.43
TIC:	3.024365

Time Last Bid Received On: 04/12/2023 8:13:31 CDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder:	Robert W. Baird & Co., Inc., Milwaukee , WI
Contact:	Geoff Kuczmarski
Title:	
Telephone:	414-765-7331
Fax:	

Issuer Name:	Independent School District No. 883 (Rockford)	Company Name:	_____
Accepted By:	_____	Accepted By:	_____
Date:	_____	Date:	_____

Loop Capital Markets, LLC -
New York , NY's Bid
Rockford ISD #883
$1,450,000 General Obligation Capital Facilities Bonds, Series 2023A (Minnesota School District Credit Enhancement Program)

For the aggregate principal amount of $1,450,000.00, we will pay you $1,557,766.90, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount $	Coupon %	Yield %	Dollar Price
02/01/26	85	4	2.53	103.84
02/01/27	90	4	2.48	105.369
02/01/28	95	4	2.46	106.823
02/01/29	100	4	2.44	108.281
02/01/30	100	4	2.42	109.745
02/01/31	105	4	2.44	110.916
02/01/32	110	4	2.47	110.693
02/01/33	115	4	2.5	110.471
02/01/34	120	4	2.56	110.028
02/01/35	125	4	2.75	108.64
02/01/36	130	4	3	106.843
02/01/37	135	4	3.125	105.958
02/01/38	140	4	3.25	105.081

Total Interest Cost:	$538,688.89
Premium:	$107,766.90
Net Interest Cost:	$430,921.99
TIC:	3.055077

Time Last Bid Received On: 04/12/2023 8:08:16 CDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder:	Loop Capital Markets, LLC, New York , NY
Contact:	Lincoln James
Title:	
Telephone:	- -
Fax:	

Issuer Name:	Independent School District No. 883 (Rockford)	Company Name:	_____
Accepted By:	_____	Accepted By:	_____
Date:	_____	Date:	_____

TD Securities - New York ,
NY's Bid
Rockford ISD #883
$1,450,000 General Obligation Capital Facilities Bonds, Series 2023A (Minnesota School District Credit Enhancement Program)

For the aggregate principal amount of $1,450,000.00, we will pay you $1,574,996.40, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount $	Coupon %	Yield %	Dollar Price
02/01/26	85	5	2.31	107.054
02/01/27	90	5	2.25	109.763
02/01/28	95	5	2.25	112.251
02/01/29	100	5	2.27	114.568
02/01/30	100	5	2.27	116.927
02/01/31	105	5	2.28	119.156
02/01/32	110	4	2.39	111.288
02/01/33	115	4	2.44	110.916
02/01/34	120	4	2.49	110.545
02/01/35	125	4	2.69	109.076
02/01/36	130	4	2.93	107.343
02/01/37	135	4	3.12	105.993
02/01/38	140	4	3.25	105.081

Total Interest Cost:	$569,391.67
Premium:	$124,996.40
Net Interest Cost:	$444,395.27
TIC:	3.143956

Time Last Bid Received On: 04/12/2023 9:32:18 CDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder:	TD Securities, New York , NY
Contact:	Jake Frackowiak
Title:	
Telephone:	212-827-7171
Fax:	

Issuer Name:	Independent School District No. 883 (Rockford)	Company Name:	_____
Accepted By:	_____	Accepted By:	_____
Date:	_____	Date:	_____

Northland Securities, Inc. -
Minneapolis , MN's Bid
Rockford ISD #883
$1,450,000 General Obligation Capital Facilities Bonds, Series 2023A (Minnesota School District Credit Enhancement Program)

For the aggregate principal amount of $1,450,000.00, we will pay you $1,512,729.35, plus accrued interest from the date of issue to the date of delivery. The Bonds are to bear interest at the following rate(s):

Maturity Date	Amount $	Coupon %	Yield %	Dollar Price
02/01/26	85	5	2.6	106.264
02/01/27	90	5	2.6	108.458
02/01/28	95	5	2.6	110.596
02/01/29	100	5	2.6	112.68
02/01/30	100	5	2.6	114.71
02/01/31				
02/01/32	215	4	2.6	109.734
02/01/33				
02/01/34	235	4	2.7	109.003
02/01/35				
02/01/36	255	3	3.05	99.473
02/01/37				
02/01/38	275	3.25	3.35	98.841

Total Interest Cost:	$500,739.58
Premium:	$62,729.35
Net Interest Cost:	$438,010.23
TIC:	3.19483

Time Last Bid Received On: 04/12/2023 9:57:42 CDST

This proposal is made subject to all of the terms and conditions of the Official Bid Form, the Official Notice of Sale, and the Preliminary Official Statement, all of which are made a part hereof.

Bidder:	Northland Securities, Inc., Minneapolis , MN
Contact:	Dustin Siehr
Title:	
Telephone:	414-908-0422
Fax:	414-755-1831

Issuer Name:	Independent School District No. 883 (Rockford)	Company Name:	_____
Accepted By:	_____	Accepted By:	_____
Date:	_____	Date:	_____

EXHIBIT B

FORM OF BOND

No. R-___ UNITED STATES OF AMERICA $_____
STATE OF MINNESOTA
COUNTIES OF WRIGHT AND HENNEPIN
INDEPENDENT SCHOOL DISTRICT NO. 883
(ROCKFORD AREA SCHOOLS)

GENERAL OBLIGATION CAPITAL FACILITIES BOND
SERIES 2023A

Rate	Maturity	Date of Original Issue	CUSIP
____%	February 1, 20__	May 11, 2023	_____

Registered Owner: Cede & Co.

Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota, a duly organized and existing school district in Minnesota (the "District"), acknowledges itself to be indebted and for value received promises to pay to the Registered Owner specified above or registered assigns, the principal sum of $_____ on the maturity date specified above, with interest thereon from the date hereof at the annual rate specified above (calculated on the basis of a 360-day year of twelve 30-day months), payable February 1 and August 1 in each year, commencing February 1, 2024, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft by U.S. Bank Trust Company, National Association, as Registrar, Paying Agent, Transfer Agent and Authenticating Agent, or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the District have been and are hereby irrevocably pledged.

The District may elect on February 1, 2031, and any date thereafter to prepay Bonds due on or after February 1, 2032. Redemption may be in whole or in part and if in part, at the option of the District and in such manner as the District will determine. If less than all Bonds of a maturity are called for redemption, the District will notify The Depository Trust Company ("DTC") of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

The Bonds maturing on February 1, 2034, February 1, 2036, and February 1, 2038 shall hereinafter be referred to as the "Term Bonds." The principal amounts of the Term Bonds subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bonds credited against future mandatory sinking fund redemptions of such Term Bonds in such order as the District shall determine. The Term Bonds are subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:

Sinking Fund Installment Date	Principal Amount
February 1, 2034 Term Bond	
2033	$110,000
2034*	115,000
February 1, 2036 Term Bond	
2035	$120,000
2036*	125,000
February 1, 2038 Term Bond	
2037	$130,000
2038*	135,000

* *Maturity*

This Bond is one of an issue in the aggregate principal amount of $1,360,000, all of like original issue date and tenor, except as to number, maturity date, redemption privilege, and interest rate, all issued pursuant to a resolution adopted by the Board of Education of the District (the "Board") on April 17, 2023 (the "Resolution"), for the purpose of providing money to aid in financing certain capital facilities projects, pursuant to and in full conformity with the Constitution and laws of the State of Minnesota, including Minnesota Statutes, Chapter 475, as amended, and Minnesota Statutes, Section 123B.62, as amended, and the principal hereof and interest hereon are payable from ad valorem taxes, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the District are irrevocably pledged for payment of the Bonds, and the Board has obligated itself to levy additional ad valorem taxes on all taxable property in the District in the event of any deficiency in taxes levied, which additional taxes may be levied without limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of $5,000 or any integral multiple thereof of single maturities.

The District has covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, as amended, and to guarantee the payment of the principal of and interest on this Bond when due.

The Board has designated the issue of Bonds of which this Bond forms a part as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code") relating to disallowance of interest expense for financial institutions and within the $10 million limit allowed by the Code for the calendar year of issue.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the District at the principal office of the Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing, upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner's attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the District will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest

at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The District and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the District nor the Registrar will be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the District in accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Bond does not cause the indebtedness of the District to exceed any constitutional or statutory limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Registrar by the manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota, by its Board of Education, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Chair and District Clerk and has caused this Bond to be dated as of the date set forth below.

Dated: May 11, 2023

INDEPENDENT SCHOOL DISTRICT NO. 883 (ROCKFORD AREA SCHOOLS), WRIGHT AND HENNEPIN COUNTIES, MINNESOTA

(Facsimile)
Chair

(Facsimile)
District Clerk

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

U.S. BANK TRUST COMPANY, NATIONAL ASSOCIATION

By _____
Authorized Representative

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, will be construed as though they were written out in full according to applicable laws or regulations:

TEN COM -- as tenants in common	UNIF GIFT MIN ACT _____ Custodian _____ (Cust) (Minor)
TEN ENT -- as tenants by entireties	under Uniform Gifts or Transfers to Minors Act, State of _____
JT TEN -- as joint tenants with right of survivorship and not as tenants in common	

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: _____ _____

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

_____

NOTICE: Signature(s) must be guaranteed by a financial institution that is a member of the Securities Transfer Agent Medallion Program ("STAMP"), the Stock Exchange Medallion Program ("SEMP"), the New York Stock Exchange, Inc. Medallion Signatures Program ("MSP") or other such "signature guarantee program" as may be determined by the Registrar in addition to, or in substitution for, STAMP, SEMP or MSP, all in accordance with the Securities Exchange Act of 1934, as amended.

The Registrar will not effect transfer of this Bond unless the information concerning the assignee requested below is provided.

Name and Address: _____

_____

_____

(Include information for all joint owners if this Bond is held by joint account.)

Please insert social security or other identifying number of assignee

_____

_____

PROVISIONS AS TO REGISTRATION

The ownership of the principal of and interest on the within Bond has been registered on the books of the Registrar in the name of the person last noted below.

Date of Registration	Registered Owner	Signature of Officer of Registrar
	Cede & Co. Federal ID #13-2555119	

EXHIBIT C

TAX LEVY SCHEDULE

Assessment Year	Collection Year	Levy Amount
2022	2023	$ 47,699.17
2023	2024	$ 66,045.00
2024	2025	$ 144,795.00
2025	2026	$ 146,107.50
2026	2027	$ 147,157.50
2027	2028	$ 147,945.00
2028	2029	$ 148,470.00
2029	2030	$ 148,732.50
2030	2031	$ 143,482.50
2031	2032	$ 148,732.50
2032	2033	$ 148,207.50
2033	2034	$ 147,420.00
2034	2035	$ 147,630.00
2035	2036	$ 147,630.00
2036	2037	$ 147,420.00

STATE OF MINNESOTA	)
	)
COUNTIES OF	) SS
	)
WRIGHT AND HENNEPIN	)

I, the undersigned, being the duly qualified and acting District Clerk of Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota (the "District"), hereby certify that I have carefully compared the attached and foregoing extract of minutes of the regular meeting of the Board of Education of the District held on Monday, April 17, 2023, with the original thereof on file in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to the issuance and sale of the District's General Obligation Capital Facilities Bonds, Series 2023A, in the original aggregate principal amount of $1,360,000.

WITNESS My hand officially as such District Clerk this _____ day of April, 2023.

_____

District Clerk
Independent School District No. 883 (Rockford Area Schools), Wright and Hennepin Counties, Minnesota

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Expanded Referendum History

Meeting Date: April 17, 2023

Prepared by: Superintendent's Office

Date Prepared: April 14, 2023

X	Information		Briefing		Action		Enclosure Item(s)

Attached is an expanded referendum history. Changes include

- Expanding back to 2003
- Added ballot questions

Election Date	Catagory	Pass /Fail	Ballot Question	Amount	Yes	%Yes	No	%No	Total Votes
09/04/2003	Operating Referendum	Fail	Approval of school district referendum revenue athorization	Increase by $592 for 10 years	584	38%	942	62%	1,530
11/02/2004		Fail	Funding to maintain class sizes and reduce future program cuts	Increase by $437 for 5 years	2,426	47%	2,567	50%	5,117
		Fail	Additional funding to reinstate teaching positions and programs	Increase by $109 for 5 years	2,286	45%	2,683	52%	5,117
		Fail	Additional funding to replace obsolete classroom materials	Increase by $54 for 5 years	2,293	45%	2,590	51%	5,117
		Fail	Additional funding to reduce academic and athletic program fees	Increase by $36 for 5 years	1,724	34%	3,137	61%	5,117
02/15/2005		Fail	Funding to maintain class sizes and reduce future program cuts	Increase by $597 for 5 years	1,428	47%	1,588	53%	3,016
11/04/2008	Operating Referendum	Fail	Approval of school district referendum revenue athorization	Increase by $912 for 10 years	2,114	39%	3,123	58%	5,398
08/24/2009	Operating Referendum	Passed	Approval of school district referendum revenue authorization	Increase by $395 for 5 Years	1,070	61%	680	39%	1,750
02/21/2012	Bond	Fail	Approval of school district bond issue	$28,580,000.00	979	45%	1,178	55%	2,157
11/06/2012	Bond	Passed	Approval of school district bond issue	$27,000,000.00	2,970	56%	2,361	44%	5,331
11/08/2016	Operating Referendum	Fail	Approval of school district referendum revenue authorization	Increase by $1,142 for 9 Years	2,046	39%	3,048	57%	5,303
	Capital Project/Technology Levies	Fail	Approval of capital project levy authorization to fund technology	Increase by $395,100 for 9 years	1,986	37%	3,102	58%	5,303
11/07/2017	Operating Referendum	Fail	Approval of school district referendum revenue authorization	Increase by $1,142 for 10 Years	1,031	44%	1,309	56%	2,342
	Capital Project/Technology Levies	Fail	Approval of capital project levy authorization to fund technology	Increase by $399,500 for 10 Yea	1,048	45%	1,290	55%	2,342
11/06/2018	Operating Referendum	Passed	Approval of School District Referendum Revenue Authorization	Increase by $750 for 7 years with	2,481	47%	2,271	43%	5,303
	Capital Project/Technology Levies	Failed	Approval of Capital Project Levy Authorization to fund Technology	$400,000/ 9 Years	2,329	44%	2,425	46%	5,303

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Intent to Negotiate - Education Minnesota - Rockford

Meeting Date: April 17, 2023

Prepared by: Superintendent's Office

Date Prepared: April 14, 2023

X	Information		Briefing		Action		Enclosure Item(s)

The District has received a letter of intent to negotiate the Master Agreement with Education Minnesota - Rockford. The Board representatives to participate in negotiations include Jessica Johnson, Beth Praska, and Amy Edwards.

Ms. Rhonda Dean

Superintendent

Independent School District No.883

6051 Ash Street

Rockford, MN 55373

Dear Rhonda Dean,

The attached BMS form of Notice of Desire to Negotiate; serves as written notice pursuant to

M.S. 179A.14, subd. 1 of the Public Employment Labor Relations Act and Article XXII Section 1 of the Master Agreement that the EMRockford desires to commence negotiations with Independent School District No. 883 for a successor agreement to cover the 2023-25 school years.

Our negotiating team does not plan to negotiate meetings until July, but this letter is the intent to negotiate. We will be in contact with District 883 in June to plan for our respective meetings.

Sincerely,

Kristen Nolby and Amanda Rasset, Co- Presidents

EMRockford

cc: Education Minnesota Field Office

School Board Chair

Local Head Negotiator

NOTICE OF DESIRE TO NEGOTIATE
(File a separate notice for each appropriate unit)

Pursuant to Minnesota Statutes 179A.14, you are hereby notified of the undersigned's desire to meet and negotiate an initial or subsequent agreement establishing terms and conditions of employment.

Name of Exclusive Representative: EM Rockford Zip: 55373
Address: 6051 Ash Street City: Rockford State: MN
Zip: 55373 Telephone: (612) 720-2353

Name of Representative: Kristen Nolby
Address: 12515 Waterside Ct City: Rogers State: MN
Zip: 55374 Telephone:
Cell Phone: (612) 720-2353
Email Address: Kristen.nolby@gmail.com

Name of Employer: ISD #883 / Rhonda Dean
Address: 6051 Ash Street City: Rockford State: MN
Zip: 55373 Telephone: (763) 477-9165

Name of Representative: Polly Trandahl
Address: 6457 Elm St. City: Corcoran State: MN
Zip: 55340 Telephone:
Cell Phone: (612) 310-6609
Email Address: trandahl@gmail.com

Type of Governmental Agency Involved: _____ State _____ County _____ Municipality
_____ University of Minnesota X School District _____ Special Board or Commission

Type of Bargaining Unit: (Check one most appropriate)

Education
X K-12 Teachers
____ AVTI/Other Teachers
____ Teachers' Aides
____ Support Staff, General
____ Clerical/Office
____ Bus Drivers
____ Dietary/Maintenance
____ Principals/Assistant Principals
____ Higher Education-Instructional
____ Higher Education-Non-Instructional

Health Care
____ RN's
____ LPN's
____ Support Staff, General
____ Clerical/Office
____ Technical
____ Dietary
____ Maintenance
____ Professional

Other: (Describe)
_____

Law Enforcement/Essential
____ Law Enforcement – Essential
____ Law Enforcement – Non-Essential
____ Fire Fighters/Fire Protection
____ Correction Guards
____ Professional Engineering
____ Supervisory
____ Confidential

Other Public Sector
____ Social Services/Welfare
____ Courthouse/City Hall
____ Highway/Public Works/Parks
____ Public Utility
____ Maintenance/Trades
____ Clerical/Office
____ Technical
____ Professional
____ General Service/Support
____ Wall-to-Wall
____ Library
____ Liquor Store
____ General Unit

Number of employees in unit: 124 Status of employees: ____ Essential X Other than essential
Date current contract expires: June 30, 2023 Check is this is a first contract: ____
Date of Notice: April 8, 2023 Date sent to other party and commissioner: April 8, 2023
Notice initiated by: X Exclusive Representative _____ Employer

Distribution:
1-Commissioner, State Bureau of Mediation Services
1380 Energy Lane, Suite 2, St. Paul, MN 55108
1-Other party to collective bargaining agreement
1-File

Kristen R Nolby
Authorized /s/
Co President EM Rockford
Title

When properly executed and served upon the commissioner and the other party, this notice satisfies the requirements of Minn. Stat. 179A.14. Failure to provide timely notice may result in financial penalty.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: IOwA Reauthorization Resolution

Meeting Date: April 17, 2023

Prepared by: Superintendent's Office

Date Prepared: April 13, 2023

☐	Information	☐	Briefing	☒	Action	☐	Enclosure Item(s)

Resolution to Reauthorize Superintendent Rhonda Dean as the IOwA

Rockford Area Schools ISD 883

Superintendent Rhonda Dean
6051 Ash St. | Rockford, MN 55373
Ph. 763-477-9165
Fax 763-477-5833
www.rockford.k12.mn.us

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: _Rockford Area School District ISD 883_____

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): ___0883-01_____

Superintendent or Exec. Director Name: _Rhonda Dean_____

Will act as the IOwA? ___X__ Yes _____ No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: _____

Title: _____

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Technology 5 year plan

Meeting Date: April 17, 2023

Prepared by: Jeff Kienitz, Director of Technology

Date Prepared: April 13, 2023

X	Information	X	Briefing		Action		Enclosure Item(s)

School Board Presentation – April 17, 2023
Presenter: Jeff Kienitz, Director of Technology
Length: 20 minutes

Welcome - Introduction and Framework of Discussion

First Presentation of Draft 5-year Technology Planning and Projected Budget.

Outline of Technology Strategies and Goals
- Current Teaching and Learning Support Projects
- Information Security – Data Governance
- Technology Operations
- District Support

Projected Budget to Support the Plan

Inter-Agency support highlights
- None at this time.

Review and Comment -

School Board Meeting – April 17, 2023

Rockford Area Schools

presented by,
Jeff Kienitz, Director of Technology

April 17, 2023

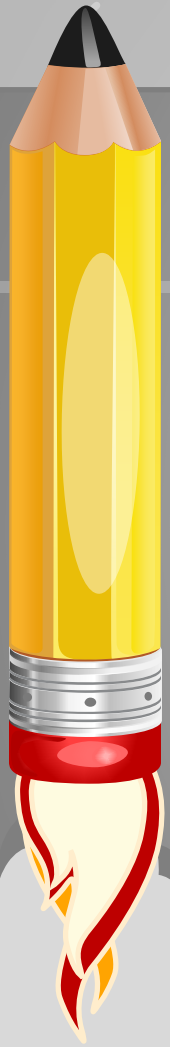
#ROCKETS883

The current state of technology and assessing the needs.

At Rockford Schools, Technology Services plays a crucial role in supporting various educational initiatives, curriculum, and professions through the use of technology.

ROCKET POWER

Governance – Digital Curriculum



Instruction
Digital content standards
Device Requirements
Professional Development
School Inventory Management
Digital Divide – home access

Information Management
Device acquisition & supply
Content Repository & storage
Device Support
Broadband expansion/Wi-fi Density
Interoperability and data exchanges

Human Resources
Personnel Action Files (PAF)
Contracts development
Employment application

Facilities
Classroom and Facility Design
School cabling and installations

Finance & Risk Management
Reallocation of budgets to fund program
Centralization of device budgets
Procurement, acquisition, PCI compliance
Grant writing and servicing

Operations
School building security cameras/locks
Theft management and recovery
Business continuity

Communications & Marketing
Legislative initiatives & agency collaboration
Parent, student, staff communications
Community reports, social media, web sites
Media and conference opportunities

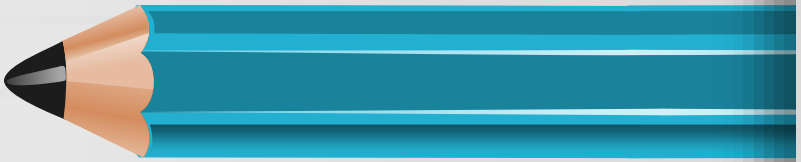
Security and Identity Management
Personal Identifiable Information
Single Sign-On
Numerous Data Privacy laws and regulations
Best Practices and cybersecurity

Engage and Empower
Enable Equitable Access & Effective Use
Environment Safe and Secure
Educational Technology Support
ROCKFORD AREA SCHOOLS
A TRADITION OF EXCELLENCE
1856
ISD 883
A LOVE OF LEARNING
ROCKFORD • GREENFIELD • CORCORAN
108
Basic Core Strategies

Our stakeholders will be informed about how we will establish and maintain best practice in the following areas:

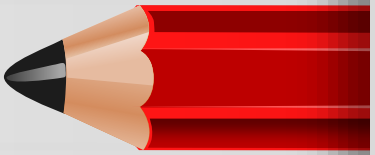
Sustain 1:1

How to sustain and improve a one-to-one digital learning program.



Instructional Practices

How to leverage technology to enrich instructional practices and foster student engagement.



Assess Student Needs

How to assess students' needs using different methods and respond appropriately.

Digital Citizenship

The significance of their online behavior and the importance of being a positive digital citizen within a diverse global community.

Our stakeholders will have confidence that we will implement best practices in the following areas:

Infrastructure

The function and operation of our infrastructure and the different systems required for its success.

Resource Management

How to locate and utilize available resources for productive learning and knowledge.

Personalized & Meaningful

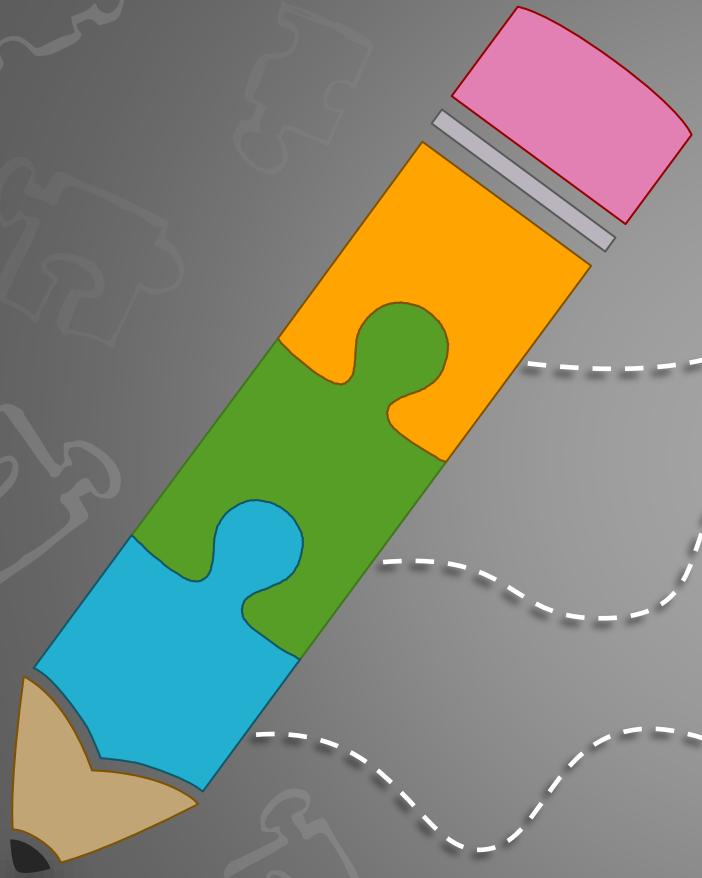
The purpose and benefits of a program about personalizing the individual learning needs for our students through digital and technological tools, including student devices to bolster student self-esteem, career tracts, and further lifelong learning.

Accessibility

How accessibility options can remove obstacles and create an all-inclusive environment.

Environment – Safe and Secure

We will establish and review best practices regarding:



Cyber Security Practices

The importance of cyber security practices, including device security, data privacy, and managing digital footprints.

Digital Security & Privacy

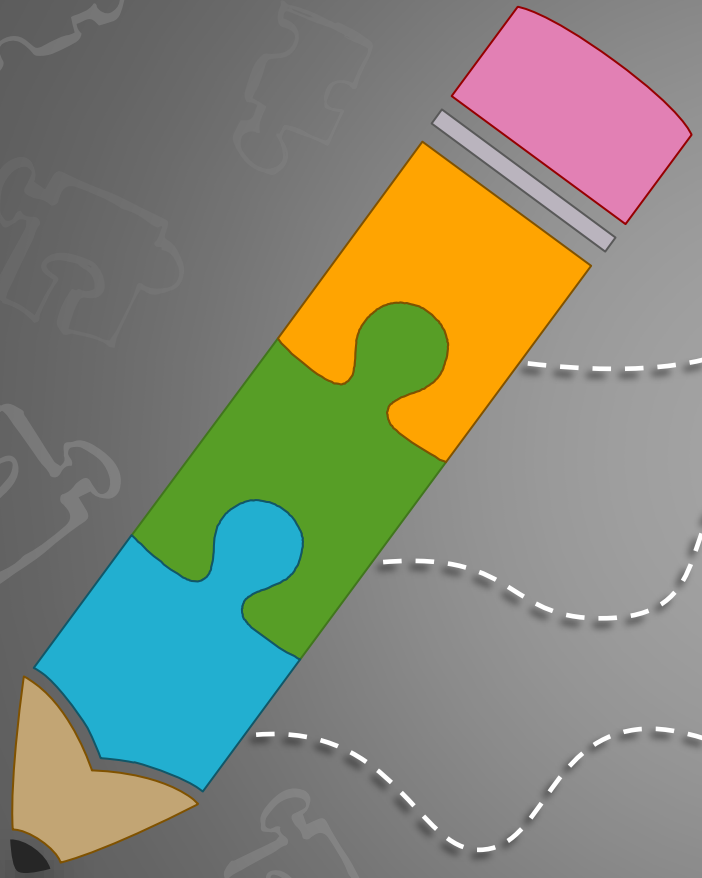
Rockford Area Schools is committed to providing the highest levels of digital security possible while maintaining academic freedom.

Integrity of Data

How to assess the credibility of online resources, communications, and websites – and how to realize and report any suspicious activities.

Educational Technology Support

Stakeholders will be knowledgeable about:



Communicate/Collaborate

How to communicate and collaborate with members of the technology department to obtain assistance with their questions and concerns.

Utilize Tools & Resources

How to utilize the tools and resources available to support learning among stakeholders.

Access Materials

Where to access on demand articles, videos, and other informational materials to receive additional support and learning opportunities.

Engage and Empower Goals

Strategic Goal 1: How to define, sustain, and improve a one-to-one digital learning program.

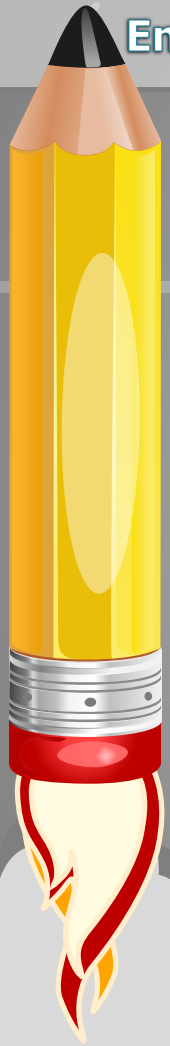
Strategic Goal 2: How to replace, integrate, and train stakeholders with classroom interactive boards in grades K-12.

Strategic Goal 3: Our goal is to establish and maintain a safe, secure, and technologically advanced learning environment that fosters personalized learning, student engagement, and digital responsibility for all stakeholders. We will provide access to high-quality digital resources and support the development of best practices for technology integration and online behavior. We will strive to ensure that our stakeholders have the necessary tools, skills, and knowledge to succeed in a rapidly changing digital world, while also promoting collaboration, creativity, and innovation.

Strategic Goal 4: Review and Improve the ability for stakeholders in different disciplines to utilize integrity-based data - driven analytics.

Strategic Goal 5: How to determine, implement, and monitor adaptive and individualized learning based on student needs and activities.

Enabling Equitable Access and Effective Use (Enterprise Systems) - Goals

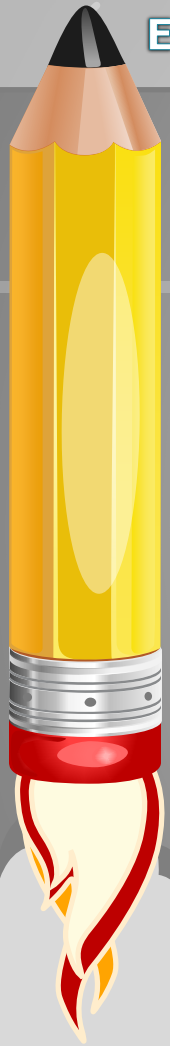


Strategic Goal 1: To achieve a more efficient and scalable technology infrastructure, the district will evaluate current and ongoing investments in legacy systems and hardware and prioritize the replacement of outdated technology with innovative solutions.

Strategic Goal 2: To ensure effective management and support of district K-12 school operations, the technology services department will review and upgrade enterprise systems, including legacy systems approaching end of life, to meet current and future needs, and to provide the necessary infrastructure for secure and efficient data management, communication, and learning.

Strategic Goal 3: Establish a comprehensive enterprise level program that leverages digital and technological tools, including student devices, to personalize learning for each student, bolster their self-esteem, and prepare them for future career paths and lifelong learning opportunities. The program will comply with the MN Student Data Privacy Act and focus on providing students with resources and applications to develop their unique talents, strengths, and learning styles, while promoting a growth mindset and equipping them with critical digital literacy and citizenship skills. The ultimate goal is to improve academic outcomes, increase student engagement, and prepare students for success in a rapidly changing digital world.

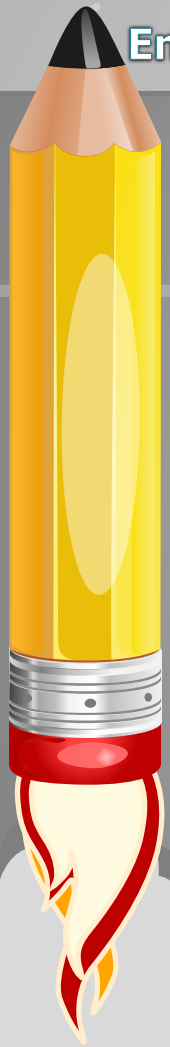
Enabling Equitable Access and Effective Use (Enterprise Systems) - Goals



Strategic Goal 4: To ensure the reliability and efficiency of all critical school infrastructure, the strategic goal is to implement a comprehensive maintenance program that includes regular checks, upgrades, and replacements of phone systems, public address systems, point of sale terminals, servers, and wireless networks to ensure they are always up-to-date and meet the evolving needs of the K-12 school community.

Strategic Goal 5: To ensure the reliability and efficiency of all critical school infrastructure, the strategic goal is to implement a comprehensive maintenance program that includes regular checks, upgrades, and replacements of phone systems, public address systems, point of sale terminals, servers, and wireless networks to ensure they are always up-to-date and meet the evolving needs of the K-12 school community.

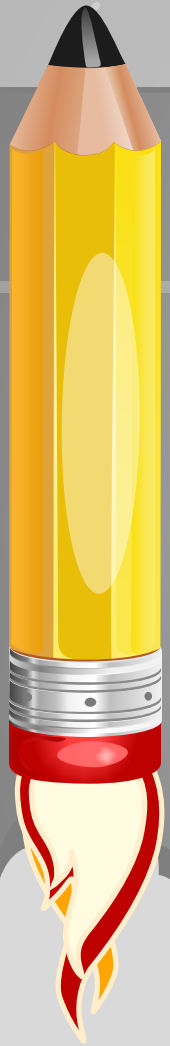
Environment – Safe and Secure (Operations and Infrastructure) Goals



Strategic Goal 1: Develop and implement Action Plans and Best Practices to assess risks based on industry standards and prioritizing cybersecurity resources to address the greatest risks is an essential step in ensuring the security and privacy of student data.

Strategic Goal 2: Determine and implement adequate resources to effectively manage the security program and reduced risk and vulnerability of the organization's information systems.

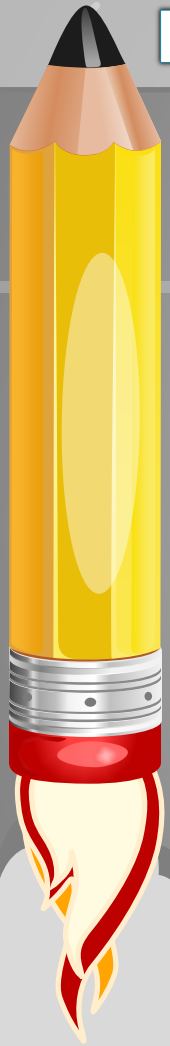
Environment – Safe and Secure (Operations and Infrastructure)



Strategic Goal 3: Rockford Schools aims to upgrade its information systems to comply with regulatory reporting requirements. This includes staff development and implementation of modern and efficient enterprise systems to enable secure and accurate data collection, analysis, and reporting. By enhancing data reliability and accuracy, we can improve decision-making, enhance student achievement, and foster transparency and accountability. We will need to allocate necessary resources and establish clear timelines for system upgrades and data uploads.

Strategic Goal 4: To enhance the safety and security of all stakeholders in K-12 schools, the strategic goal is to upgrade, replace, maintain, and provide appropriate access to security camera systems and door control systems. This goal aims to ensure that all school facilities are equipped with state-of-the-art security camera and door control technology that provides comprehensive coverage of critical areas, enables timely detection of potential security threats, and allows for quick and effective response to emergency situations. The program will include regular maintenance and updates of existing systems, replacement of outdated or malfunctioning equipment, and the provision of appropriate access to authorized personnel to ensure effective monitoring of school facilities. By achieving this goal, we aim to create a secure learning environment that supports student success and well-being.

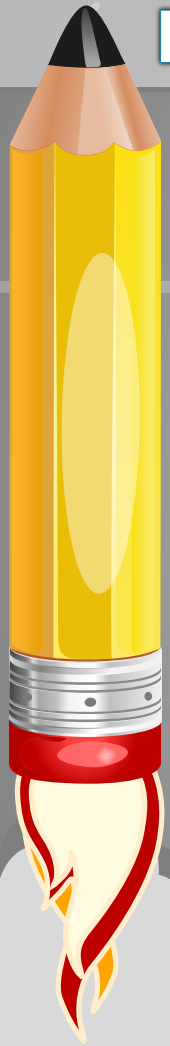
Educational Technology Support Goals



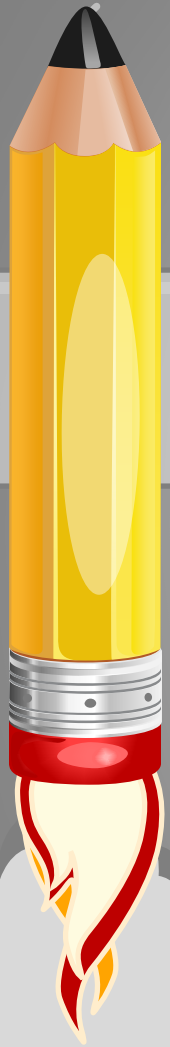
Strategic Goal 1: The strategic goal of the district is to cultivate a culture of exceptional customer service that prioritizes technology as a tool to support student learning and success. The goal is to equip stakeholders with the necessary knowledge and skills to effectively communicate with technology staff, access resources, and efficiently utilize available tools. The technology department will also provide on-demand access to articles, videos, and other informational materials to supplement ongoing support. Improving the customer service experience will enhance student outcomes, increase stakeholder satisfaction, and promote a culture of innovation and excellence in technology.

Strategic Goal 2: To ensure a safe and secure learning environment, Rockford Schools will maintain appropriate staffing levels of technology personnel while also contracting with managed services providers to supplement and enhance the expertise and resources available. By leveraging a combination of in-house staff and external resources, we will ensure that critical systems and infrastructure are monitored and maintained, cybersecurity threats are identified and addressed, and the district is able to respond promptly and effectively to technology-related issues. We will prioritize the allocation of resources to support this goal, including investments in training and professional development for in-house staff and ongoing evaluation of managed services providers to ensure they meet our standards for quality and effectiveness.

Educational Technology Support Goals



Strategic Goal 3: Rockford Schools aims to provide comprehensive technology professional development opportunities to all stakeholders, including administrators, teachers, and staff, to enhance their knowledge and skills related to online safety, cybersecurity, systems training, and other technology-related topics. The goal is to ensure that all stakeholders are equipped with the necessary skills to use technology effectively and safely in the classroom and beyond. This will include training on identifying and preventing phishing scams, addressing cyberbullying, and promoting responsible online behavior. By providing ongoing technology professional development, we can improve the overall quality of instruction and support services, enhance student learning outcomes, and ensure a safe and secure environment for all stakeholders. We will prioritize the allocation of resources to achieve this goal and establish clear metrics to track progress and measure success.



District Technology Services

Budgeting

Generalized Budget – One to One

Sustain District 1:1 programs

Chromebooks - Generally speaking, Chromebooks are designed to last for several years. Google, the company behind the Chromebook operating system, typically offers 5-6 years of software updates for its devices, meaning that even older models can continue to receive security updates and other important software improvements.

However, the hardware lifespan of a Chromebook can be affected by factors such as physical wear and tear, battery life, and performance issues. Over time, components such as the battery and keyboard may need to be replaced or repaired, and the overall speed and responsiveness of the device may decline.

We've been getting about four years.

Generalized Budget – One to One

Sustain District 1:1 programs

Location	Type	Available	Out	End of Life
Elementary	Acer Spin	616	616	Jun 2027
Elementary	Acer Spin	24	0	June 2026
MS/HS	HP14 G5	173	74	June 2024
MS/HS	HP14A G5	1178	1008	June 2026
		1991	1698	(293 available)

Carts, staff,
in repair, spare
registration, media ctr.

Generalized Budget – One to One

Sustain District 1:1 programs:

Chromebook – unit cost is about $340 which is the item and a license fee ($30.00).

4 Year Cycle:
1991 units at $340.00 is $676,940.00.
Google for Education: $4,500 annually for 5 years is $22,500.00
Aristotle K-12 Management is $12,500.00 annually for 5 years is $62,500.00

Repairs – currently estimated at $15,000 annually and over 5 years is $75,000.00

Estimated: $836,940.00 (based on current prices)

Generalized Budget – Interactive Panels

Complete classroom Interactive Boards Replacement/Installation:

Clever Touch: Generally speaking, Clevertouch interactive boards are built with durable materials and designed to withstand heavy use in educational settings. The company provides a 5-year warranty on their products, which suggests that they expect their devices to last for at least that long. With proper care and maintenance, it's possible for a Clevertouch interactive board to last for several years beyond its warranty period.

MS/HS – HS readied by fall 2022, MS will be readied by fall 2023 and the hope is for the elementary to be readied by fall of 2023 or fall of 2024.

Afterwards we can work to integrate into the public address system and emergency communications system.

Cost to complete is at $130,000.

Generalized Budget – Phone

Phone System:

Mitel phone system – cloud based currently with phones exceeding several years in age. The systems have reached end of life and we are forced to look at the dwindling used market for replacement parts.

In speaking with a phone vendor – plan on about $1,000.00 per extension.

Estimated cost to complete is at $285,000.

E911 – Would require an additional $16,000.00 investment with a $1300 annual fee thereafter. This is mandated by new legislation and we are currently not in compliance.

Note: District is supporting about $6,000 annually in mobile phone technology. (not included in this cost)

Phone system and E911 compliance is estimated at $310,000.

Generalized Budget – Public Address

Classroom Amplification – Public Address systems

Juno system: The systems have reached end of (5 year) warranty a few years ago. With proper care and maintenance, it's possible for a Juno classroom amplification system to last for several years beyond its warranty period. We need to begin the process of planning replacement.

Server side: (3 buildings) Estimated cost for replacement if servers, software, and installation is $73,800.00

Classroom side: Each unit cost is $2450 and we currently have 140 units in classrooms: $343,000.

Consulting/Installation guidance is $10,000.

Cost of PA system replacement in kind: $426,800.00

(This doesn't account for additional units, cabling, or switch capacity.)

Generalized Budget – Servers/Software

Server infrastructure and core software:

Server systems – The servers are expected to last several years. The previous servers were replaced about the 9 year mark.

Previous main server cost was $95,000.00 (Summer 2023)
Secondary Servers cost about $8000.00 each. (SY 2022 for backup systems)

Storage Area Network – each unit is about $30,000 and we have three, but may reduce to 2. (SY2022 and SY2023)

Microsoft Licensing runs about $6,577, Backup about $1800, Vmware about $3100 annually or est. $60,000 over five years at current cost.

Servers and core software: $240,000.00

Generalized Budget – Devices

General computers/devices:

We strive to maintain several years of use:

100 desktops and other various items, i.e. iPads,Tablets – estimate $900 per unit – (most are end of life)

170 staff Laptops – estimate $1000.00 per unit (SY2022)

Device replacement: $260,000

Generalized Budget – Wireless Network

Wireless Network:

We strive to maintain several years of use: (SY2019)

Today 116 Access Points (AP's)
Anticipated 130 in the near future. Cost today is 710.76 per AP and 155.56 for licensing (3 year)

Cost doesn't reflect outdoor AP's.

Estimated Cost (5 Years): $165,000

Does qualify for Category 2 federal funding which ends June 2025. (60 percent reimbursement)

Generalized Budget – Switched Network

Switched Network:

We strive to maintain several to ten years of use: (SY2017)

Cisco announced the end-of-sale and end-of-life dates for the Cisco Catalyst NW EDU licenses. The last day to order the affected product(s) is December 11, 2020. The older switches (2960) has ended and need replacement. Cutoff in September 2021, the Cisco Catalyst 9300 Series switches are the recommended replacements for the Cisco C9200L-48P-4X switches.

Anticipated 40 in the near future. Est. cost today is 7500 per switch which doesn't include software fees.

Estimated Cost (5 Years): $300,000.

Does qualify for Category 2 federal funding which ends June 2025. (60 percent reimbursement)

Generalized Budget – Security

Cameras and Door Controls:

We strive to maintain ten years of use:

TruVision – excess of ten years and has reached end of life and is basically without support.
11 Analog and 55 digital
Avigilon – 73 digital and 2 Vape sensors

Total: 139 cameras. (Average cost seems to be $1,900 per camera. ($264,100.00)

We will need additional cameras and replace the TruVision systems. ($125,400 TruVision and $100,000 for new – which is about 15 per building) - $225,400.00

Door Controls - $100,000.00 over 5 years to continue the program

*Estimated Cost (5 Years): $325,400

*Will need to add security costs for visitor management systems and doesn't include server replacement.

Generalized Budget – CyberSecurity /Internet

Cyber Security and Internet:
End Point Security is currently $7,000 annual.
Phishing programs is currently $6,500 annual.
Staff Development Training is currently $1,500 annually.

Google for Education audits: $4,000 with an $1,250 annual collaborative fee (Audit every 2 years)
ECMECC - $10,000 annual fee for audits. FrSecure was estimated $20,000 every 2 years.

Internet – State of MN through ECMECC for $12,408 annually (1Gb)
Hot Spots: Estimate cost for $12,000 annually – not renewing fully. (est. $2,000 annual)
Zayo – main line maintenance at $5,000 annually.

Firewall services: Estimated expense: $5,000 annually.

Web Hosting: $8,500 annual

Total is $61,158 annually or $305,790 over five years

Generalized Budget – Innovation

Innovation:

Recommend $20,000 annually for technology related to innovation.

Robotics, Art software, Athletics, STEM, CADD, milling, 3D printing, Augmented Reality, Artificial Intelligence, Career Track, IB programs and more to be determined by a committee.

Total is $20,000 annually or $100,000 over five years

Generalized Budget – Cost Breakdown

Cost Breakdown:

One to One:	$836,940
Interactive Panels:	$130,000
Phone/E911:	$310,000
PA system:	$426,800
Servers:	$240,000
Devices:	$260,000
Wireless:	$165,000
Switches:	$300,000
Security:	$325,400
CyberSecurity/Internet:	$305,790
Innovation:	$100,000

Estimated Amount: $3,398,590 over five years or $679,718 annually

This is not all costs – Staffing, copiers, software (i.e. Adobe, Infinite Campus, SPED, SMART), managed services, technology supplies, ink, tools, repairs, haven't been considered.

Assessment and Evaluation

Assessment and Evaluation:

Due to time constraints on this presentation, the methods that will be used to assess the success of the plan will be outlines at a later time. This may include student and teacher surveys, test scores, and other performance metrics.

Collaboration and Communication:

Highlighting the importance of collaboration and communication between the technology team, administration, teachers, students, parents, and other stakeholders will be necessary. This may include regular progress reports, professional development sessions, and other activities to ensure that everyone is involved and informed.

Sustainability

Sustainability:

This plan strives to provide sustainability of the existing services, highlighting how the technology infrastructure will be maintained and updated over time. This may include ongoing training and support, regular upgrades and replacements, and other measures to ensure the long-term success of the plan.

ROCKFORD AREA SCHOOLS
A TRADITION OF EXCELLENCE
1856
ISD 883
A LOVE OF LEARNING
ROCKFORD • GREENFIELD • CORCORAN

Thank You.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: District Parent-Students Handbook 2023-24

Meeting Date: April 17,2023

Prepared by: Superintendent's Office

Date Prepared: April 14, 2023

☐	Information	X	Briefing	☐	Action	X	Enclosure Item(s)

This is a list of changes, other than dates and staffing changes. Formatting and page numbers will be adjusted in the final version and placed on the district website once approved.

- Addition of doors open times in Arrival and Dismissal section
- Addition of "Prior approval is required for all lunch visitors" in Lunch section
- Replace "need to check in at the building office" with "please contact the main office in each building for more information regarding their process" in the lunch section
- Replace " a classroom" with " any other part of the building" in the Parent/Guardian Volunteers section
- Addition of " by 2:45pm", "or it will be marked unexcused", "and will be recorded as an unexcused absence" and " due to reported illness" to the Attendance section.
- Replace "534" with "534R"
- Addition of *"with the exception of a la carte items" to the Payment of Meals section*
- *Delete "*The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. There is no cost of the alternative meal that will be charged to the student's account." from the Payment of Meals section
- Replace "Students have use of a meal account. When the balance reaches zero, a student may charge no more than $-5.00 (negative five dollars) to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Parents can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: Harlan Adelman. Students can also bring deposits to their building office." with "Students are issued a meal account when they enroll in the district. It is the parent(s)' or guardian's responsibility to make sure adequate funds are available in the meal account. Meal payments may be made online through the Infinite Campus Parent Portal for each individual student. Payments can be made in any school building office via cash or check" in the Payment of Meals section
- Addition of *"five (-$5)" in the Payment of Meals section*

- Replace *"a snack item" with "a la carte items or a second additional entree" in the Payment of Meals section.*
- Replace "If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian." With "Each student will have their own meal account number. A single common number for families with more than one student in the school system will not be used. Each student's account is managed separately" in the Payment of meals section
- Addition of "Families may apply for free or reduced price meal benefits at any time during the school year. Families need to apply annually for benefits. If the household size or income changes during the year, families can reapply. Applications are available online on the district website." in the Payment of Meals section.
- Addition of *"breakfast aid under Minnesota Statutes section 124D.1158 or" in the Payment of Meals section.*
- Addition of *"All kindergarten students receive a breakfast without charge." in the Payment of Meals section.*
- Replace "A student with an outstanding meal account balance will be allowed to receive a meal without providing payment. The cost of the meal will be added to the student's meal account balance." with "A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received." in the Payment of meals section
- Replace *"$10.00 or fall below zero"* with *"ten ($10.00) or less."* in the Payment of meals section
- Delete "Families will be notified of an outstanding negative balance once the negative balance reaches $-5.00 (negative five dollars). Families will be notified by email or a letter sent home." from the Payment of Meals section.
- Delete "A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt." from the Payment of Meals section.

STUDENT-PARENT HANDBOOK

2022-2023 SCHOOL YEAR

~~2022-2023~~ 2023-2024 District Student-Parent Handbook

Table of Contents

PART I – INFORMATION

Introduction 7
RAS School Calendar ~~2022-2023~~2023-2024 8
Arrival and Dismissal Hours
School Day Hours 9
Calendar 9
Class Assignments 9
Complaints 9
Eighteen-Year-Old Students 9
Employee Directory 9
Employment Background Checks [*] 9
Equal Access to School Facilities 10
Fees [*] 10
Food in the Classrooms 10
Birthday Treats 10
Fundraising 10
Gifts to Employees 10
Gifts and Deliveries to Students 11
Graduation Ceremony 11
Holiday Celebrations and Parties 11
Infinite Campus 11
Interviews of Students by Outside Agencies 11
Library / Media Center 11
Lockers 11
Lost and Found 11
Lunch 11
Lunch Prices 12
Lunch Balances 12
Messages to Students 12
Money 12
Nondiscrimination [*] 12
Section 504 of the Rehabilitation Act of 1973 [***] 12
Grievance Procedure for Complaints of Discrimination [***] 12
Vocational Opportunities Annual Notification [***] 12
Section 504 and Title IX Coordinators [***] 13
Notice of Violent Behavior by Students [**] 13
Outdoor Recess 13
Parent and Teacher Communications 13
Automated Information System 13
Parent Portal through Infinite Campus 13
Progress Reports/Report Cards 13

Teacher Classroom Calendar 13
Weekly Building Bulletin 13
Parent and Teacher Conferences 13
Parent Volunteers 14
Photographs 14
Pledge of Allegiance [*] 14
Return Check Notification 14
Schedule 14
School Activities 14
School Closing Procedures 14
NWSISD Closing Procedures 15
E-Learning Day 15
Searches 15
Cell Phones and Other Electronic Communication Devices 15
Lockers and Personal Possessions Within a Locker [*] 15
Desks 15
Personal Possessions and Student's Person 15
Vehicles on Campus [**] 15
Patrols and Inspections 15
Search of the Interior of a Student's Motor Vehicle 15
Student Publications and Materials 16
Distribution of Non-School-Sponsored Materials on School Premises [**] 16
School-Sponsored Student Publications 16
Student Records [*] 16
Family Educational Rights and Privacy Act 16
Student Surveys [*] 17
Telephone Access 17
Transportation of Public School Students 17
Extracurricular Transportation 17
Video and Audio Recording 17
School Buses 17
Photos/Recordings Taken on School Property 17
Places Other Than Buses 17

PART II — ACADEMICS

Academic Integrity 18
- Standard 18
- Cheating and Plagiarism 18

Acceleration and Retention 18
Alternative Educational Opportunities 18
Early Entrance to Kindergarten 18
Early Graduation 19
Extended School Year Opportunities 19
Field Trips 19
- Field Trip Eligibility 19

Grades 19
- Grades 7-12 19
- Incompletes 19
- Pass/Fail Grading 19
- Weighted Grading 19
- Weighted Classes 20
- Grades K-6 20

Graduation Requirements [*] 20
- Course Credits Required 20
- Minnesota Academic Standards 20

Homework 20
Parent Right to Know 20
- Right to Review Curriculum and Tests 21

Post-Secondary Enrollment Options 21
Repeating Courses 21
Schedule Changes 21
Summer School 21
Student Testing 21
Student Participation in Statewide Testing 21
Withdrawal Procedure 21

PART III — RULES AND DISCIPLINE

Attendance [**] 22
- Absence Notification 22
- Excused Absence 22
- Illness 22
- Make-Up School Work 22
- Tardies 22
- Unexcused Absences or Tardies 22
- Closed Campus 22
- Leaving During School Hours 22
- Vacation and Vacation Lesson Plans 23

Withdrawal Procedures 23
Behavior 23
Retaliation 23
Bullying Prohibition [**] 23
Buses – Conduct on School Buses and Consequences for Misbehavior [**] 23
Bus Passes 24
Cell Phones and Other Electronic Communication Devices 24
Discipline [**] 25
District 883 Technology Devices 25
Dress and Appearance 25
Drug-Free School and Workplace 25
Gambling 25
Harassment and Violence Prohibition [*] 25
Hazing Prohibition [*] 26
Internet Acceptable Use 26
Parking on School District Property 26
Students 26
Snowmobiles 26
Visitors 26
Tobacco-Free Environment [**] 27
Vandalism 27
Weapons Prohibition 27

PART IV — HEALTH AND SAFETY

Accidents 28
Asbestos Management Update [*] 28
Clean Indoor Act 28
Crisis Management 28
Emergency Contact Information 28
Health Information 29
Communicable Diseases 29
DNR-DNI Orders 29
First Aid 29
Health Service 29
Immunizations 29
Medications at School During the School Day 30
Medication Administration 30
Epinephrine Auto-Injectors/Inhalers 30
Over-the-Counter Medication 30
Screenings 31
Student Accident Report Procedure 31
Pesticide Application Notice [*] 31
Safety 31

Custody 31
Visitors in District Buildings 31

APPENDIXES

1. Policy Cross Reference Table 33
2. Rockford High School Academic Honors 34
3. Student Records [*] 35
4. Student Surveys [*] 38
5. Parent/Guardian Refusal for student Participation in Statewide Assessment 39
6. Grievance Procedure for Complaints of Discrimination [***] 41
7. Unpaid Meal Charges 43
8. Activities: Attendance & Academic/School Regulations 44
9. Fan Behavior Policy 45
10. Bullying Prohibition 46
11. Harassment and Violence 54
12. Hazing Prohibition 62

Acknowledgement Form 67

Disclaimer: The Rockford Area School district reserves the right to alter or vary the application of these rules and procedures. As new policies or regulations are developed by the school board or State or Federal statutes, additions or deletions will be made to this handbook. Any conflicts between language in this handbook and a school district policy will be resolved in favor of the policy.

INTRODUCTION

This handbook includes an overview of District #883 policies, regulations, and procedures about student rights and responsibilities. Those documents are updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since the previous version was printed in fall 2022~~2021~~. District policies can be found on our website at www.rockford.k12.mn.us. If you have questions or would like more information about a specific issue, please contact the building principal.

MISSION

In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.

VISION

Rockford Area Schools provides a supportive, rigorous, and relevant learning culture producing courageous learners prepared to enter a global society.

CORE VALUES

Excellence: To be our best, expect our best; to be inspired daily to become the very best we can be

Students First: A safe, healthy environment to challenge, engage and inspire all students

Community: It's about all of us, all the time

Integrity: Align actions and words with values and beliefs while respecting differences

Stewardship: Care and responsibility with our resources including natural and social environments

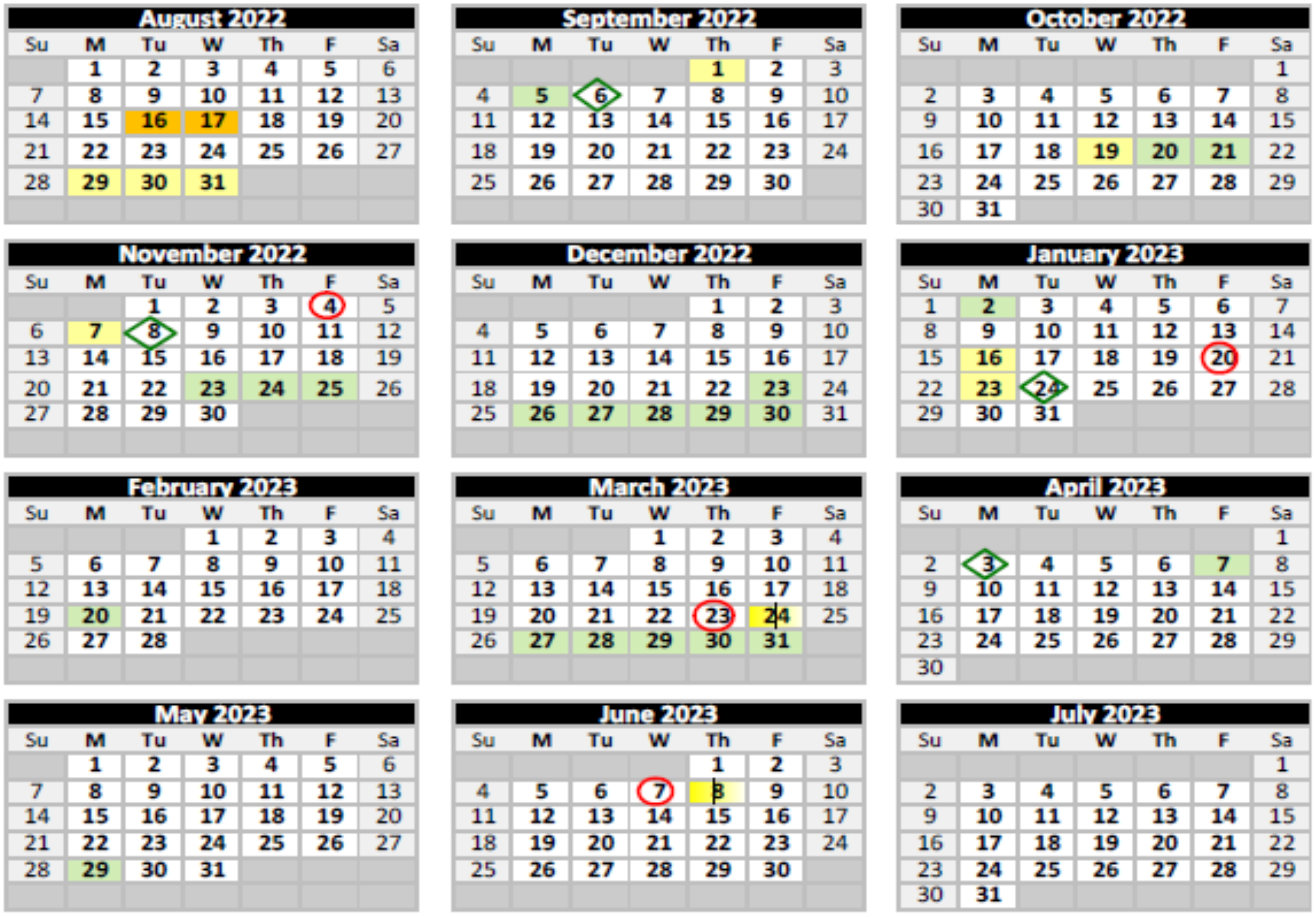
Student Experience: All students have access to engage in a rich arts and academics environment, and an abundance of extracurricular opportunities

STRATEGIC DIRECTIONS

1. Improving our educational programs and partnerships
2. Aligning and developing proactive training and response protocol for increased safety and security
3. Improving supports for students and their learning
4. Strengthening instructional practices, processes, curriculum and assessment
5. Improving parent, community and staff awareness and engagement

CALENDAR FOR 2022-2023 SCHOOL YEAR

Approved 2-23-2022



June 1 - Seniors last day

1st Qtr.	September 6 to November 4 =	41
2nd Qtr.	November 8 to January 20 =	43
3rd. Qtr.	January 24 to March 23 =	42
4th Qtr.	April 3 to June 7 =	46
		172 days
	June 2 - Commencement	

New Staff Days	8/16, 8/17	
Workshop Week	8/29, 8/30, 8/31, 9/01	4
SD Days/Work Days	10/19, 11/07, 1/16, 1/23, 3/24 (.5), 6/08 (.5)	5
		172
		+ 181
2 PM days = 16 hrs		**183**

REAMS EVENTS	DATES	HRS
Assessment Days	9/06, 9/07	16 hrs
Fall Conferences	11/7, 11/10	8 hrs
Spring Conferences	3/09, 3/13	8 hrs
Kindergarten Round Up	03/02	

RMS-CES EVENTS	DATES	HRS
Open House	8/31	4 hrs
Fall Conferences	10/18	4 hrs
Winter Conferences	1/12	4 hrs
STEM, Art and Academic Showcase	4/20	4 hrs

RHS EVENTS	DATES	HRS
Open House	8/31	4 hrs
Fall Conferences	10/27	4 hrs
Spring Conferences	3/16	4 hrs
Curriculum Night	12/13	4 hrs
Commencement	6/2	Extra

In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.

PART I – INFORMATION

Arrival and Dismissal Hours

School day hours at each building are:

REAMS 8:05am-3:00pm (doors open at 7:50am)
ECSE AM Section: 8:05am-10:45am
ECSE PM Section: 12:15pm-2:55pm
RMS-CES 7:50am-2:45pm (doors open at 7:30am)
RHS 8:00am-2:50pm (doors open at 7:20am)

School begins for each child as he/she enters the door and appropriate behavior is expected in all areas of the building at all times. For the welfare and safety of all students, it is requested that students do not arrive at school any earlier than necessary. If you choose to pick-up your child at the end of the school day, please be sure to sign-in at the front office and obtain a visitor's sticker. Unless participating in a school-sponsored activity or working with a teacher, students should not be in the building without supervision.

Calendar

Refer to District Policy 602

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the introduction section and on the school district's website at www.rockford.k12.mn.us.

Class Assignments

Refer to District Policy 515

Students will receive instruction in required courses/classroom assignments throughout the school year. Parents and guardians will assist their child in selecting elective courses at RMS-CES and RHS. This selection is a term-long commitment. Schedules are subject to change due to academic needs and availability.

Complaints

Refer to District Policy 103

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

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under the Family Educational Rights and Privacy Act (FERPA), transfer to the student. However, although the rights under FERPA have now transferred to the student, a school may disclose limited information from an "eligible student's" education records to the parents/guardians of the student, without the student's consent, if the student is a dependent for tax purposes. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records, and the right to file a complaint with the US Department of Education. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

In an effort to keep parents/guardians included in their student's educational progress, an Authorization form is available at the high school office. Parents/guardians are asked to review this Authorization with their child and obtain their consent on or after their 18th birthday. All signed Authorizations may be returned to the high school counseling office and records will be updated to reflect the 18-year old child's consent to allow his/her parents or guardians to have access to all educationally related matters.

All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

Employee Directory

Refer to District Policy 406

Most district employees' email addresses follow the format: last name first initial@rockford.k12.mn.us. More information is located on our website at www.rockford.k12.mn.us.

Employment Background Checks [*]

Refer to District Policy 404

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

volunteers, independent contractors, and student employees.

Equal Access to School Facilities

Refer to District Policy 801

It is the intention of the Rockford School Board to make available, whenever possible, the facilities of the school system by organizations and groups in the community. For more information, please call Community Education at 763-477-4563. Appropriate and sufficient personnel are required to be present when facilities are in use. Charges will be made to groups when services of personnel are required when they normally are not on duty. Rental fees will be charged according to School Board Policy.

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

Fees [*]

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

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

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

Food in the Classrooms

Refer to District Policy 533

Food and beverages are to be consumed in the designated areas and are not permitted in the other areas without permission. No food or beverage of any kind is allowed in the auditorium, media center, or computer labs. If students bring food into the classrooms, please comply with our district wellness policy. Please be cognizant that many students have severe food allergies that may limit foods permitted in the classroom.

Birthday Treats

Please let the teacher know ahead of time if you would like to send treats to the class to celebrate your child's birthday. All treats must be store bought and commercially prepared. Healthy classroom treats can be ordered through our food service department.

Fundraising

Refer to District Policy 511

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Activities Director (if extracurricular activity), building Principal, Director of Finance and Operations and Superintendent. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day. The required paperwork to receive the required approval can be found at the school office.

Gifts to Employees

Refer to District Policy 421

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value.

Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Gifts and Deliveries to Students

Gifts, balloons, flowers, etc. will not be delivered during the school day with the exception of school-sponsored activities. Any deliveries will be kept in the office and delivered at the end of the day.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

Holiday Celebrations and Parties

Rockford Area Schools observes various holidays throughout the school year. Students who are unable to participate in holiday celebrations are excused from these events. Parents/guardians should contact the building principal in advance to excuse an absence. Please refer to the district calendar in the introduction of this handbook or on the website www.rockford.k12.mn.us

Infinite Campus

Parent Portal, located on the school's website, allows parents to connect to school anytime from any place that has Internet access. This program allows you to access your child's school records such as: attendance, academic progress reports, report cards, health records and lunch account. Student fees are assigned on your child's fee tab on your Parent Portal. Fees, including lunch payments, can be paid directly in your Campus account. To sign up, you need a photo ID, such as a driver's license, for assurance of confidentiality of your child's records. You can sign up at any building office.

Interviews of Students by Outside Agencies

Refer to District Policy 519

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Library/Media Center

The library/media center hours will be available at each building's office and on the district website.
Students are welcome in the Media Center when a supervisor is present and are expected to follow the same rules as classroom behavior.

Lockers

Pursuant to Minnesota statutes, school lockers are the property of the school district. Students are to keep lockers neat and orderly and are to use the locker they are assigned. All hall lockers have combination locks. The district's insurance does not cover the loss of personal items. If using locker room lockers, students are **strongly encouraged to put and use locks on them.** Locks for locker room lockers may be purchased at school for $5.00 or students may bring their own lock. If supplying their own lock, the combination MUST be shared with the school. Information regarding locker searches can be found under the Searches section.

Lost and Found

Please feel free to check the Lost and Found when you are at school and remind your child to check if they are missing anything. Items left at school will be donated to charity periodically throughout the year.
Parents/guardians should give the following point's careful consideration to help eliminate lost items:

1. Clearly label your child's coats, jackets, sweaters, caps, boots, etc., with his/her full name and grade.
2. Use caution in allowing articles of sentimental or monetary value to be brought to school.
3. When an article is lost, don't let time elapse before you or your child tries to locate it.

Lunch

Refer to District Policy 534

A complete and nutritional breakfast/lunch program is available at our school. Menus are published on the Rockford Area Schools website at www.rockford.k12.mn.us. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home. Student beverages must comply with our District's Wellness Policy (refer to District Policy 533).

Lunch is to be eaten in designated areas only, unless other arrangements are made. The right of the student to eat in the lunchroom or commons area is coupled with the responsibility of keeping the area presentable for others. Students are expected to demonstrate respectful behavior and observe school policies and rules during lunch. All schools have a closed campus as well as a closed lunch period. Students are not allowed to leave the lunchroom/commons area during lunch. ~~and v~~Prior approval is required for all lunch visitors. Please contact the main office in each building for more information regarding their process. ~~need to check in at the building office.~~

Lunch times vary by classroom, grade level or schedule. Lunch schedules may change at quarter and/or semester breaks for some students. Students will be notified of their assigned lunch time on the first day of class at each trimester/quarter.

2022-2023 LUNCH PRICES
Breakfast $2.00
Elementary Lunch $2.90
Middle/High Lunch $3.15
Adult Lunch/2nd Lunch $4.95
Milk $.60

Lunch Balances
Students are encouraged to participate in the food service program on a daily basis. Sustained participation ensures a better program at lower costs.

Parents/guardians will be notified by email or letter when their students balance is at a positive $10.00. Students will not be permitted to charge meals to their account if they have a $-5.00 in their account. Sandwiches and milk will be provided until funds have been deposited to bring their account to a positive balance.

Parents/guardians can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: Harlan Adelman. Students can also bring deposits to their building office. You can view your child's lunch balance by logging on to your Parent Portal on Infinite Campus. Students who have insufficient funds to pay for a meal may receive an alternate meal. Details on negative account balances and unpaid meal charges can be found in **Appendix 7**.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available at each school office, the district office and on the district website. For more information regarding eligibility for free and reduced-price meals, contact 763-477-9165.

Messages to Students

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

Personal cell phone use during the instructional day is prohibited at the elementary school, but allowed during non-instructional times at the middle and high schools. Students will not accept telephone calls in their classroom. Students are to use the phone only with their teacher's permission and only for very important messages. Making arrangements for after-school social affairs is not considered an acceptable reason to use the phone. Please make plans at home to take care of personal business (i.e., Cub Scouts, Brownies, and other after school activities).

Please see Cell Phones, MP3 Players and Other Electronic Devices section under Section III Rules and Discipline for further information.

Money

Please emphasize with your child(ren) the danger of leaving money or valuables in their desk or other places at school. The school assumes no responsibility for the loss of money or valuables.

Nondiscrimination [*]

Refer to District Policy 102, 401, 521, 522 and 528
The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the building principal, as the district's human rights officer to handle inquiries regarding nondiscrimination. Persons who wish to make a complaint regarding a disability discrimination matter may use the Student Disability Discrimination Grievance Report Form found on our website at www.rockford.k12.mn.us. The form should be given to ADA/Section 504 coordinator.

Section 504 of the Rehabilitation Act of 1973
The school district recognizes its obligation under Section 504 of the Rehabilitation Act of 1973. No discrimination against any person with a disability will knowingly be permitted in any of the programs and activity in the school system. If there are questions regarding Section 504, contact a building principal or the counselor.

Grievance Procedure for Complaints of Discrimination
The school district has developed a grievance procedure to comply with federal laws by providing due process standards that provide for the prompt and equitable resolution of complaints of sex discrimination under Title IX of the Education Amendments Act or for complaints of disability discrimination under Section 504 of the Rehabilitation Act. See **Appendix 6** for full procedure.

Vocational Opportunities Annual Notification
Rockford Area Schools offers a variety of vocational opportunities through the Business Education and Career and Technology Education Departments.

The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses.

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

Title IX Coordinators

Miranda Harrison, Director of Human Resources
Office Address: 6051 Ash St.
Rockford, MN 55373
Office Number: 763-477-9165 x 4009

Section 504 Coordinator
Samantha Bloom, Guidance Counselor
Office Address: Rockford High School
7600 County Road 50, Rockford, MN 55373
Office Phone Number: 763-477-5846 ext. 3033

Molly Wirth, School Counselor
Office Address: Rockford Middle School—Center for Environmental Studies
6051 Ash Street, Rockford, MN 55373
Office Phone Number: 763-477-5831 ext. 2600

Allison Masessa, School Counselor
Office Address: Rockford Elementary Arts Magnet School
7650 County Road 50, Rockford, MN 55373
Office Phone Number: 763-477-5837 ext. 1006

Notice of Violent Behavior by Students [**]

Refer to District Policy 529
The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Outdoor Recess

All children must go outside on outdoor recess days. The temperature and wind-chill factor are considered when the decision is made for outdoor recess. The elementary school uses the following weather guidelines for preparing students to go outdoors at recess:

1. Warmer than 0ºF -- outside recess for all students.
2. Between 0ºF and -10ºF -- recess time may be shortened.
3. Colder than -10ºF -- indoor recess.

Parent/Guardian and Teacher Communications

Automated Information System
Our automated alert system has the capability to provide important messages electronically via computer, telephone and/or text message. This system is used for emergency situations only (e.g. school closings, threats, etc.).

Parent Portal through Infinite Campus
Parent Portal gives parents/guardians and students easy online access to current grades, attendance, test scores, health information, lunch account balances, etc. Teachers are required to update grades weekly. At times, the update may go beyond one week because of the grading of a major project. If you have questions or are having difficulty logging in, contact the building office.

Progress Report/Report Cards
Report cards will be available online at the end of each grading period. Printed copies are available upon request.

Teacher Classroom Calendar
Visit our website at www.rockford.k12.mn.us and find your school's tab, then the academics tab to find the teacher's website to view your child's upcoming assignments and class activities. This link is designed to help you monitor your child's homework, quizzes, tests, and major assignments. Information is updated regularly.

Weekly Parent Bulletin
The weekly building bulletin is emailed on the last day of each school week. It features highlights from the current week and previews upcoming events.

Parent/Guardian and Teacher Conferences

Parent/guardian and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for 2022-23 school year, please check out the 2022-23 academic calendar in the Introduction part of this

handbook, visit our website www.rockford.k12.mn.us, or contact the building office.

Parent/Guardian Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer. To volunteer in the school building or classroom, parents/guardians should contact the building office. Parents/guardians who visit the school must sign in at the building office before entering any other part of the building~~a classroom~~.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. Some of these photos may be published in local newspapers or in Rockford Area Schools' publications, emails or websites. Parents may request that their child's photographs and identifying names not be published. The request must be made in writing and sent to the district office attention to Christa Larson. (This does not apply to pictures of school events taken by the news media.)

Pledge of Allegiance [*]

Refer to District Policy 531

Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Return Check Notification

If your check is returned, it may be represented electronically. You authorize service charges and processing fees, as permitted by state law, to be debited from the same account by paper draft or electronically, at our option. The use of a check for payment is your acknowledgement and acceptance of this policy and its terms. If you have any questions about this service, please contact the business office at 763-477-9165.

Schedule

Refer to District Policy 602

A schedule is needed to ensure the smooth operation of the school. The daily school schedule is often building specific and within the authority of the building principal to determine. A general building schedule can be found at the beginning of the handbook.

School Activities

Refer to District Policy 510

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

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

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

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

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

School Closing Procedures

Refer to District Policy 806

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible.

School closings due to severe weather or other emergency reasons will be posted on the district website at www.rockford.k12.mn.us. A media message will be announced over TV stations, KARE 11 TV, WCCO 4, KSTP 5 and KMSP 9, placed on KRWC 1360 radio and our social media channels. Complementing the media messages is our family notification system through Infinite Campus.

The school district may conclude that students can be safely transported to and from school and keep school open, but an individual parent may disagree with our decision. Under such conditions, parents/guardians must exercise their judgment regarding the attendance of their child(ren). We will respect all reasonable decisions in these circumstances and excuse any absence.

NWSISD Closing Procedures
As a reminder for our NWSISD families, please go to NWSISD website for transportation information regarding school closings information, and other guidelines. To view the NWSISD website, please go to www.nws.k12.mn.us, click on the Transportation tab on the left side.

E-Learning Day
Instead of a school closure, we might decide to have an E-Learning Day. E-Learning allows schools to offer access to online instruction provided by the students due to inclement weather. While E-Learning days cannot replace students' face-to-face time with their teachers, they can provide better continuity when inclement weather inhibits a full day of in-person instruction.

Searches

Refer to District Policy 502 and 527R
In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles, including snowmobiles, parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Cell Phones and Other Electronic Communication Devices
If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. A student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement.

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

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

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

Personal Possessions and Student's Person
The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus [**]
Patrols and Inspections
School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles, including snowmobiles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

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

Student Publications and Materials

Refer to District Policy 505 and 512

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school-sponsored publications may not be distributed without prior approval.

Distribution of Non-School-Sponsored Materials on School Premises [**]

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. Any student or employee wishing to distribute (as defined in this policy) non-school sponsored material must first submit for approval a copy of the material to the building principal who will review the request and render a decision. For detailed information, see the complete "Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees" policy 505 on the district's website at www.rockford.k12.mn.us.

School-Sponsored Student Publications

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

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

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

Student Records [*]

Refer to District Policy 515

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, please see **Appendix 3** in the back of this handbook.

"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. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at any school office or on the district website at www.rockford.k12.mn.us.

Family Educational Rights and Privacy Act (FERPA)

Refer to District Policy 515

Rockford Area Schools recognize 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. Rockford Area Schools recognize that only pertinent and factual information shall be in the permanent records of the district's students and that a parent or eligible student has a right to inspect and review student's educational records.

Student Surveys [*]

Refer to District Policy 520

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see **Appendix 4** in the back of this handbook. A complete copy of the school district's "Student Surveys" policy may be obtained at any school office or on the district website at www.rockford.k12.mn.us.

Telephone Access

A courtesy phone is available for student use in the school office and Community Center when permission from the office staff is given. Students will not be called out of class to receive phone messages except in the event of an emergency. Students may be prohibited from using cell phones during instructional time; expect to wait for a text response from your child until cell phone use is permitted. **In the case of an emergency, please contact the school office instead of contacting your child directly.**

Please see Cell Phones, MP3 Players and Other Electronic Devices section under Section III Rules and Discipline for further information.

Transportation of Public School Students

Refer to District Policy 707, 709R and 710

Riding the school bus is a privilege, not a right. The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

Extracurricular Transportation

Refer to District Policy 710

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

Video and Audio Recording

School Buses

Refer to District Policy 711

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increase the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

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

Photos/Recordings Taken on School Property

Any picture or video taken on school grounds with a school-owned or personal digital camera, cell phone, etc. is the property of the school.

Places Other Than Buses

Refer to District Policy 712

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

PART II — ACADEMICS

The Rockford Area Schools' curriculum fulfills the requirements of the Minnesota Content Area Standards.

Academic Integrity

Refer to District Policy 506

Standard

Rockford High School follows the International Baccalaureate (IB) policies that were approved by the Rockford Area School Board and authorized by the International Baccalaureate Organization (IBO). These policies can be viewed on the Rockford High School website.

All students are expected to demonstrate academic integrity which includes honesty, trust, fairness, respect and responsibility.

All work submitted for credit in any class is expected to be produced by and be the original work of the student submitting it. Students who allow their work to be copied will receive the same or equal penalties to those who do the copying.

Consequences may include:

- redoing the assignment
- completing a new assignment
- loss of credit for the assignment/s
- loss of credit for the course
- removal from the course
- suspension from school

Cheating and Plagiarism

Refer to District Policy 506

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment may be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

Acceleration and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school counselor or building principal.

Acceleration: Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of the school year.

***Retention*:** Retention of a student may be considered when professional staff and parents feel that it is the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

***Program Design**:* The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options.

The school district will adopt procedures for the academic acceleration of gifted and talented students. This procedure will include how the district will assess a student's readiness and motivation for acceleration; and match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for the student.

Alternative Educational Opportunities

Refer to District Policy 605

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

Early Entrance to Kindergarten

Refer to District Policy 550

Minnesota Statute 120A.20 requires kindergarten students to be at least five years of age on or before September 1. The School District recognizes that children develop physically, emotionally and intellectually at their unique rates, resulting in varying levels of school readiness. An order determination for early entrance into kindergarten has been established by the Board of Education of

Independent School District #883, Rockford Minnesota. Please contact the building principal for more information regarding processes for Early Admission Kindergarten.

Early Graduation

Refer to District Policy 613R

Students may be considered for early graduation after completing the conditions provided in district policy.

Extended School Year Opportunities

Refer to District Policy 508

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the student's Case Manager.

Field Trips

Refer to District Policy 610R

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

Field Trip Eligibility

Refer to District Policy 610R

Field Trips are an extension of the regular curriculum and is part of the educational experience. While on field trips, all children are expected to demonstrate the same expectations and behavior as in school.

Grades

Parents and guardians may access student records electronically via the Parent Portal through the district website at www.rockford.k12.mn.us. To ensure the confidentiality of student information, parent/guardian accounts must initially be set up at any of the building offices with a photo ID, such as a driver's license. This account will provide access to information regarding a student's attendance, academic progress, report cards, health records, student fees, and lunch account and serves as an important communication tool between the school and home.

Every student has the right to be informed of his/her academic progress. Progress information will be available for students in grades 7-12 regularly. Report cards will be available after the conclusion of each marking period. Report cards will be available electronically for parents/guardians to review. Parents are encouraged to routinely check their child's information in the Parent Portal.

Grades 7-12

Grades shall be in letters A, B, C, D, and F for grades 7-12 and will be recorded on report cards and permanent records accordingly. The letter grade is transposed to number equivalents as follows for computing grade point average:

Grade	Grade Pt. Value
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.0 (no credit given)
I (incomplete)	No value

Incompletes

In order for an "incomplete" to be granted for a final semester grade, the student and teacher must meet to discuss the circumstances. All work must be completed within two weeks of the last day of the semester or the grade will be considered an F; unless there are extenuating circumstances at the discretion of the Principal.

Pass/Fail Grading

Pass/Fail grading is **NOT** an option for students **in REQUIRED classes,** unless a student's individualized education plan stipulates otherwise. Elective courses may be taken on a pass/fail basis, with the permission of the instructor, and the approval of the principal. **Any such request must be made to the instructor and approved by the building principal during the marking period.**

Weighted Grading

Additional weight is given for courses where the curriculum is significantly more challenging, such as College in the School (CIS) courses and International Baccalaureate (IB) courses. College courses taken by PSEO students, deemed by Rockford High School to be equivalent to its CIS courses, are eligible for weighted grading, per District Policy 620R. If a student takes a weighted class at Rockford High School, that student cannot receive weighted grading for the equivalent class taken at college.

Weighted Classes
Refer to District Policy 613R
Weighted classes will receive a two grade increment increase. On a 4.0 scale, weighted classes will be given a .66 boost. (Example: 3.0 grade in a weighted class on 4.0 scale becomes 3.66.)

Grades K-6

Standards Rubric
1 - Does Not Meet
2 - Partially Meets
3 - Meets
4 - Exceeds
NE - No evidence
__ - A blank entry indicates a standard has not been addressed during a given grading period.

Graduation Requirements [*]

Refer to District Policy 613R
Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from **Rockford High School**.

Course Credits Required
In order to receive a diploma, students must successfully complete the following credits and comply with the following high school level course requirements as listed.

Required Areas of Study	Credits
English	**8**
Social Studies	**7**
Math (All students must complete Algebra II)	**6**
Science (All students must complete Chemistry or Physics)	**6**
Physical Education	**1**
Health	**1**
Fine Arts	**2**
Career & Technical	**1**
Electives	**18**
TOTAL	**50**

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Ed. K-12
Minnesota Academic Standards, Arts K-12

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the counselor or building principal.

Homework

Refer to District Policy 506 and 612.1
Homework assignments are determined by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians and family members to encourage their child(ren) to complete homework thoroughly and promptly.
Students are responsible to request and complete the work that was missed during their absence(s) immediately upon return. A student (or parent) may also request homework prior to a student's return to school. Students and parents may also request homework in advance of an absence, or while absent.

Parent Right to Know [*]

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

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

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

Right to Review Curriculum and Tests

Refer to District Policy 606

Textbooks and instructional materials are a vital component of the school's curriculum and may be reviewed by parents upon request. District #883 has adopted a procedure whereby parents and/or staff may initiate a request for reconsideration of instructional materials. The final decision for the use of controversial material rests with the school board.

Post-Secondary Enrollment Options

Refer to District Policy 613R and 620

Tenth, eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by **March 1**. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the Rockford High School counselor by **May 30** for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact Rockford High School counselor.

Repeating Courses

With the permission of the instructor and the administration, a student may elect to repeat a course at Rockford High School that he/she has passed, but that will not replace the previous grade that was earned.

Schedule Changes at Rockford High School

Schedule changes will be made the first three days of the semester per the following criteria:

- Did not receive a course required for graduation
- Registered and enrolled in a course for which you have not met the prerequisite
- Do not have a full schedule of seven classes per semester
- Received a course you did not request as an original or alternate during registration
- Students who request a "Guided Study Hall" after the start of the semester will be added at the midterm break. The dropped course and grade will be added to the student's transcript.

Summer Programming

Refer to District Policy 623

For students who qualify, the school district may provide summer school learning opportunities. For more information, contact the Director of Teaching and Learning or the Special Education Coordinator.

Student Testing

In the spring, all students in grades 3-8, 10, and 11 take state tests to measure proficiency in the Minnesota Academic Standards. See the Teaching and Learning's page on the district website, www.rockford.k12.mn.us., for more information.

Student Participation in Statewide Assessments

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. The Parent/Guardian Guide to Statewide Testing document provides some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. See Appendix 5.

Withdrawal Procedure

Please notify the school office and the teacher at least three days prior to withdrawing your child from school. You will be asked to indicate the last date of attendance and the name and address of the new school or school district. This information needs to be received by the school at least two days before the student's last day of attendance. This will enable us to properly close our school records for your child. Also, our regulations require that we have your signature on a Release Form, obtained from the receiving school, giving us permission to forward your child's records to the receiving school.

At the Rockford High School, the student needs to report to the counseling office the morning of his/her day of withdrawal. We are concerned about students who leave high school before completion. Should a student choose to withdraw from school, please:

- Contact a counselor to explore alternatives.
- Complete an Exit Interview.
- Obtain the Withdrawal Form from the counseling office.
- Return all books and pay all fees or fines.

PART III — RULES AND DISCIPLINE

Attendance [**]

Refer to District Policy 503R

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. For detailed information, see the "Student Attendance" policy on the district website at www.rockford.k12.mn.us.

Absence Notification

Parents/guardians are required to call the attendance line at 763-477-7525 or the building office staff by 2:45pm each day a child is absent or tardy or it will be marked unexcused. Whenever an absence is pre-arranged (doctor, dentist, etc.) the student should bring a written permission slip from home in advance of the absence.

Excused Absence

Excused absences need to be verified upon the student's return to school. Parents are requested to send a written excuse stating the reason for the absence; it must be dated and signed by the parent. Excused absences from school include, but are not limited to, student illness, medical or dental appointment, family emergency, religious observance or family vacation, and other absences which are pre-approved. While the school recognizes the value of family time and trips, we encourage parents to schedule trips that will coincide with scheduled school vacations.

Illness

Regular attendance at school is of utmost importance. However, we suggest that you do not send your child if he/she has a rash, fever, upset stomach, severe cold, undiagnosed red eyes, or sore throat. The school reserves the right to require medical verification in cases where student absences due to reported illness are excessive. From time to time, we receive notes from parents requesting that their child be excused from recess and/or physical education. Normally, children who are too ill to go outside for recess or participate in physical education are too ill to be at school. Any child who is to be excused from recess and/or phy ed for an extended period of time must have a doctor's written excuse, which has been approved by our Health Service Office.

Make-up School Work

Make-up schoolwork may be obtained at the end of the school day after the third day of illness. Contact the school office the morning of the third day to make arrangements to have your child's make-up work prepared.

Tardies

Students arriving after the morning bell will be considered TARDY. Students must report to the school office to obtain a Student Pass to class. Tardies in which students have an excused pass from a teacher or administrator will not count against the student's attendance. There may be consequences for excessive tardiness.

Unexcused Absences or Tardiness

Absences or tardiness, which could have been avoided or prior approval was not made through the building principal's office, are considered unexcused. This absence includes when the student has been absent from school with the consent of the parents but the excuse presented by the parents is not acceptable to school authorities. Examples include oversleeping, shopping, babysitting, working from home and missing the bus.

Closed Campus

Rockford Area Schools maintain closed campuses. Students who leave the building without adult supervision or permission are in violation of school policy and are subject to school consequences. This includes student lunch time. Students who leave for any reason must sign out through the front office before they leave. **Notes to excuse an absence when a student leaves without signing out through the office will not be accepted and will be recorded as an unexcused absence**. Entrance to the school during the day is limited; all doors are locked for the protection of students and staff. During school hours, all visitors need to report to the school office.

Leaving During School Hours

All children need to be dismissed through the Main Office. Once the parent/guardian has completed the Student Sign Out Log, school office personnel will call the classroom requesting that the child report to the office for dismissal. Parents are strongly encouraged to send a note to their child's teacher indicating that they will be picking their child up early from school. No

child will be allowed to leave his/her classroom early without authorization from the school office. We need your cooperation on this matter to assure the safety of your children.

Note to Parent: As a result of state and federal expectations, it is essential that our students be in attendance on all testing dates. Under Every Child Succeeds Act, school districts are required to test at least 95% of eligible children. As family plans are made, testing dates should be avoided. Should you have any concerns regarding testing times, please seek the advice of your child's teacher.

Vacation and Vacation Lesson Plans
The building principal and staff recognize the educational value of family trips, although we encourage parents to plan their trip to coincide with scheduled school vacations. Absences due to a family vacation should be arranged, in advance, with the building principal and make-up work should be arranged, with the teacher, before the child leaves school.

Withdrawal Procedure
Please notify the school office and the teacher at least three days prior to withdrawing your child from school. You will be asked to indicate the last date of attendance and the name and address of the new school or school district. This information needs to be received by the school at least two days before the student's last day of attendance. This will enable us to properly close our school records for your child. Also, our regulations require that we have your signature on a Release Form, obtained from the receiving school, giving us permission to forward your child's records to the receiving school.

Behavior

All students are required to cooperate in creating an atmosphere that will make learning possible. Any behavior that interferes with learning, regardless of the degree, is considered disruptive. Students should conduct themselves at all times in a manner that will reflect positively upon themselves and Rockford Area Schools.

Retaliation
Rockford Area Schools strives to protect students from retaliation for good faith actions in reporting behavior that is against the law or the district rules outlined in this handbook. Every reasonable effort will be made to stop retaliation immediately, to conduct a complete and thorough investigation of alleged acts of retaliation in a timely manner, and to provide prompt corrective action if retaliation is found to have occurred. Students found guilty of retaliation may face consequences up to and including expulsion.

Bullying Prohibition [**]

Refer to District Policy 514
The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, on school transportation and by misuse of technology. Any incidents need to be reported immediately to the building principal. For detailed information regarding the school district's "Bullying Prohibition" policy.

Buses – Conduct on School Buses and Consequences for Misbehavior [**]

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. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- 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.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. 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.

Bus Passes

Requests for students to ride a bus other than the designated bus, must be approved by an authorized school official. A bus pass must be presented to the bus driver before boarding. Under no circumstances will students be delivered to undesignated bus stops for social situations (i.e., birthday parties, sleepovers, Boy or Girl Scouts meetings, or other non-emergency events).

Transportation for day care changes must be completed using the Transportation Request Form three (3) school days prior to the date the change goes into effect. The forms are available at the Transportation Center or the school office.

Cell Phones and Other Electronic Communication Devices

Refer to District Policy 506 and 524R

Rockford Area Schools is committed to developing digital citizens who possess the skills to appropriately and responsibly use personal electronic devices. We encourage students to leave electronic devices at home, but if brought to school, it is strongly encouraged they be turned off and kept in the student's locker during the school day. Students are prohibited from using cell phones, and other electronic communication devices during the instructional day, unless permission is given by the building principal or teacher. Appropriate use varies by developmental level; therefore, different expectations exist for elementary, middle, and high school level students. Electronic devices being used inappropriately during class will be confiscated. If an electronic device is confiscated, the parent will be contacted. Multiple violations will lead to disciplinary action.

At REAMS, cell phones are prohibited in classrooms.

At RMS-CES, students may appropriately use these devices before 7:50 a.m., during passing time, and after 2:45 p.m. in the school building. Electronic devices are allowed in the classroom during the school day with approval by a teacher for instructional purposes.

At RHS, personal electronic devices are allowed in the hallways and Commons before 8:00 a.m., during passing time, and after 2:50 p.m. in the school building. Occasional use of personal electronic devices is permitted during the school day with approval by a teacher.

All students are also prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device, this includes the search and seizure of district-issued Chromebooks and the files contained on the device and within the associated cloud storage accounts. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

The recording, filming or photography of students, staff members, or school activities on your personal electronic device without the written consent of administration is strictly prohibited. Anyone who engages in the practice of sending, receiving, or possessing sexually explicit photos or messages (sexting) or inappropriate material will be subject to discipline up to and including expulsion.

The school bears no responsibility if electronic devices are lost, stolen, or damaged anywhere on school property or off-campus at school-related events.

Discipline [**]

Refer to District Policy 506

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete "Student Discipline" policy on the district website at www.rockford.k12.mn.us.

District 883 Technology Devices

Student use technology devices may be available for students to loan from the school district. The mobile device loan program is designed to improve student achievement by expanding and enhancing technology access, collaboration capabilities, and creativity for students in their learning. Some of these devices include, but are not limited to chrome books, hotspots, laptops, and other program specific devices. The District 883 device loan agreement can be read in more detail (along with the care and usage) on the school website under technology.

Dress and Appearance

Refer to District Policy 504

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

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

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

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

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Headgear, including hats or head coverings, is not to be worn in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

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

Drug-Free School and Workplace

Refer to District Policy 418

The possession and use of alcohol, controlled substances, and toxic substances, which includes e-cigarettes and other vaping devices, are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

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

Gambling

Participation in gambling activities for money or other collateral or incentives is prohibited on school grounds without a state-approved gambling license. Students who are found in violation of this expectation may be subject to disciplinary action up to or including suspension or expulsion.

Harassment and Violence Prohibition [*]

Refer to District Policy 413 and 525

The school district strives 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, 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, or disability. For detailed information on the school district's "Harassment and Violence Prohibition" policy, see the district website at www.rockford.k12.mn.us.

Hazing Prohibition [*]

Refer to District Policy 526

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's "Hazing Prohibition" policy, see the district website at www.rockford.k12.mn.us.

Internet Acceptable Use

Refer to District Policy 524R

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

A copy of the school district's "Internet Acceptable Use" policy is available at www.rockford.k12.mn.us.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. Identify each curriculum, testing, or assessment technology provider with access to educational data;
2. Identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. Include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form upon first attending classes at each school building or upon getting internet privileges reinstated.

Parking on School District Property

Refer to District Policy 527R

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit. For information, contact the building office;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by building office personnel;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles 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. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

Snowmobiles
As a convenience to students and families, students, age 14 years old or older who have completed a snowmobile safety course, are allowed to drive and park snowmobiles to Rockford Middle School or Rockford High School as a means of getting to and from school. A list of rules and designated parking places will be shared with drivers at the start of the winter season.

Visitors
Refer to District Policy 903
Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices

Refer to District Policy 419
School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device (including vaping devices) in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or carries or uses an activated electronic delivery device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices and electronic Delivery Devices" policy, see the district website at www.rockford.k12.mn.us. Contact any administrator if you have questions or wish to report violations.

Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.

Vandalism

Refer to District Policy 506
Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

Refer to District Policy 501
No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons'' policy, go to the school district website at www.rockford.k12.mn.us.

There are situations where students may be asked to spend a period of time off campus due to behaviors inconsistent with district policy. In this case students are provided an alternate learning model wherein they can access curriculum and instruction via Google Classroom. This curriculum will be provided asynchronously (students learn at their own pace) or synchronously (live and online) depending upon the scheduled learning activities from individual classroom teachers.

PART IV — HEALTH AND SAFE

Accidents

Refer to District Policy 806

All student injuries that occur at school or school-sponsored activities should be reported to the school nurse. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Update [*]

The school district has developed an Asbestos Management plan. A copy of this plan can be found in the Director of Buildings and Grounds Office at the Rockford High School and is available on the district's website.

The school district has on file a complete and updated Management Plan for dealing with asbestos-containing building materials within the school district's buildings. The Management Plan is available for viewing by interested parties during regular business hours at the District Office. Copies will be made available for reproduction at a nominal cost.

Rockford Elementary Arts Magnet School was designed without specifying or requiring the use of asbestos containing building materials. Rockford Middle School Center for Environmental Studies has asbestos inside fire doors. The asbestos containing materials at Rockford High School have been abated.

As required by federal law, the condition of asbestos in our schools is surveyed every six months and inspected every three years as part of an ongoing operations and maintenance program.
Plans for abatement projects as well as a listing of the previous year's projects, can be found on our website at www.rockford.k12.mn.us.

If you have any questions or concerns please contact Director of Building and Grounds at 763-477-9165, x4007.

Clean Indoor Act

The district's Clean Indoor Act contact person is Director of Buildings and Grounds, who can be reached by calling 763-477-9165 x4007.

Crisis Management

Refer to District Policy 806

The school district has developed a "Crisis Management" policy. The district has developed a district crisis management plan with school-specific areas. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lockdown drills, fire drills, and a tornado drill.

All school buildings 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 regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and on file in the school district office. Facility diagrams and site plans have been provided to first responders, such as fire and law enforcement personnel.

Emergency Contact Information

Communications to parents/guardians will use contact information available. Please update your contact information through the Parent Portal to ensure that messages are sent to the correct locations in a timely manner.

In the event of an emergency, information will be communicated via one or more of the following methods, depending on the situation:

1. District-wide phone call placed to household phone number in the Parent Portal
2. Email to emergency contacts who have provided email addresses
3. Information posted on the school district website at www.rockford.k12.mn.us
4. Announcement on local TV and radio broadcasts.

Health Information

Refer to District Policy 420, 516, 518, 530 and 806

Communicable Diseases

Refer to District Policy 420

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent/guardian suspects that his/her child has a communicable or contagious disease, the parent/guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.
Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

DNR-DNI Orders

Refer to District Policy 518

The primary mission of the school district is education. DNR-DNI Orders (Do Not Resuscitate/Do Not Intubate) are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The district has installed automated external defibrillators (AEDs) in Rockford Elementary Arts Magnet School next to the gym, at the Rockford Middle School in the gym and in the hallway by the District Office, at Rockford High School in the lunchroom near the gym, and by the third hallway entrance, in the hallway between the high school and community center, and at the community center near the front desk. Tampering with any AED is prohibited and may result in discipline.

Health Service

The student health office is staffed throughout the day by a licensed practical nurse, registered nurse and/or secretarial staff. The health office staff works under the direction and supervision of a licensed school nurse.

At the beginning of each year and as changes occur; please alert the school nurse, and classroom teacher, if your child has a health problem that may affect his/her functioning. Also, promptly report to the nurse any communicable diseases, such as, strep throat, chickenpox, scabies, or head lice. Information will be kept confidential. If needed, the nurse is available for consultation with parents. If you need information about your child's health records contact the School Nurse at your child's school of attendance.

Students who become sick at school should report to the health office. In the event of an emergency, your student's safety is our first priority. We will immediately contact parent/guardian and 911, if necessary. Parent/Guardian contact information provided in the Parent Portal will be used. **Please keep emergency contact information/phone numbers updated in your Portal**.

Students who become sick at school should visit the Health Room located in the school office. If a child has a fever of 100° or higher, or other symptoms of illness, the parent will be notified. Health Office personnel only will contact the parent/guardian regarding health-related issues. The child should then be picked up from school. School health personnel are not permitted to administer treatment to your child unless previously arranged and then according to our medication policy. The health office personnel will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. A 24-hour fever-free period (below 100 degrees F) without the use of medication, is required prior to returning your child to school.
If you need information about your child's health records, contact the School Nurse at 763-477-5837 or via the school's website at www.rockford.k12.mn.us, to access contact information.

Immunizations

Refer to District Policy 530

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student

reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse or go to the district website at www.rockford.k12.mn.us for the district policy.

Medications at School During the School Day
Refer to District Policy 516
The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

Medication Administration
The administration of prescription and over-the-counter medication or drugs at school requires a completed signed request from the student's parent. An "Administrating Prescription Medications" form must be completed annually by a medical professional and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6. Prescription medications must come to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications self-administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (504 Plan), or individual health plan (IHP). The school district is to be notified immediately by the parent or student 18 years old or older in writing of any change in a student's prescription medication administration. The school Health Office does not stock or supply over-the-counter medication.

Medications must be picked up by a parent / guardian at the end of the school year. If medications are unclaimed or cannot be returned to the parent / guardian, school health staff are to keep the medications in their original container with label intact and store them in a secure, locked location. Periodically (for example once per year), health office staff are to contact the Wright County Sheriff's Office or Hennepin County Sheriff's office for pickup and disposal. If they are unable to pick up for disposal of medications, medications would be disposed of through Sharps Compliance, Inc. using their Take Away Medication Recovery System.

Epinephrine Auto-Injectors/Inhalers
Refer to District Policy 516
Minnesota law allows students to carry and use their inhalers/ EPIPENS if the licensed medication prescriber, parents and licensed school nurse agree the student has demonstrated appropriate knowledge and administration of the inhaler/ EPIPEN. A licensed medication prescriber's signed order for the Health Regulations and Procedures medication and parent signature must be on file in the school health office; this must include a statement to self-carry. Most elementary students need an adult to supervise their inhaler/ EPIPEN use to ensure adequate administration, frequency, technique, prescribed usage and safety. Parents are asked to provide an extra inhaler/EPIPEN to store in the health office in case the student's is left at home or lost. Students carrying these medications have the responsibility to use correctly and only for themselves. Students are asked to report to the health office if they use inhalers more than once during the school day. Students MUST report to the health office immediately if they use EPIPENS. Minnesota law allows, but does not require, school districts to maintain and administer EPI to a student or other individual who is determined to be having a severe allergic reaction, regardless of whether the student or other individual has a prescription for an auto-injector.

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

Over-the-Counter Medication
With over-the counter medications (OTC), elementary and middle school students should follow the same policy as prescription medications. Please submit via fax or in person, the administering prescription medications form, which can be accessed at www.rockford.k12.mn.us, then click the respective school tab, then the health services tab" to access contact information and forms. OTC medication must be in its original bottle. No OTC

medication will be administered to students unless the above provisions are followed.

The school health office does not stock or supply over-the-counter medications.

It is the responsibility of the parent/guardian to pick up prescription medication from the health office prior to the end of the school year. For the safety of all students these medications will not be sent home with the student. Please contact the health office staff if you need to make different arrangements otherwise the medication will be destroyed at the end of the year.

High school students will be allowed to carry non-prescription medications on their person, but the following rules apply:

1. The medication must be in the original container with label and dosage information intact, and must be administered in a manner consistent with the instructions on the label.
2. A "Medication Administration" form must be signed by a parent and submitted to the Health Services Office each year for the student to self-administer the non-prescription medication.
3. The student's name must be handwritten on the container.

The student is not to share his/her medication with any other students. If any of the above rules are abused, the right will be cancelled.

Screenings
Hearing, and vision screenings will be administered according to state guidelines or when requested by a parent or teacher. If a potential concern is discovered, a referral will be sent to the parent/guardian.

Student Accident Report Procedure
If an injury requires more than first aid, the school nurse is called to access the injury. If an injury requires more care than we can provide safely at school, the parents are called and the child is monitored at home or referred to a physician. If the accident requires immediate medical attention that cannot be provided at school, 911 will be called. Reports of these injuries are written and turned into the building principal and filed in the student's health file.

COVID-19 Protocol
Students, staff, and visitors who exhibit symptoms consistent with COVID-19 must visit the school nurse immediately. District staff will follow protocols outlined from the Minnesota Department of Health and Minnesota Department of Education to mitigate exposure. These protocols may include contact tracing, quarantining, recommended testing, temperature checks, and more.

Pesticide Application Notice [*]

The school district may apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by **September 15** as to the school district's plan to use these pesticides. In certain emergency-use situations (i.e. wasps), a pesticide may be used without notification. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the business manager at the Rockford Area Schools District Office, 763-477-9165.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is required to ensuring school safety.

Custody
In cases where parents are separated or divorced, and one parent has legal custody; the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order.

Visitors in District Buildings

Refer to District Policy 903
Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the school office upon entering the building, with the exception of events open to the public.

School building doors are locked during the school day. At the elementary school, visitors may gain access to the building by going to REAMS door 1 and checking in at the main office. At the middle school building, RMS-CES visitors may gain access to the building by going to door 4 (located on the north side of the building) and ringing the buzzer.

District Office visitors may gain access by going to door 1 (located at the school's main entrance on Ash Street) and ringing the buzzer. Visitors at the Rockford High School may gain access to the building by going to RHS door 1 and ringing the buzzer. An office staff member will greet the visitor and determine if the visitor should be permitted to enter the building.

All visitors will be required to sign in at the office and to wear a "visitor's badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked. If the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.
Students are not allowed to bring visitors to school without prior permission from the principal.

APPENDIXES

1. Policy Cross Reference Table

Topic	Model Policy Number(s)
Accidents	806
Alternative Educational Opportunities	605
Attendance	503
Bullying Prohibited	514
Cell Phone	506
Class Assignments	515
Complaints	103
Course Credits Required	604
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	610
Fundraising	511
Gifts to Employees	421
Graduation Requirements	613
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	420, 516, 518, 530, 806
Homework	506, 612.1
Internet Acceptable Use	524
Interviews of Students by Outside Agencies	519
Nondiscrimination	102, 401, 521, 522, 528
Notification of Violent Students	529
Parking on School District Property	527
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620
Schedule	602
School Activities	510
School Closing Procedures	806
School Calendar	602
Searches	502, 527
Student Dress and Appearance	504
School Promotion and Retention	513
Student Publications and Materials	505, 512
Student Records	515
Student Surveys	520
Summer School	623
Tobacco-Free Schools	419
Transportation of Public School Students	707, 709, 710
Vandalism	506

Video and Audio Recording	711, 712
Visitors in School District Buildings	903
Weapons Prohibited	501

2. Rockford High School Academic Honors

Honors
Students in grade 12 that have maintained a 3.33 to 3.66 cumulative grade point average on a 4-point scale will receive Honors recognition.

High Honors
Students in grade 12 that received Honors recognition and also have earned an academic letter by maintaining a 3.67 or higher cumulative grade point average will receive High Honors recognition.

National Honor Society
Selection Process:

1. Students' academic records will be reviewed to determine scholastic eligibility. Students will be eligible beginning in 11th grade. Final GPA's from the previous school year will be used to establish the 3.5 requirement.
2. Students who are eligible scholastically will be notified by letter and invited to an informational meeting to review the remainder of the selection process.
3. Membership is not automatically conveyed simply because a student has achieved a specified level of academic performance. The selection process will focus on the remaining three criteria; leadership, character, and service.
4. Students will complete a Student Activity Information form. Each candidate is responsible to ensure that all necessary forms are returned by the given deadline. Late forms will not be considered in the selection process.
5. Faculty and staff will be given a list of all scholastically eligible students to rate accordingly regarding character and leadership qualities.
6. A committee consisting of five faculty members, chosen by the chapter advisor, will review the completed Student Activity Information Forms individually and complete a rating sheet on each candidate.
7. The chapter advisor will tally the rating scores for each candidate.
8. The chapter advisor will meet with the selection committee to review the scores of each candidate. Students who receive a score of at least 50 (60 possible) will be invited to become a member of the National Honor Society. The committee will individually review the candidate files of those students who received a score of less than 50. A majority vote of the selection committee will determine the selection of these students. The chapter advisor has no vote.
9. Students will be notified by mail of the decision of the selection committee.
10. All documents used by the selection committee, including the Student Activity Information Form, faculty ratings, and other recommendation forms, are to assist the committee in making sound decisions regarding membership. Such documents are used only by the selection committee, the adviser, and the principal and are considered confidential.

Honor Roll
The Rockford High School Honor Roll will be published at the conclusion of each trimester approximately two weeks after the grading period ends. The Grade Point Average (GPA) will be calculated on current term grades. A grade of "D" or "I" will eliminate a student from eligibility for either the "A" or "B" honor roll.

"A" Honor Roll: Students in grades 9 through 12 who achieve a GPA of 3.67 or higher will be recognized on the "A" honor roll.

"B" Honor Roll: Students in grades 9 through 12 who achieve a GPA of 3.00 or higher, but less than 3.67 with no D's will be recognized on the "B" honor roll.
Honor roll status is based on a 4-point scale.

3. Student Records [*]

Refer to District Policy 515

Independent School District No. 883 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:

   a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should 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. The parent or eligible student will be notified of the time and place where the records may be inspected;

   b. 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 rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

   c. 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 disclosures without consent;

   d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

   e. That the school district forwards education records on request to a school or post-secondary educational institution 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, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to **20 U.S.C. § 7917, part** of the federal Every Child Succeeds Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

   f. 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 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the FERPA is:

U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-8520

g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and

h. That copies of the school district's policy regarding the protection and privacy of school records are located at *each building office.*

2. Independent School District No. 883 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

   a. It classifies records as public, private, or confidential.
   b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
   c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
   d. It establishes procedures and regulations for access to and disclosure of education records.
   e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.

4. Pursuant to applicable law, Independent School District No. 883 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID 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, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

A. The information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.

B. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.

C. In order to make any or all of the directory information listed above "private" (i.e., subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:

   (1) name of student and parent, as appropriate;

(2) home address;

(3) school presently attended by student;

(4) parent's legal relationship to student, if applicable;

(5) specific category or categories of directory information which is not to be made public without the parent's or eligible student's prior written consent.

5. Pursuant to applicable law, Independent School District No. 883 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must 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. Data released to military recruiting officers under this provision 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 cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers and post-secondary educational institutions without prior consent.

In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, *building principal,* by *September 15* each year. This 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 without prior consent;

(7) specific category or categories of directory information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

N*ote: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.*

4. Student Surveys [*]

Refer to District Policy 520

CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **Independent School District 883** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys") and certain physical examinations and screenings.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the building principal. The building principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

5. Parent/Guardian Refusal for Student Participation in State Wide Assessments

DEPARTMENT OF EDUCATION

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the Minnesota Academic Standards or the WIDA English Language Development Standards. These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20___ to 20___ school year.)

DEPARTMENT OF EDUCATION

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____/____/_____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

☐ MCA/MTAS Reading ☐ MCA/MTAS Science

☐ MCA/MTAS Mathematics ☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022 - Page 2 of 2

6. Grievance Procedure for Complaints of Discrimination

The following grievance procedure applies to claims of sex and disability discrimination:

A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy *(See district policies 102, 401, 402, 521, 522, 528)*. The complaint must be filed within 30 calendar days of the alleged violation.

B. The Human Rights Officer *(Building Principal)* is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.

E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.

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

INVESTIGATION

A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.

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 other methods deemed pertinent by the investigator.

C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in' which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination. E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

E. The district shall comply with federal and state law pertaining to retention of records.

APPEAL
If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

SCHOOL DISTRICT ACTION
A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the 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 shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

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

CONFLICT OF INTEREST
If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY
The school district shall adopt and publish these procedures.

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 agencies listed below or initiating action in state or federal court.
Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street- Suite 1475
Chicago, IL 60661
Tel: 312-730-1560 TDD: 312-730-1609

MN Department of Human Rights
190 E 5th Street
St. Paul, MN 55101
Tel: 800.657.3704, 651.296.5663
TDD 651.296.1283

For complaints of employment discrimination:
Equal Employment Opportunity Commission
330 S. 2nd Avenue, Suite 430
Minneapolis, MN 55401
800.669.4000, 612.335.4040
TDD 612.335.4045

7. Unpaid Meal Charges

Refer to District Policy 534R ~~534~~

I. PURPOSE

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

II. PAYMENT OF MEALS

A. Students are issued a meal account when they enroll in the district. It is the parent(s)' or guardian's responsibility to make sure adequate funds are available in the meal account. Meal payments may be made online through the Infinite Campus Parent Portal for each individual student. Payments can be made in any school building office via cash or check. ~~Students have use of a meal account. When the balance reaches zero, a student may charge no more than $ 5.00 (negative five dollars) to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Parents can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: Harlan Adelman. Students can also bring deposits to their building office.~~

B. If the school district receives school breakfast aid under Minnesota Statutes section 124D.1158 or lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance. All kindergarten students receive a breakfast without charge.

C. A student with an outstanding meal account balance will be allowed to receive a meal without providing payment. The cost of the meal will be added to the student's meal account balance. ~~A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.~~

D. ~~A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.~~

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

F. ~~The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. There is no cost of the alternative meal that will be charged to the student's account.~~

G. When a student has a negative five (-$5) account balance, the student will not be allowed to charge a la carte items or a second additional entree ~~a snack item~~.

H. Each student will have their own meal account number. A single common number for families with more than one student in the school system will not be used. Each student's account is managed separately ~~If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.~~

I. Families may apply for free or reduced price meal benefits at any time during the school year. Families need to apply annually for benefits. If the household size or income changes during the year, families can reapply. Applications are available online on the district website.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low starting at a positive ten ($10.00) or less. ~~$10.00 or fall below zero~~.

B. ~~Families will be notified of an outstanding negative balance once the negative balance reaches $ 5.00 (negative five~~

~~dollars). Families will be notified by email or a letter sent home.~~

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than $-10.00, not paid prior to end of the fiscal year, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to material, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;
2. students and families who transfer into the school district, at the time of enrollment; and
3. all school district personnel who are responsible for enforcing this policy.

B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

8. Activities: Attendance & Academic/School Regulations

Academic Eligibility

Students involved in activities are expected to maintain passing grades in ***ALL*** of their classes. There are participation penalties if students receive a failing grade. Students failing a class/classes from the end of a marking period will have the opportunity to restore eligibility. Further information can be obtained from the Activities handbook or the Activities Office.

Daily Class Attendance

Grade 7-12 students involved in athletics or activities must be in school or at a school-sponsored event all day to be eligible for competition. The exceptions to this rule are as follows:

- **7-12 students may have an excused absence from all or part of first and second period (approximately 10:30 a.m.). Parent or guardian must call the student in as ill/excused by 8:00 a.m. that morning.**
- 7-12 students may be excused for a medical appointment or other excused absence, in which case the absence will be allowed for any part, or all, of the school day. Upon returning to school, the student will furnish written notification from the medical office, verifying the visit.

The Activities Director will make the ultimate decision on a student's eligibility when there are extenuating circumstances to be considered.

Tardiness

Excessive tardiness on the part of activities participants may lead to disciplinary action taken by the school principal which may impact activity participation.

9. Fan Behavior Policy

Purpose

The schools of the Wright County Conference seek to provide a safe environment for athletes and fans at events and to that end expect fans to demonstrate good sportsmanship during athletic events. It is expected that all spectators will treat all athletic participants, coaches, and representatives of competing teams with respect at home and away interscholastic events.

Definitions

A. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.

B. Examples of good sportsmanship and respect for competing teams includes, but is not limited to:

1. Appreciating good play no matter the player.
2. Working cooperatively with contest officials and supervisors in keeping order.
3. Refraining from booing or making negative comments about officials or participants.
4. Showing respect for public property and staying off the contest floor or field.
5. Representing yourself and you school with proper conduct.

C. Examples of negative, inappropriate, or potentially unsafe fan behavior includes, but is not limited to the following:

1. Participating in disrespectful or derogatory yells, chants, songs, or gestures.
2. Booing, heckling, disrespectful criticism of officials.
3. Antagonizing or inciting fighting among fans or players.
4. Having on one's possession or using artificial noisemakers.
5. Acting in ways clearly contradictory to expectations for good sportsmanship.

General Statement of Policy

A. Administrators will be responsible for ensuring that an appropriate level of supervision is scheduled at all school contests. This might include coaches, supervisors, administrators and law enforcement officials.

B. Inappropriate or potentially unsafe fan behavior will not be tolerated.

C. Should fan(s) continue to act inappropriately or act egregiously, the following disciplinary action will be taken:

1. On the first offense, the supervisor or an administrator will informally sit with the fan, explain the impropriety of the behavior and warn of the consequences for future inappropriate behavior. This informal meeting can happen during or subsequent to the contest. Fans can be ejected on first offense for blatant or egregiously inappropriate behavior. Failure to leave school grounds when ejected will constitute trespass.
2. On second offense, the individual will be ejected from the contest, or suspended from the next contest, and warned that any future inappropriate behavior will result in a suspension for a set number of contests or for the remainder of the school year. Failure to leave school grounds when ejected will constitute trespass.
3. On third and subsequent offenses, the individual will be ejected from the contest. The individual will be either suspended from attending contests for a set number of contests or for the remainder of the school year at the discretion of the Activities Director. Failure to leave school grounds when ejected will constitute trespass.
4. For the purposes of this policy, behavior at home and away contests can count towards the first, second or third offenses in establishing the pattern and/or severity of negative or unsafe behavior.
5. For students, suspensions apply to all home or away events. For adults, suspensions apply to all home events, and fans will be informed that they are unwelcome at away contests.
6. Should an adult violate suspension, police will be notified and said individual will be charged with trespass. Should a student violate suspension, the police will be notified and the student charged with trespass as well as be subject to school sanctions determined by school officials.
7. Host school will inform the school officials of a visiting school of any behavior of a fan(s) that constituted a first, second or third offense.

D. The Activities Director or another school administrator may take reasonable and prudent actions not specified in this policy to deal with negative, inappropriate or potentially unsafe fan behavior.

10. Bullying Prohibition

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

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

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

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

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

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers,

networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

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

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

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

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

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

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

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy

shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

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

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

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

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

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

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

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

V. SCHOOL DISTRICT ACTION

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

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

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

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

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

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

VI. RETALIATION OR REPRISAL

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

appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

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

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

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

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

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

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

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

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

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

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

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

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

11.Harassment and Violence

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or

3. the threat to do bodily harm to another with present ability to carry out the threat.

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

conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

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

D. Protected Classifications Definitions

1. "Disability" means, with respect to an individual who:

   a. a physical, sensory, or mental impairment that materially limits one or more major life activities; of such individual;

   b. has a record of such an impairment; or

   c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors being domiciled with:

   a. their parent or parents or the minor's legal guardian; or

   b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or

being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

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

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

F. Sexual Harassment; Definition

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

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

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

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

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

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students(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 gender identity or expression.

G. Sexual Violence; Definition

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

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

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

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

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

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

H. Violence; Definition

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

IV. REPORTING PROCEDURES

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

responses.

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

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

E. 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 **each building principal** as school district human rights officers 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]

1

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

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

J. Use of formal reporting forms is not mandatory.

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

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

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

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

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

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

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

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

V. INVESTIGATION

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

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

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

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

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

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

VI. SCHOOL DISTRICT ACTION

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

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

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

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

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

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. This policy shall appear in the student handbook.

D. The school district will develop a method of discussing this policy with students and employees.

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

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

12.Hazing Prohibition

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

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

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

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

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

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

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

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

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

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

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

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

III. DEFINITIONS

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

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from

remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and 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 hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

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

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

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

IV. REPORTING PROCEDURES

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

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

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

officer by the reporting party or complainant.

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

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

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

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

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

V. SCHOOL DISTRICT ACTION

A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students~~,~~ or others pending completion of an investigation of alleged hazing prohibited by this policy.

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

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

sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

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

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's 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 hazing.

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

B. The school district will develop a method of discussing this policy with students and employees.

Handbook Acknowledgement Form 2022-2023

We have received a copy of the 2021-2022 Student Handbook for Rockford Area Schools - ISD 883.

_____

Student Printed Name

_____

Student Signature

_____

Parent/Guardian Printed Name

_____

Parent/Guardian Signature

_____

Parent/Guardian Printed Name

_____

Parent/Guardian Signature

_____

Date

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: REAMS Staff Handbook 2023-2024

Meeting Date: April 17, 2023

Prepared by: Brenda Nyhus

Date Prepared: April 14, 2023

X	Information		Briefing		Action		Enclosure Item(s)

No major changes to REAMS Staff Handbook besides date changes.

ROCKFORD ELEMENTARY ARTS MAGNET SCHOOL

STAFF HANDBOOK 2022-2023

OUR MISSION

In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.

www.rockford.k12.mn.us | 7650 County Road 50 Rockford, MN 55373 | 763-477-5837

Introduction

Welcome to the 2023-2024~~2022-2023~~ school year!

Thank you for being a part of our Rockford Elementary Arts Magnet School family! I am looking forward to working with each of you as we make every effort to provide our students with extraordinary learning experiences.

We are beginning our twentieth year as an arts magnet school. As a magnet school, we will continue to integrate the arts into all subject areas, whenever appropriate.~~-~~We will also continue to integrate our kindness project into each facet of our students' day. ~~T~~ogether we can give our students the skills and opportunities to create a positive environment for learning and growing.

Our mission at Rockford Elementary Arts Magnet School is:

> *Rockford Elementary Arts Magnet School encourages student imagination, inquiry, and discovery by using an arts-infused academic curriculum that fosters critical thinking and creativity.*

The information in this document is intended to supplement the Rockford Area Schools' District Handbook. The district handbook can be found on the district website at www.rockford.k12.mn.us and is intended to provide you with information pertinent to your employment with Rockford Area Schools. Please read it carefully. This supplement will provide you with REAMS specific information, procedures, guidelines for consequences, and general information.

At REAMS, we are a family. ~~W~~e care for our students, and each other. ~~W~~e also have many resources available to support you professionally. Please take advantage of them. ~~W~~hen we work together, we are able to do great things for our students!~~–~~I look forward to working with each of you to make 2023~~make the 2023~~-2024 ~~2022-2023~~ an ~~-~~outstanding school year!

Warmly,

Brenda Nyhus
Principal

TABLE of CONTENTS

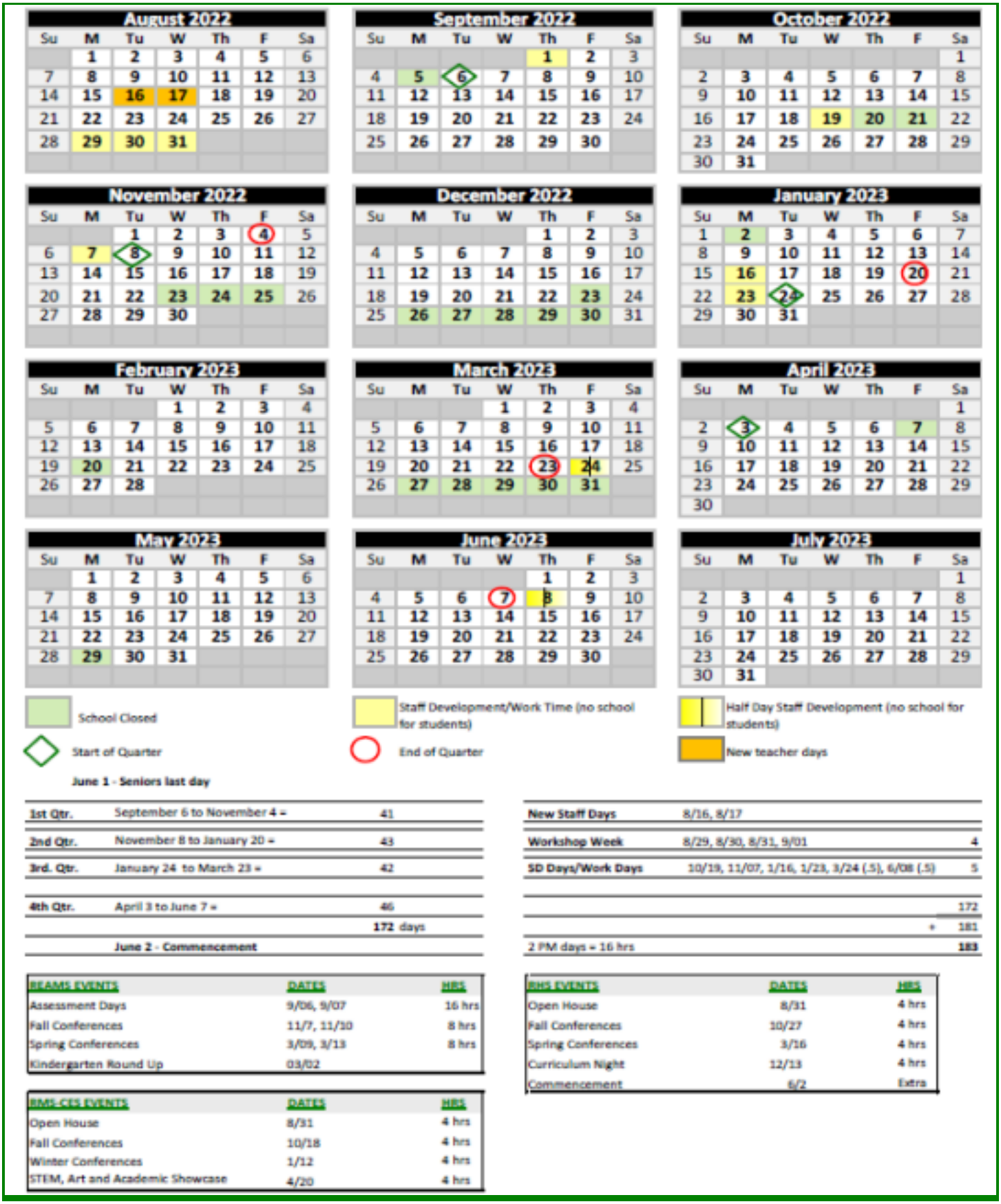
211

REAMS Building-Specific Information

• Introduction
2023-2024 ~~• 2022-2023~~ School Year Calendar
• Arrival and Dismissal Hours
• Classroom/Equipment
• Conference Rooms/Computer Labs • Cumulative Records
• Daily Attendance
• Email
• Field Experiences
• Grading
• iTeam
• Mailboxes
• Media Services
• Outdoor Learning
• Parent Communications
• Professional Duty
• Retention
• Student Announcements
• Student Progress
• Student Release from School
• Student Testing
• Student Use of Personal Technology • Student Withdrawals
• Supervision
• Federal, State or Local Law
• Removal from Class
• Lunch Detention
• In-School Suspension
• Out-of-School Suspension
• Crisis Management
  • Fire
  • Red Clipboards
  • Lock-down
  • Blue Team
• Distribution of Materials for Outside Groups • End-of-Year Procedures
• Food Service
• Illness and Injury
• Leaving School Premises
• Absences
• Lost and Found
• Money
• Photographs
• Purchasing/Receiving
• Recycling
• Security
• Student Publications
• Student Transportation
• Surveys
• Policy Cross Reference Table

ROCKFORD AREA SCHOOL SCHOOLS

CALENDAR FOR 2023-2024~~2022-2023~~ SCHOOL YEAR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5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28
March 2023
Su M Tu W Th F Sa
1 2 3 4
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12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31
April 2023
Su M Tu W Th F Sa
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30
May 2023
Su M Tu W Th F Sa
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
June 2023
Su M Tu W Th F Sa
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30
July 2023
Su M Tu W Th F Sa
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31
School Closed
Staff Development/Work Time (no school for students)
Half Day Staff Development (no school for students)
Start of Quarter
End of Quarter
New teacher days
June 1 - Seniors last day
1st Qtr. September 6 to November 4 = 41
2nd Qtr. November 8 to January 20 = 43
3rd. Qtr. January 24 to March 23 = 42
4th Qtr. April 3 to June 7 = 46
172 days
June 2 - Commencement
New Staff Days 8/16, 8/17
Workshop Week 8/29, 8/30, 8/31, 9/01 4
SD Days/Work Days 10/19, 11/07, 1/16, 1/23, 3/24 (.5), 6/08 (.5) 5
172
+ 181
2 PM days = 16 hrs 183
BEAMS EVENTS DATES HRS
Assessment Days 9/06, 9/07 16 hrs
Fall Conferences 11/7, 11/10 8 hrs
Spring Conferences 3/09, 3/13 8 hrs
Kindergarten Round Up 03/02
RMS-CES EVENTS DATES HRS
Open House 8/31 4 hrs
Fall Conferences 10/18 4 hrs
Winter Conferences 1/12 4 hrs
STEM, Art and Academic Showcase 4/20 4 hrs
RHS EVENTS DATES HRS
Open House 8/31 4 hrs
Fall Conferences 10/27 4 hrs
Spring Conferences 3/16 4 hrs
Curriculum Night 12/13 4 hrs
Commencement 6/2 Extra

INFORMATION

Arrival and Dismissal Hours

Classes begin at 8:05 a.m and conclude at 2:55p.m. The teacher duty day at REAMS is 7:20 a.m. until 3:20 p.m. Teachers should be prepared to begin professional duties at 7:20 a.m.

Staff who wish to access the building during non-school hours may do so, provided they have a fob and four digit security access code. All staff should use Door 1 when entering and exiting the building during non school hours to ensure the building remains secure. The panel to arm and disarm the security panel is located inside Door 1, near room 10. Staff will also need to sign the clipboard hanging below the security panel to indicate the times they were in the building.

The REAMS office is open from 7:00 a.m. until 4:00 p.m.

Parent Teacher Conferences

Parent and teacher conferences will be held four times during the school year. Scheduled conference dates for the 2022-2023 2023-2024 school year are: November 5 7 6 and 8910, 2018 20232 and March 14149, 2019 20243 and March 191813, 2019202433. Additional conferences and/or reports will be used throughout the year as needed. For more information, contact the building principal.

PROCEDURES

Classroom/Equipment

Any maintenance or technology classroom/equipment needs should be entered into FMX; which is the district's routing system for maintenance and technology requests. Additional electronic equipment is

available for check-out through the Media Center. Classroom purchases must be approved by the building principal. Any new equipment and/or classroom materials (textbooks, etc.) should be brought to the Media Center to be given barcodes. Please encourage students to cover books and care for equipment.

Conference Rooms/Computer Labs

Computer labs (Media Lab and PIE Lab) need to be scheduled using FMX; the system which is the district's new facilities and technology scheduling system. Please contact REAMS principal's secretary for scheduling of REAMS Office Conference Room.

Cumulative Records

Refer to District Policy 515
Student cumulative records are kept in the office for all students. Any staff member who views the file must sign the student's file folder and the cumulative record sign-out sheet.

A staff member may view a student's cumulative record if they have legitimate education interest, which 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.

Daily Attendance

Refer to District Policy 503R
Attendance (tardies and absences) must be recorded at the beginning of the day in Infinite Campus. Students who arrive late to school must check into the office first to be issued a pass to class.

Email

Email will be used to communicate important information. Staff are expected to check email regularly.

Field Trips

Refer to District Policy 610
Field trips and other school-sponsored trips are considered extensions of the school learning environment. All rules and regulations must be followed and enforced. Permission slips are utilized to notify parents prior to a field trip. Please complete a Transportation Request available in the office and on the school website to ensure that all school departments impacted by field trips, such as transportation, health office and food service are notified. This form should be completed within two weeks of the experience. All forms should be turned into the Office for approval.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records, and lunch account information through the Parent Portal. Student grades must be updated weekly to ensure that parents have timely access to information.

iTeam

In Tier I of the RtI framework, all students receive high-quality, arts-infused core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core curriculum, teachers may refer the student to the iTeam; who will determine if Tier II instruction, such as supplemental instruction, strategies, and/or programs would be appropriate. The iTeam referral form can be found on

the district website and should be turned in to the school counselor.

Mailboxes

Staff mailboxes should be checked daily.

Media Services

The Media Center is open from 7:30 a.m. to 3~~:00~~ p.m. Students are welcome in the Media Center during the school day and before 7:50 a.m. or after 2:45 p.m. when a supervisor is present.

Outdoor Activities

Outdoor activities are encouraged when appropriate and weather permitting at REAMS. To ensure~~insure~~ the safety of students and staff, please follow these expectations when taking students outside: 1. Let the office staff know when you are taking your class outside during a time that is not regularly scheduled.
2. Never prop open or unlock exterior doors.

Parent Communications

Communication between parents and teachers is vital. Teachers are strongly encouraged to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child's grade is below passing.

Teacher websites through Fusion are another extremely valuable communication tool. Each class page must, at the minimum, include:
1. Contact information
2. A brief course description
3. Timely information (ideally, this information will include upcoming assignments, due dates, and other pertinent information)
4. Website tools in use (tools not in use should be hidden)

Teachers are encouraged to use their websites to communicate information about upcoming assignments and events; share resources; and provide other pertinent course information.

Additional opportunities to communicate about what is happening in the classroom include, but are not limited to, weekly bulletins, monthly newsletters, the Rocket Report, emails, and phone calls.

Professional Duty

Refer to District Policy 406
All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers.

Retention

Refer to District Policy 513
All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school counselor or building principal.

Student Announcements

Daily Announcements are the means with which we can communicate valuable information with students in a timely manner. Teachers should share "Student Announcements" each day with students.

Student Progress

Teachers should discuss possible interventions for students who are not making adequate progress and to make appropriate interventions. These interventions may include a student meeting, parent conference, iTeam referrals, or academic support. Parents must be contacted before a failing grade is assigned for a grade.

Student Release from School

Refer to District Policy 503
Students who need to leave the building during school hours must be checked out by a parent or guardian in the school office.

Student Testing

Assessments used to evaluate student achievement and progress include:
NWEA/MAP Math and Reading (grades 3-4)
MCA Reading and Math (grades 3-4)
FAST Assessment Math and Reading (grades K-2)
ACCESS for ELL

A report of all state assessment tests is provided to parents at fall conferences to provide information about their child's abilities and progress. The assessment results are reviewed by staff to develop plans to improve students' learning, review curricular alignment to state standards, and identify areas of academic need.

Student Use of Personal Technology

Students are expected to use technology appropriately and in accordance with the district's internet use agreement. Teachers have the responsibility to communicate expectations for technology use in their classrooms. If a teacher needs additional support in enforcing their expectations, the Stop and Think Room is a resource available.

Supervision

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways or at the bus drop-off areas during their scheduled time.

GUIDELINES for STUDENT CONSEQUENCES

Refer to District Policy 506
When a student violates district policy, disciplinary action will be taken. Consequences for breaking the discipline policy will be determined by the principal or principal designee and will be in accord with district policies. Consequences for violating the discipline policy include, but are not limited to, the following: student conference with teacher, principal, counselor or other school district personnel, and verbal warning; parent contact; parent conference; removal from class; lunch detention; in-school suspension; suspension from extracurricular activities; detention or restriction of privileges; loss of school privileges; in-school monitoring or revised class schedule; referral to in-school support services; referral to community

resources or outside agency services; financial restitution; referral to police, other law enforcement agencies, or other appropriate authorities; a request for a petition to be filed in district court for juvenile delinquency adjudication; out-of-school suspension under the Pupil Fair Dismissal Act; preparation of an admission or readmission plan; expulsion under the Pupil Fair Dismissal Act; exclusion under the Pupil Fair Dismissal Act; and/or other disciplinary action as deemed appropriate by the school district.

Federal, State or Local Law

The violation of any state or local law or the violation of any federal law is unacceptable behavior.

Removal from Class

Teachers are responsible to attempt to modify disruptive student behavior through means such as conferring with the student, using positive reinforcement, implementing consequences, and/or contacting parents/guardians. When such measures are not effective, a teacher may ask the student to go to the "Stop and Think Room" for minor behaviors. Students who are sent to the "Stop and Think Room" will work with an adult to identify the behavior that resulted in removal from class, take responsibility, and identify appropriate future behaviors. The goal is to correct the behavior and return the student to class so that he/she does not miss class time. An email will be sent home communicating that the student visited the Stop and Think room to correct a behavior, but will not include specifics about the incident. If a student refuses to participate in the "Stop and Think" process, the student will be referred to an administrator.

An administrator will be notified immediately if a student exhibits~~student who exhibits~~ a major behavior, such as possession of drugs or weapons, and the administrator will remove the student from the classroom.

Lunch Detention

A lunch detention may only be assigned by an administrator.

In-School Suspension

ISS may be assigned by an administrator for partial or full day(s). ~~A~~ student in ISS is expected to complete academic responsibilities, whenever possible.

Out-of-School Suspension

The existence of in-school suspension does not eliminate the possibility of out-of-school suspension as a disciplinary measure. Repeated or severe violations of school policy; drug dealing or trafficking; conduct which poses a threat to the safety of pupils~~pupil~~, personnel, or school property; or non-compliance may all be reasons for suspension from regular school attendance.

Grounds and procedure for suspension will be determined by the principal and will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56 (http://education.state.mn.us/mde/static/000099.pdf). A provision of readmission for all suspended students is a conference with the parent/guardian and the principal.

It is the position of the school district that a fair and equitable discipline policy will contribute to the quality of a student's educational experience. ~~W~~without discipline in the schools, learning cannot occur. It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student.~~-~~It is Rockford School District policy to discourage the use of any force or corporal punishment; however, reasonable force may be used upon or toward the student without the student's consent in the exercise of lawful authority to restrain a student.

Policy 413	*Sexual, Racial And Religious Harassment And Violence*
Policy 418	*Drug-Free Workplace/Drug-Free School*
Policy 419	*Tobacco-Free School*
Policy 501	*School Weapons*
Policy 502	*Search of Student Lockers, Desks, Personal Possessions and Student's Person*
Policy 503	*Student Attendance*
Policy 504	*Student Dress And Appearance*
Policy 507	*Corporal Punishment*
Policy 514	*Bullying Prohibition*
Policy 524	*Internet Acceptable Use*
Policy 526	*Hazing*
Policy 709R	*Student Transportation Safety*

GENERAL INFORMATION

Crisis Management

Refer to District Policy 806

Five (5) fire, one (1) tornado, and five (5) lock-down drills will be held at intervals throughout the year. It is important to regard these drills seriously and follow procedures as necessary in the case of an actual emergency. The exit routes are posted in every room and staff are expected to be familiar with them.

Observance of the following rules will help to ensure safety in the event of an emergency:

Fire

Staff Responsibilities:

*Bring red clipboard with current class rosters

*Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)

*Keep students together in safe area

*Return to the building when an all-clear signal is given by the building principal/designee

*Observe individual evacuation plans for student w/special needs

Lock-down

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

- The building principal/designee will issue lock-down procedures by announcing a warning over the PA system
- All students, staff, and visitors will be directed to classrooms
- Lock classroom doors
- Stay away from windows and doorways
- Remain in classroom until an all-clear signal is given by building principal/designee

The Blue Team

The Blue team at each respective school is a group of staff members certified in First Aid and CPR that respond to medical emergencies. These staff members have specific roles to allow for a safer and more efficient response. Meetings and drills will be organized and implemented throughout the school year as needed.

Distribution of Materials for Outside Groups

Principal or designee must approve all materials from outside groups prior to distributing within the school. This includes information posted in public spaces.

End-of-Year Procedures

Staff is expected to follow all end-of-year procedures as outlined by the principal.

Food Service

Taher, Inc. handles the food service in our district. If a staff member would like a lunch account set up, please contact Mary Spike (spikem@rockford.k12.mn.us)~~Paula Wanous (wanouspaula@rockford.k12.mn.us or x4003)who is this person ???~~ at the district office.

Adult Lunch: $4.95 ~~3.75~~85

Milk: $.60

Illness and Injury

Student Injury - When a student injury occurs, the teacher who witnesses the accident is responsible to prepare and sign the **Student Accident Report** (found online under Staff) detailing the incident. This report can be completed by the teacher and the health care attendant (or school nurse). This report is filed in the student's health file. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness – Illnesses during the day should be reported to the office.

Staff Injury - All staff members are covered under Minnesota Worker's Compensation Act. Work injuries must be reported to the principal within 24 hours of the injury.

Leaving School Premises

Staff must notify the office when it is necessary to leave the school building during school hours.

Absences

All absences must be entered into Kelly Services (see RAS Staff Handbook for details) in a timely fashion. Detailed lesson plans should be available to substitutes, including all necessary instructional materials or information for how to find those materials. Any necessary instructional materials and/or information should be communicated to a colleague - not the office - to print and copy for the substitute. A folder must be prepared and readily available in the classroom for substitutes that includes, but is not limited to:

• Emergency procedures and building map
• Daily schedule, including information about prep and lunch
• Seating charts
• Supervision responsibilities, if applicable
• Stop and Think - referral forms and explanation

• Relevant student information (medical needs, IEP accommodations, etc…)
• Names and contact information for staff members who can help if questions arise

Lost and Found

A lost and found is located in the lunchroom and in each grade level hallway for clothing and non-valuable items. Valuable items should be brought to the office (jewelry, calculators, iPods, cell phones). Items not claimed at the end of the year will be given to a local charity.

Money

The method of collecting money from students for class projects or field trips is to use Infinite Campus, our online payment system.

If a need arises to collect money from students, one of two methods may be used: • Work with the REAMS office to set-up a fee through Infinite Campus; which enables parents to pay online. ~~or to~~ To collect money, please see Michelle Herou .
~~• Work with Christa Larson in the REAMS office to collect money~~

Teachers should not collect or store money in their classrooms.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers or in Rockford Area Schools' publications. Parents may request that their child's photographs and name not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Purchasing/Receiving

When placing and/or receiving orders, please follow the district procedures. Procedures are located on the district website.

Recycling

Refer to District Policy 805
It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

Security

All staff are expected to wear their ID at all times. If a staff member encounters an adult who is not wearing a visitor's badge, the staff member should politely direct the visitor to the elementary school office. • **Video Surveillance**: REAMS is equipped with video cameras in an effort to maintain the health, welfare and safety of students, staff and visitors as well as the protection of school property. • **Visitors:** All visitors and volunteers must report to the office and receive approval and a visitor's badge. Students bringing visitors to school requires prior approval by
administration. Administration reserves the right to deny or approve any visitors.

Student Publications

Refer to District Policy 505, 512, 904

Posters, signs, and circulations must be approved by administration 24 hours prior to the desired distribution time. For non-school persons, approval needs to be obtained five (5) days in advance.

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520

Surveys must be pre-approved by the superintendent.

PART VI - APPENDIX

Policy Cross Reference Table

Topic Policy Number(s) Accidents 806 Alternative Educational Opportunities 605 Attendance 503R Bullying Prohibited 514 Cell Phone and Pagers 506 Class Assignments 515 Complaints 103 Course Credits Required 604 Crisis Management 806 Discipline 506 Drug-Free School and Workplace 417, 418 Emergency Contact Information 515 Employee Directory 406 Employment Background Checks 404 Equal Access to School Facilities 801 Extended School Year 508 Field Trips 610 Fundraising 511 Gifts to Employees 421 Graduation Requirements

613R

Harassment and Violence Prohibited 413 Hazing Prohibited 526 Health Information 420, 516, 518, 530, 806 Homework 506, 612.1 Internet Acceptable Use 524 Interviews of Students by Outside Agencies 519 Nondiscrimination 102, 401, 521, 522, 528 Notification of Violent Students 529 Parking on School District

Property 527R
Pledge of Allegiance 531 Post-Secondary Enrollment Options 620R Schedule 602 School Activities 510 School Closing Procedures 806 School Calendar 602 Searches 502, 527R Student Dress and Appearance 504 School Promotion and Retention 513 Student Publications and Materials 505, 512 Student Records 515

Student Surveys 520 Summer School 623

PART VI – APPENDIX (con't)

Policy Cross Reference Table

Topic Policy Number(s) Tobacco-Free Schools 419 Transportation of ~~Public School~~Public-School Students 707, 709, 710
Vandalism 506 Video and Audio Recording 711, 712 Visitors in School District Buildings 903 Weapons Prohibited 501

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: RMS-CES Staff Handbook 2023-2024

Meeting Date: April 17, 2023

Prepared by: Paul Warzecha

Date Prepared: April 14, 2023

X	Information		Briefing		Action		Enclosure Item(s)

The following is the RMS-CES Staff handbook with proposed revisions.

ROCKFORD MIDDLE SCHOOL
CENTER FOR ENVIRONMENTAL STUDIES

STAFF HANDBOOK
2023-2024

OUR MISSION

In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.

www.rockford.k12.mn.us | 6051 Ash St. Rockford, MN 55373 | 763-477-5831

Welcome to the ~~2022-2023~~ 2023-2024 school year!

Thank you for being a part of our Rockford Middle School – Center for Environmental Studies team! I look forward to working with each of you as we strive to provide our students with extraordinary learning experiences!

RMS-CES is beginning our ~~Twelfth year~~ thirteenth year as a Science, Technology, Engineering and Mathematics magnet school. As a magnet school, we integrate STEM principles into all subject areas whenever appropriate. Our specific focus is our environment and all it encompasses. Not only is our environment constantly with us, it's a never ending source of real-world teachable moments. We also adhere to research-support best practices for adolescent learners, including making cross-curricular. connections, providing hands-on learning experiences, connecting learning to the world, and perhaps most importantly, creating relationships and connections that make our students feel a part of their school.

Our mission at Rockford Middle School – Center for Environmental Studies reads as follows:
In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire and educate globally minded Citizens. We work diligently to help students understand intent, interaction and impact as it relates to STEM principles, Environmental issues and Social Emotional Learning

This information is a supplement to the Rockford Area Schools' District Handbook. The district handbook can be found on the district website at www.rockford.k12.mn.us and is intended to provide you with information pertinent to your employment with Rockford Area Schools. Please read it carefully. This supplement will provide you with RMS-CES specific information, procedures, guidelines for consequences and general information.

At RMS-CES, we are a team. When we work together, we are able to do great things for our students! One of our greatest resources is each other. I look forward to working with each of you to create excellent opportunities for our students!

Sincerely,

Mr. Paul Warzecha
Principal, Rockford Middle School - Center for Environment Studies

TABLE of CONTENTS

RMS-CES Building-Specific Information

- Introduction
- ~~2022-2023~~ 2023-2024 Daily Student Schedule
- Employee Directory
- ~~2022-2023~~ 2023-2024 School Year Calendar
- Arrival and Dismissal Hours
- Classroom/Equipment
- Conference Rooms/Computer Labs
- Cumulative Records
- Daily Attendance
- Email
- Field Experiences
- Grading
- iTeam
- Mailboxes
- Media Services
- Outdoor Learning
- Parent Communications
- Professional Duty
- Retention
- Student Announcements
- Student Progress
- Student Release from School
- Student Testing
- Student Use of Personal Technology
- Student Work Requests in Advance of Planned Absences
- Student Withdrawals
- Supervision
- Federal, State or Local Law
- Removal from Class
- Lunch Detention
- In-School Suspension
- Out-of-School Suspension
- Crisis Management
- Blue Team
- Fire
- Lock-down
- Distribution of Materials for Outside Groups
- End-of-Year Procedures

- Food Service
- Illness and Injury
- Leaving School Premises
- Lost and Found
- Money
- Photographs
- Purchasing/Receiving
- Recycling
- Security
- Student Publications
- Student Transportation
- Surveys
- Policy Cross Reference Table

INTRODUCTION

This handbook includes an overview of District #883 policies, regulations, and procedures about student rights and responsibilities. Those documents are updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since the previous version was printed in fall 2021. District policies can be found on our website at www.rockford.k12.mn.us. If you have questions or would like more information about a specific issue, please contact the building principal.

MISSION

In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.

VISION

Rockford Area Schools provides a supportive, rigorous, and relevant learning culture producing courageous learners prepared to enter a global society.

CORE VALUES

Excellence: To be our best, expect our best; to be inspired daily to become the very best we can be

Students First: A safe, healthy environment to challenge, engage and inspire all students

Community: It's about all of us, all the time

Integrity: Align actions and words with values and beliefs while respecting differences

Stewardship: Care and responsibility with our resources including natural and social environments

Student Experience: All students have access to engage in a rich arts and academics environment, and an abundance of extracurricular opportunities

STRATEGIC DIRECTIONS

1. Improving our educational programs and partnerships
2. Aligning and developing proactive training and response protocol for increased safety and security
3. Improving supports for students and their learning
4. Strengthening instructional practices, processes, curriculum and assessment
5. Improving parent, community and staff awareness and engagement.

~~2022-2023~~ 2023-2024 DAILY STUDENT SCHEDULE

Teacher hours: 7:20 a.m. to 3:20 p.m.
Student building hours: 7:30 a.m. to 2:45 p.m.

GRADE 5

PERIOD	START	END
Period 1	7:50	8:45
Period 2	8:49	9:44
Period 3	9:48	10:43
Lunch	10:44	11:14
Boost	11:18	11:48
Period 4	11:52	12:47
Period 5	12:51	1:46
Period 6	1:50	2:45

GRADE 6

PERIOD	START	END
Period 1	7:50	8:45
Period 2	8:49	9:44
Period 3	9:48	10:43
Period 4	10:47	11:42
Boost	11:46	12:16
Lunch	12:17	12:47
Period 5	12:51	1:46
Period 6	1:50	2:45

GRADE 7

PERIOD	START	END
Period 1	7:50	8:45
Period 2	8:49	9:44
Period 3	9:48	10:43
Period 4	10:47	11:42
Lunch	11:43	12:13
Boost	12:17	12:47
Period 5	12:51	1:46
Period 6	1:50	2:45

GRADE 8

PERIOD	START	END
Period 1	7:50	8:45
Period 2	8:49	9:44
Period 3	9:48	10:43
Boost	10:47	11:17
Lunch	11:18	11:48
Period 4	11:52	12:47
Period 5	12:51	1:46
Period 6	1:50	2:45

Employee Directory

To leave a message for a staff member, please dial (763) 477-5831. When prompted, dial the 4-digit extension number (2 + room number). Begin recording your message after the tone. Please note the custodial (x2040) and food service staff (x2050) have one general voicemail for each department.

SCHOOL BOARD	
Eric Gordee	Chair
Amy Edwards	Vice Chair

Jessica Johnson	Clerk
Jamie Hillstrom	Director
Beth Praska	Director
Jenny Kneeland	Treasurer
~~Rhonda Dean~~ Jeff Ridlehoover	Superintendent

Office	EXT	EMAIL
Paul Warzecha – Principal	2002	warzechap@rockford.k12.mn.us
~~Engstrom, Ellie – Counselor (Grades 6 & 8)~~	~~2005~~	~~engstrome@rockford.k12.mn.us~~
Wirth, Molly – Counselor (Grades 5 & 7)	2600	wirthm@rockford.k12.mn.us
Support Staff		
Palmer, Monica-Principal's Secretary	2000	palmerm@rockford.k12.mn.us
Robertson, Stacey – Student Services Secretary	2004	robertsons@rockford.k12.mn.us

Staff		
AgriScience Ramstad, Joseph	 gregorym@rockford.k12.mn.us	 10
Art Gunderson, Sarah	 gundersons@rockford.k12.mn.us	 307
EL Bird, Krista Bartels, Emily	 birdk@rockford.k12.mn.us bartelse@rockford.k12.mn.us	 125
EXCEL Biorn, Holly	 biornh@rockford.k12.mn.us	 122
Language Arts/Reading Hendrickson, Jan - 8th Gr Udalla, Janee - 7th Gr Korzendorfer, Cassandra - 6th Gr Mateyka, Kristine - 5th Gr	 hendricksonj@rockford.k12.mn.us udallaj@rockford.k12.mn.us korzendorferc@rockford.k12.mn.us mateykak@rockford.k12.mn.us	 118/119 116/117 112/113 9
Math Noonan, Daniel – 8th Gr Sharp, Rachel – 7th Gr Petroski, Steve – 6th Gr Nolby, Kristen– 5th Gr	 noonand@rockford.k12.mn.us sharpr@rockford.k12.mn.us petroskis@rockford.k12.mn.us nolbyk@rockford.k12.mn.us	 120 114 104 103
Music Augsburger, Miriam - Choir Bauer, Britta - Band	 augsburgerm@rockford.k12.mn.us bauerb@rockford.k12.mn.us	 310 311
Nystrom (School-based Therapy) Munson, Cameron	 carmeronmonson@nystromcounseling.com	 108

Physical Education/Health Hester, Jason- PE Roelofs, Joe – Health, PE	hesterj@rockford.k12.mn.us roelofsj@rockford.k12.mn.us	Gym 107, GYM
Science Abbi ~~Primus~~ Budde– 8th Gr Sarsland, Corina – 7th Gr Werth, Elisabeth – 6th Gr Oliverius, Hannah – 5th Gr	primusa@rockford.k12.mn.us sarslandc@rockford.k12.mn.us werthe@rockford.k12.mn.us oliveriush@rockford.k12.mn.us	~~124~~122 ~~101~~124 106 ~~13~~101
Social Studies Weston, Riley – 8th Gr Kaufman, Abbey – 7th Gr Wilts, Bonnie - 6th Gr Miller, Kelly-5th Gr	westinr@rockford.k12.mn.us kaufmana@rockford.k12.mn.us wiltsb@rockford.k12.mn.us millerk@rockford.k12.mn.us	~~122/123~~118 115 111 ~~11~~102
Speech Bartels, Emily	bartelse@rockford.k12.mn.us	125C
Special Education Bartels, Emily Belanger, Amy – DCD/LD Bowen, Kirstin – LD ~~Schnettler, Lanaya TBD~~ Sanner, Tracy – EBD/ASD	bartelse@rockford.k12.mn.us belangera@rockford.k12.mn.us bowenk@rockford.k12.mn.us fredericksenl@rockford.k12.mn.us sannert@rockford.k12.mn.us	125B 305 125 121 304
STEM Literacy Madson, Jamie Russell, Beth	madsonj@rockford.k12.mn.us russellb@rockford.k12.mn.us	~~302~~303 ~~303~~301
Writing Beattie, Amber	beattiea@rockford.k12.mn.us	110
SUPPORT STAFF		
Custodial Kasheimer, Pat Bourdon, Robert	kasheimerp@rockford.k12.mn.us bourdonr@rockford.k12.mn.us	
Media Center Binsfeld, Kaari - Paraprofessional	binsfeldk@rockford.k12.mn.us	
Health Services Morgan, Becca - District Nurse Braun~~-Langford~~, Natalie - Building Nurse	morganb@rockford.k12.mn.us langfordn@rockford.k12.mn.us	RHS Health Office RMS-CES Health Office
Stop and Think/Safety Specialist ~~Eberspacher, Louann~~Nyerkeh, Mulbah	~~eberspacherl~~nyerkeym@rockford.k12.mn.us	109

Link to the online district parent/academic calendar: ~~2022-2023~~ School Year Calendar

INFORMATION

Arrival and Dismissal Hours

Classes begin at 7:50 a.m and conclude at 2:45 p.m. The teacher duty day at RMS-CES is 7:20 a.m. until 3:20 p.m. Teachers should be prepared to begin professional duties at 7:20 a.m.

Staff who wish to access the building during non-school hours may do so provided they have a fob and four-digit security access code. If you enter the building during non-school hours or are the first in the building please use Door 1 when entering and exiting the building during non-school hours to ensure that the building remains secure. The panel to arm and disarm the security panel is located inside Door 1, near room 10. Staff will also need to sign the clipboard hanging below the security panel to indicate the times they were in the building.

If you are not the first person in the building please feel free to enter either in Door 1, 4, or 13 making sure that the door closes tightly behind you. Please never open a locked door in order to let any student or parent into the building. Direct any visitor to the office.

The RMS-CES District Office is open from 8:00 a.m. until 4:00 p.m.

Parent Teacher Conferences

Parent and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for the school year, please check out the academic calendar in Part 1 of the handbook or contact the building office.

PROCEDURES

Classroom/Equipment

Any maintenance or technology classroom/equipment needs should be entered into FMX; this is the district's routing system for maintenance and technology requests. Additional electronic equipment is available for check-out through the Media Center. Classroom purchases must be approved by the building principal. Any new equipment and/or classroom materials (textbooks, etc.) should be brought to the Media Center to be given barcodes. Please encourage students to cover books and care for school equipment.

Conference Rooms~~/Computer Labs~~

Conference rooms ~~and computer labs~~ need to be reserved or scheduled using the FMX system which is the

district's facilities and technology scheduling system.

Cumulative Records

Refer to District Policy 515
Student cumulative records are kept in the office for all students. Any staff member who views the file must sign the student's file folder and the cumulative record sign-out sheet.

A staff member may view a student's cumulative record if they have legitimate educational interest, which includes queries 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 educational data.

Daily Attendance

Refer to District Policy 503R
Attendance (tardies and absences) must be recorded at the beginning of each hour in Infinite Campus. Students who arrive late to school must check into the office first to be issued a pass to class. Please be diligent in tracking attendance so that we can best support students.

Email

Email will be used to communicate important information. Staff are expected to check email at the beginning and end of each day, at minimum and respond in a timely manner. If you need support or guidance in how to best respond to an email please contact the building principal.

Field Experiences

Refer to District Policy 610
Field experiences and other school-sponsored trips are considered extensions of the school learning environment. All rules and regulations must be followed and enforced. Permission slips are utilized to notify parents prior to a field experience. Please complete a Transportation Request available in the office and on the school website to ensure that all school departments impacted by field experiences; such as transportation, health office and food service are notified. This form should be completed within two weeks of the experience. All forms should be turned into the Office for approval.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records and lunch account information through the Parent Portal. Student grades must be updated **weekly** to ensure that parents have timely access to information. Any sudden change in student performance, especially if it results in a failing grade mandates an attempted contact to parents/guardians.

iTeam

In Tier I of the RtI framework, all students receive high-quality, scientifically-based core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core

curriculum, teachers may refer the student to the iTeam; the iTeam will determine if Tier II instruction (e.g. supplemental instruction, strategies and/or programs) would be appropriate. The iTeam referral form can be found on the district website and should be turned in to the school counselor.

Learning Targets

At RMS-CES, we are committed to providing students with clear daily learning targets, assessing students regularly to determine whether or not they are meeting the targets and providing students with meaningful feedback to help them achieve the learning targets. Learning targets should be posted daily in all classrooms as "I can" statements using student-friendly language. RMS-CES also posts Learning Targets and/or other classroom information each day on our webpage for parent/student access.

Mailboxes

Staff mailboxes should be checked daily.

Media Services

The Media Center is open from 7:30 a.m. to 3:00 p.m. Students are welcome in the Media Center during the school day and before 7:50 a.m. or after 2:45 p.m. when a supervisor is present.

Outdoor Learning

Outdoor learning is a vital part of our curricula at RMS-CES. To insure the safety of students and staff, please follow these expectations when taking students outside:

1. Check-out a walkie-talkie from the office to bring with you and note where your class will be outside
2. **Exit and enter through doors 1 (near District Office), 4 (near RMS-CES Office), 13 (near room 122) or 17 (near room 107); all of which have fob entries. Please do not ring the District Office to be admitted.**
3. **Never prop open or unlock exterior doors**

*Please consult the RMS-CES Outside Learning Procedures

Parent Communications

Communication between families and teachers is vital. Teachers are required to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child's grade decreases dramatically or is below passing.

Teacher websites and profiles are another extremely valuable communication tool. Each class page must, at the minimum, include:

1. Contact information
2. A brief course description
3. Timely information (ideally, this information will include upcoming assignments, due dates and other pertinent information)
4. Website tools in use (tools not in use should be hidden)

Teachers are encouraged to use their websites to communicate information about upcoming assignments and events, share resources and provide other pertinent course information.

Additional opportunities to communicate about what is happening in the classroom include, but are not limited to: weekly parent bulletins, ~~monthly newsletters~~, the Rocket Report, emails, and phone calls.

Professional Duty

Refer to District Policy 406
All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers. Jeans should be reserved for Fridays, field trips, messy classroom work or special occasions when Rockford spiritwear is encouraged.

Retention

Refer to District Policy 513
All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school counselor or building principal.

Staff Announcements

Staff Announcements are the means with which we can communicate valuable information with staff in a timely manner. These should be viewed each morning for important updates/announcements.

~~Student Announcements~~

~~Student Announcements are the means with which we can communicate valuable information with students in a timely manner. Teachers must share "Student Announcements" each day during "Advisory."~~

Student Progress

Teachers should discuss possible interventions for students who are not making adequate progress and to make appropriate interventions. These interventions may include a student meeting, family conference, iTeam referrals or academic support.

Student Release from School

Refer to District Policy 503
Students who need to leave the building during school hours must be checked-out by a parent or guardian by calling the office and/or ringing the camera at Door 4 to release the student. Notes sent by parents should be submitted directly to the office.

Student Testing

Assessments used to evaluate student achievement and progress include:

FAST Reading and Math Testing (grades 5-8)
MCA Reading and Math (grades 5-8)
MCA Science (grades 5 & 8)
ACCESS for ELL (grades 5-8)

A report of all state assessment tests is provided to parents at fall conferences to provide information about their child's abilities and progress. The assessment results are reviewed by staff to develop plans to improve students' learning, review curricular alignment to state standards, and identify areas of academic need.

Student Use of Personal Technology

~~Students are expected to use technology appropriately and in accordance with the district's Internet Use Agreement. Teachers have the responsibility to communicate expectations for technology use in their classrooms. Specifically, students will keep all personal electronics silent and out of sight during the school day (7:45 AM-2:45 PM), this includes passing time. The exception is lunch and recess time; students in good standing are allowed to use personal electronics during this time. If a teacher needs additional support in enforcing their expectations, the Stop and Think Room is an available resource.~~
Students are allowed to bring cell phones and personal electronic devices into the building for use before and after school, during passing periods, and during lunch / recess. Students are not allowed, unless pre-approved by the teacher, to use or have their electronic device accessible during class. If a student violates the teacher's policy, the device can be confiscated and returned to the student at the end of the day. If a student has multiple violations, the device will be given to building administration and they will contact the parent/guardian for retrieval.

Use of audio on student personal technology if not accompanied with personal earbuds / headphones is prohibited.

The use of electronic devices to create, distribute, or post recordings, either audio or video, of any school activities, classroom, student, or school employee without prior approval of a building administrator or the use of electronic devices in locker rooms, classrooms, or other areas requiring a secure and/or distraction-free setting are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with district policy. This expectation applies to all school buildings, school grounds, and school property, 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. This expectation 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.

Student Withdrawals

Students who withdraw must complete a check-out form prior to leaving the school. The check-out form will be provided to the student in the office. Teachers must record the student's current grade and initial to indicate that all class materials have been returned in acceptable condition.

Student Work Requests in Advance of Planned Absences

Please understand that RMS-CES staff will be unable to fulfill student work requests in advance of planned absences. However, RMS-CES staff maintain Google Classrooms for each of their courses along with consistently monitoring emails. If students will be absent due to planned absences, please monitor the appropriate Google Classrooms during the absences, communicate with teachers via email as necessary, and contact each teacher directly and in-person upon return from absence regarding assignments missed and appropriate due dates.

Supervision

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways between classes.

GUIDELINES for STUDENT CONSEQUENCES

Refer to District Policy 506

When a student violates district policy, disciplinary action will be taken. Consequences for breaking the discipline policy will be determined by the principal or principal designee and will be in accordance with district policies. Consequences for violating the discipline policy include, but are not limited to, the following: student conference with teacher, principal, counselor and/or other school district personnel and verbal warning. Other consequences are: parent contact, parent conference, removal from class, lunch detention, in-school suspension, suspension from extracurricular activities, detention or restriction of privileges, loss of school privileges, in-school monitoring or revised class schedule, referral to in-school support services, referral to community resources or outside agency services, financial restitution, referral to police, other law enforcement agencies, or other appropriate authorities, a request for a petition to be filed in district court for juvenile delinquency adjudication, out-of-school suspension under the Pupil Fair Dismissal Act, preparation of an admission or readmission plan, expulsion under the Pupil Fair Dismissal Act, exclusion under the Pupil Fair Dismissal Act, and/or other disciplinary action as deemed appropriate by the school district.

Federal, State or Local Law

The violation of any state or local law or the violation of any federal law is unacceptable behavior.

Removal from Class

A) All students are entitled to learn and develop in a setting that promotes respect of self, others, and property. Students are expected to conduct themselves in a manner that maintains an appropriate academic climate in which learning can take place. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. Overall decorum affects student attitudes and influences student behavior. 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 building administration. If the classroom learning environment is actively being disrupted by negative student behavior and it is necessary for the classroom teacher to relinquish control of the situation and the student to be dismissed from the classroom, the following procedure should be followed:
    1) Classroom Teacher: Dial x2105 for the Stop & Think room; if available, S&T personnel will answer; please provide the location of the incident, the name of the student, and the intervention requested; the student should remain in your care until a) S&T personnel arrives to escort the student **or** b) S&T personnel requests the student be sent to the S&T room
    2) Classroom Teacher: Complete a behavior referral in Campus as soon as possible
    3) Classroom Teacher: Communicate behavior to parent/guardian via phone call as soon as possible (unless the incident was so severe that building administration was directly involved; confirm with administration who will make the phone call home); if your phone call is not

answered, please leave a voicemail and follow-up with a brief email noting that you have left a voicemail regarding student behavior and requesting a return call

4) S&T Personnel: Complete the Restorative Practice protocol with a focus on reflection, repairing harm, and restoring relationships; the student will be allowed to return to the classroom as soon as it is deemed appropriate
5) S&T Personnel: Record resolution in Campus
6) S&T Personnel: Seek administrator assistance as needed

B) Restorative Practices emphasizes reflection and the repair of harm. Resolution of the incident may involve the classroom teacher and/or other students in order to restore the harm. Incident resolution may or may not involve an apology.

C) **Please Note:** There may be student behaviors that require Campus documentation, parent communication, and/or administrative assistance but do not require the student to be removed from the classroom. If the student's behavior is self-sabotaging but is otherwise not disruptive to the classroom as a whole, it is best practice for the student to remain in the classroom.

Lunch Detention

A lunch detention must be approved by an administrator or Principal's designee.

In-School Suspension

In-School Suspension (ISS) may be assigned by an administrator for partial or full day(s). A student in ISS is expected to complete academic responsibilities.

Out-of-School Suspension

The existence of in-school suspension does not eliminate the possibility of out-of-school suspension as a disciplinary measure. Repeated or severe violations of school policy; drug dealing or trafficking, conduct which poses a threat to the safety of pupil, personnel or school property, or non-compliance may all be reasons for suspension from regular school attendance.

Grounds and procedure for suspension will be determined by the principal and will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56 (http://education.state.mn.us/mde/static/000099.pdf). A provision of readmission for all suspended students is a conference with the parent/guardian and the principal.

It is the position of the school district that a fair and equitable discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student. It is Rockford School District's policy to discourage the use of any force or corporal punishment; however, reasonable force may be used upon or toward the student without the student's consent in the

exercise of lawful authority to restrain a student.

Policy 413	*Sexual, Racial And Religious Harassment And Violence*
Policy 418	*Drug-Free Workplace/Drug-Free School*
Policy 419	*Tobacco-Free School*
Policy 501	*School Weapons*
Policy 502	*Search of Student Lockers, Desks, Personal Possessions and Student's Person*
Policy 503	*Student Attendance*
Policy 504	*Student Dress And Appearance*
Policy 507	*Corporal Punishment*
Policy 514	*Bullying Prohibition*
Policy 524	*Internet Acceptable Use*
Policy 526	*Hazing*
Policy 709R	*Student Transportation Safety*

Refer to the additional district policies listed above.

GENERAL INFORMATION

Absences

All absences must be entered into Kelly Services (see RAS Staff Handbook for details) in a timely fashion. It is the responsibility of each staff member to ensure that they have allocated time to take off before submitting an absence. Detailed lesson plans should be available to substitutes, including all necessary instructional materials or information for how to find those materials. Any necessary instructional materials and/or information should be communicated to a colleague - not the office - to print and copy for the substitute. A folder, as well as the Sub-Folders (on Google) must be prepared and readily available in the classroom and on Google Classroom for substitutes that includes, but is not limited to:

- Emergency procedures and building map
- Daily schedule, including information about prep and lunch
- Seating charts
- Supervision responsibilities, if applicable
- Stop and Think - referral forms and explanation
- Relevant student information (medical needs, IEP accommodations, etc…)
- Names and contact information for staff members who can help if questions arise

Crisis Management

Refer to District Policy 806

Five (5) fire, one (1) tornado, and five (5) lock-down drills will be held at intervals throughout the year. It is important to regard these drills seriously and follow procedures as necessary in the case of an actual emergency. The exit routes are posted in every room and staff are expected to be familiar with them.

Observance of the following rules will help to ensure safety in the event of an emergency:

Blue Team

The Blue team at each respective school is a group of staff members certified in First Aid and CPR that respond to medical emergencies. These staff members have specific roles to allow for a safer and more efficient response. Meetings and drills will be organized and implemented throughout the school year as needed.

Fire

Staff Responsibilities:

- Bring red clipboard with current class rosters
- Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)
- Keep students together in safe area
- Return to the building when an all-clear signal is given by the building principal/designee
- Observe individual evacuation plans for student w/special needs

Lock-down

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

- ~~The building principal/designee will~~ Any staff member may ~~-~~issue lock-down procedures by announcing a warning over the PA system, but staff should lock-down whenever they feel at risk.
- Each staff member will receive directions on how to make a PA announcement from any phone in the building.
- All students, staff and visitors will be directed to classrooms
- Lock and barricade classroom doors if evacuation is not an option
- Stay away from windows and doorways
- Remain in classroom until an all-clear signal is given by building principal/designee
- In the event of an evacuation please ensure students get to a safe place. If possible, have students go to Riverside Park.

Distribution of Materials for Inside Groups

Principal or designee must approve all materials from inside groups prior to distributing within the school. This includes information posted in public spaces. Each group must have a defined time range, intended purpose and projected number of materials to be distributed in order to be considered.

Distribution of Materials for Outside Groups

Superintendent or designee must approve all materials from outside groups prior to distributing within the school. This includes information posted in public spaces.

End-of-Year Procedures

Staff is expected to follow all end-of-year procedures as outlined by the district administration.

Food Service

Taher Foods operates the school hot lunch program.
Adult Breakfast: $1.60
Adult Lunch: $3.75
Milk: $.60
Payment for meals is prepaid using Infinite Campus. Each employee has a lunch account number.

Illness and Injury

All school staff should know how to stop bleeding, restore breathing and how to care for shock and minor injuries. If the injury requires more than first aid, the school nurse is called to access the injury. If it requires more care than we can provide safely at school, the parents are called and the child is monitored at home or

referred to the doctor.
When an injury occurs, the teacher who witnesses the accident is responsible to prepare and sign the **Student Accident Report** (CLICK HERE) to attest to its accuracy. This report can be completed by a team of witnesses and the health care attendant (or school nurse). This report is filed in the student's health file. The lack of signatures on an accident report form does not alter the level of staff responsibility for the safety and welfare of a student while under the jurisdiction of the schools. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness – Illnesses during the day should be reported to the office.

Staff Injury - All staff members are covered under Minnesota Workers' Compensation Act. Work injuries must be reported to the principal within 24 hours of the injury.

Leaving School Premises

Staff must notify the office when it is necessary to leave the school building during school hours. A sign out sheet will be in the office for full time teachers who leave during the school day.

Lost and Found

A lost and found is located outside the Media Center for clothing and non-valuable items. Valuable items should be brought to the office (jewelry, calculators, iPods, cell phones). Items not claimed will be donated at regular intervals.

Money

The method of collecting money from students for class projects or field experiences is to use Infinite Campus, our online payment system.

If a need arises to collect money from students, one of two methods may be used:

- Work with the middle school office to set up a fee through Infinite Campus, which enables parents to pay online
- Work with Stacey Robertson in the middle school office to collect money

Teachers should not collect or store money in their classrooms for any reason.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers or in Rockford Area Schools' publications. Parents may request that their child's photographs and name not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Purchasing/Receiving

When placing and/or receiving orders, please follow the district procedures. Procedures are located on the district website.

Recycling

Refer to District Policy 805

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

Security

All staff are expected to wear their ID at all times. If a staff member encounters an adult who is not wearing a visitor's badge, the staff member should politely direct the visitor to the middle school office. If the unauthorized visitor refuses to comply with the request please contact the office immediately, and if you feel safe doing so please maintain the visual or try to limit access to students.

- **Lunchroom**: Students are not allowed to leave the building for lunch without being accompanied by the building principal or principal designee. Visitors during lunch must be pre-approved by the principal or principal designee. It is prohibited for students to have lunch delivered to an exterior door.
- **Student Passes**: If a student finds it necessary to leave their assigned classroom, the student must have a pass signed by a staff member.
- **Video Surveillance**: RMS-CES is equipped with video cameras in an effort to maintain the health, welfare and safety of students, staff and visitors as well as the protection of school property.
- **Visitors:** All visitors and volunteers must report to the office and receive approval and a visitor's badge. Students bringing visitors to school require prior approval by administration. Administration reserves the right to deny or approve any visitors.

Student Publications

Refer to District Policy 505, 512, 904

Posters, signs and circulations must be approved by administration 24 hours prior to the desired distribution time. For non-school persons, approval needs to be obtained five (5) days in advance.

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a non-emergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520
Surveys must be pre-approved by the superintendent.

Staff Development

Complete the following process for any staff development:

1. Complete Staff Development Form found on the Rockford website (Staff=> Staff Resources => Staff Development Form)
2. At a minimum of 2 weeks prior to the event, the form must be routed to the appropriate person listed below:
    a. Q-Comp requests: Q-comp coordinator
    b. Special Education: Special Education Coordinator
    c. All other requests: Building Principal
3. Form will be Approved or Not Approved
4. Forms (Approved and Not Approved) will then be routed to the Director of Teaching and Learning
    a. If Not Approved, person will be provided with an explanation
    b. If approved, schedule a substitute through Kelly Services

i. The Director of Teaching and Learning will approve a substitute through Kelly Services 5. All completed forms will be housed in the District Office and tracked by the Director of Teaching and Learning.

PART VI - APPENDIX

Policy Cross Reference Table

Topic	Policy Number(s)
Accidents	806
Alternative Educational Opportunities	605
Attendance	503R
Bullying Prohibited	514
Cell Phone Personal Electronics	506
Class Assignments	515
Complaints	103
Course Credits Required	604
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	610
Fundraising	511
Gifts to Employees	421
Graduation Requirements	613R
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	420, 516, 518, 530, 806
Homework	506, 612.1
Internet Acceptable Use	524
Interviews of Students by Outside Agencies	519
Nondiscrimination	102, 401, 521, 522, 528
Notification of Violent Students	529
Parking on School District Property	527R
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620R
Schedule	602
School Activities	510
School Closing Procedures	806
School Calendar	602
Searches	502, 527R
Student Dress and Appearance	504
School Promotion and Retention	513

Student Publications and Materials	505, 512
Student Records	515
Student Surveys	520
Summer School	623
Tobacco-Free Schools	419
Transportation of Public School Students	707, 709, 710
Vandalism	506
Video and Audio Recording	711, 712
Visitors in School District Buildings	903
Weapons Prohibited	501

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: RHS Staff Handbook 2023-2024

Meeting Date: April 17, 2023

Prepared by: Paul Menard

Date Prepared: April 14, 2023

X	Information		Briefing		Action		Enclosure Item(s)

No Major changes to RHS Staff handbook besides date changes.

ROCKFORD HIGH SCHOOL

STAFF HANDBOOK
2022-2023

OUR MISSION

In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.

www.rockford.k12.mn.us | 7600 County Road 50 Rockford, MN 55373 | 763-477-5846

2022-2023 District Staff Handbook

Table of Contents

INTRODUCTION 4
Daily Class Schedule 6
Map of RHS 7
2017-18 School Year Calendar 8
Employee Directory 8-11

PART I -- INFORMATION 11

Absences 11
Announcements and Bulletins 12
Calendar 12
Complaints 12
Copying / Printing 12
Crisis Management 13
Blue Team 13
Fire 13
Lock-down 13
Distribution of Materials for Outside Groups 13
Detention 13
Food Service 14
Forms 14
Fundraising 14
Hours of Service 14
Illness / Injury 15
Student Illness 15
Student Injury 15
Staff Illness 15
Staff Injury 15
Internet Acceptable Use 15
iTeam 16
Keys and Security 16
Leaving School Premises 16
Mailboxes 16
Maintenance Repair/Set-Up Requests 16
Multimedia Procedures 16
Music Lessons 16
Parent and Teacher Conferences 17
Payroll 17
Pesticide Notice 18
Photographs 18
Pledge of Allegiance 18

Purchasing and Receiving 18
Recycling 19
Safety Regulations 19
School Closing Procedures 19
Student Activity Accounting 19
Student Publications 20
Student Transportation 20
Surveys 20
Suspension 20
Technical Support 20
Telephones 21
Textbooks 21
Visitors 21
PART II -- TEACHERS AND RESPONSIBILITIES 21
Classroom Management 21
Grading 22
Mid-Term and Final Grades 22
Incomplete Grades 22
Weighted Grading 22
Lesson Planning 23
Parent Communication 23
Passes 23
Professionalism 23
Room Appearance 23
Staff Development 24
Supervision 24
After-School Activities Supervisors 24
Assemblies 24
Hallways 24
Student Attendance 25
Tardiness 25

INTRODUCTION

Welcome to the 2022-2023 school year!

Thank you for being a part of our Rockford High School community. I look forward to collaborating with you to help students set goals, achieve them, and learn to advocate for and believe in themselves.

Guided by our mission below, we continually aim to build a productive and supportive culture:

The mission of Rockford High School is to foster the development of a caring environment by prioritizing personal relationships and creating a collaborative culture that prepares all students to become inquisitive lifelong learners who act as compassionate global citizens.

The purpose of this handbook is to provide staff with a quick reference to many of the fundamental building rules, administrative guidelines, and district policies. This information is intended to supplement the Rockford Area Schools' District Handbook. The district handbook can be found on the Rocket Hub and is intended to provide you with information pertinent to your employment with Rockford Area Schools. Please read it carefully. This supplement will provide you with RHS specific information, procedures, guidelines for consequences, and general information.

At RHS, we are a team. We have many resources available to support you professionally. Please take advantage of them. I hope this handbook serves as a valuable and helpful resource for you. I look forward to working with you during the 2022-2023 school year as we attempt to make this a great year for the students and staff of Rockford High School.

Sincerely,
Paul Menard
Principal

MISSION

In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.

VISION

Rockford Area Schools provides a supportive, rigorous, and relevant learning culture producing courageous learners prepared to enter a global society.

CORE VALUES

Excellence: To be our best, expect our best; to be inspired daily to become the very best we can be

Students First: A safe, healthy environment to challenge, engage and inspire all students

Community: It's about all of us, all the time

Integrity: Align actions and words with values and beliefs while respecting differences

Stewardship: Care and responsibility with our resources including natural and social environments

Student Experience: All students have access to engage in a rich arts and academics environment, and an abundance of extracurricular opportunities

STRATEGIC DIRECTIONS

1. Improving our educational programs and partnerships
2. Aligning and developing proactive training and response protocol for increased safety and security
3. Improving supports for students and their learning
4. Strengthening instructional practices, processes, curriculum and assessment
5. Improving parent, community and staff awareness and engagement

Daily Class Schedule

Daily Class Schedule Odd Day

	Start	End
1st Block	8:00am	9:30 am
3rd Block	9:35am	11:05am
5th Block	11:10am	1:15pm
"A" Lunch		
Lunch	11:10am	11:40am
"B" Lunch		
Lunch	12:00pm	12:30pm
"C" Lunch		
Lunch	12:45pm	1:15pm
7th Block	1:20pm	2:50pm

Daily Class Schedule Even Day

	Start	End
2nd Block	8:00am	9:30 am
4th Block	9:35am	11:05am
6th Block	11:10am	1:15pm
"A" Lunch		
Lunch	11:10am	11:40am
"B" Lunch		
Lunch	12:00pm	12:30pm
"C" Lunch		
Lunch	12:45pm	1:15pm
8th Block	1:20pm	2:50pm

Daily Class Schedule 7 Period Day

	Start	End
1st Block	8:00am	8:50 am
2nd Block	8:53am	9:43 am
3rd Block	9:46am	10:36am
5th Block	10:39am	11:29am
6th Block	11:32am	1:04pm
"A" Lunch		
Lunch	11:32am	12:02pm
"B" Lunch		
Lunch	12:02pm	12:33pm
"C" Lunch		
Lunch	12:33pm	1:04pm
7th Block	1:07pm	1:57pm
8th Block	2:00pm	2:50pm

Map of RHS

6 (Rev 8/7/17)

School Year Calendar

2022-2023 School Year Calendar

Employee Directory

To leave a message for a staff member from an outside line, please call (763) 477-5846. When prompted, dial the 4-digit extension number and begin recording your message after the tone. From within the building, dial the 4-digit extension number and leave a message on voicemail.

SCHOOL BOARD	
Amy Edwards	Chair
Beth Praska	Vice Chair
Eric Gordee	Treasurer
Brady Anderson	Director
Jenny Kneeland	Director
Jessica Johnson	Director
Rhonda Dean	Superintendent

Office	EXT	Email
Menard, Paul– Principal	3002	menardp@rockford.k12.mn.us
Bloom, Samantha– Counselor	3033	blooms@rockford.k12.mn.us
Lockrem, Kelly Ann-Counselor	3031	lockremk@rockford.k12.mn.us
Danneker, Rob– Director of Teaching & Learning	4005	dannekerr@rockford.k12.mn.us
Pratt, Dan – Activities Director	3011	prattd@rockford.k12.mn.us
CLERICAL STAFF		
Chalupsky, Jeanie– Principal's Secretary	3001	chalupskyj@rockford.k12.mn.us
Larson, Stacey – Activities Coordinator	3010 258	larsonst@rockford.k12.mn.us

Swanson, Angel – Student Services Secretary	3000	swansona@rockford.k12.mn.us

STAFF		
Agriculture Ramstad, Joe	 randstadj@rockford.k12.mn.us	 3603
Art (Media/Visual) Cindy Miller	 millerc@rockford.k12.mn.us	 3104
AVID/ADSIS Carlson, Kerry Larson, Meghan Trandahl, Polly	 carlsonk@rockford.k12.mn.us larsonm@rockford.k12.mn.us Trandahlp@rockford.k12.mn.us	 3209 3701 3209
Business Huber, Joe	huberj@rockford.k12.mn.us	3109
EL Carlson, Kerry Nelson, Leah	 carlsonk@rockford.k12.mn.us nelsonl@rockford.k12.mn.us	 3209 3200
Language Arts Leuhrs, Nicki Mattson, Kathryn Merila, Julie Von Kaenel, Bobby	 leuhrsn@rockford.k12.mn.us mattsonk@rockford.k12.mn.us merilaj@rockford.k12.mn.us vonkaenelr@rockford.k12.mn.us	 3401 3400 3402 3205
Math Bratsch, Derek Ulen, Cheryl Vasseei, Alex	 bratschd@rockford.k12.mn.us ulenc@rockford.k12.mn.us vasseeia@rockford.k12.mn.us	 3405 3404 3303

Music Ferdig, Jerald – Band Larson, Meghan	 ferdigj@rockford.k12.mn.us larsonm@rockford.k12.mn.us	 3703 3701
Nystrom (school-based mental therapy) Robert Menge	menger@rockford.k12.mn.us	3023
Physical Education/Health Maher, Alayna Hester, Jason	 Mahera@rockford.k12.mn.us hesterj@rockford.k12.mn.us	 3206

Science		
Fogarty, Courtney	fogartyc@rockford.k12.mn.us	3309
Merila, Steve	merilas@rockford.k12.mn.us	3305
Cosgrove, Stephanie	cosgroves@rockford.k12.mn.us	3307
Social Studies		
Houghton, Dan	houghtond@rockford.k12.mn.us	3102
Pennings, Ben	penningsb@rockford.k12.mn.us	3108
Tauber, Mike	tauberm@rockford.k12.mn.us	3100
Young, Caroline	youngc@rockford.k12.mn.us	3101
Special Education		
Baker, Andrea	bakera@rockford.k12.mn.us	3106
Holm, Madison	holmm@rockford.k12.mn.us	3302
Sauer, Stephanie	sauers@rockford.k12.mn.us	3107
Stariha, Paul	starihap@rockford.k12.mn.us	3207
Walsh, Dennis	walshd@rockford.k12.mn.us	3203
World Languages		
Nelson, Leah	Nelsonl@rockford.k12.mn.us	3200
Zastoupil, Calli	Zastoupilc@rockford.k12.mn.us	3403
SUPPORT STAFF		
Custodial		
Brooks, Howie	brooksh@rockford.k12.mn.us	3040
Gunnerson, James	gunnersonj@rockford.k12.mn.us	3040
Jorgensen, John	jorgensenj@rockford.k12.mn.us	3040
Larson, DeWayne	larsond@rockford.k12.mn.us	3040
Larson, Kris	larsonk@rockford.k12.mn.us	3040
Larson, Scott	larsons@rockford.k12.mn.us	3040
Solomonson, Chad	solomonsonc@rockford.k12.mn.us	3040
Health Services		
Morgan, Becca - District Nurse	morganb@rockford.k12.mn.us	3015
Paraprofessional Support		
Curtis, Tanya	curtist@rockford.k12.mn.us	3301
Hill, Samantha	hills@rockford.k12.mn.us	3301
Kelly, Katherine	kellyk@rockford.k12.mn.us	3301
Lusk, Faith	Luskf@rockford.k12.mn.us	3301

PART I - INFORMATION

Absences

If a sick or emergency leave is requested in advance, you may submit the leave request in Frontline and Teachers on Call before the leave. If not, please complete the form when you return to school. The completed form should be given to your building principal for approval. If you do not receive notification from Kelly Services that a sub has been lined up, please contact the RHS office.

Who to Call

Teachers and paraprofessionals need to record all absences with Teachers on Call/Frontline by calling (800) 942-3767 or logging on the internet at www.login.frontlineeducation.com. Absences must be called in no later than 6:30 a.m.

Reasons to call Teachers on Call/Frontline directly at (800) 949-3767:

- Prearranged absence - Teachers on Call/Frontline must enter and assign the sub that you have scheduled for your absence.
- If you are having problems with the system and need help.
- If you are a traveling teacher.
- If you have forgotten your ID and PIN.
- If it is after 6:30 a.m. and you are in need of a substitute, call their office directly at (763) 561-1678. (All absences should be called in as early as possible to allow time for us to find a substitute.)

Type of Absences:

- Personal (Must be pre approved by principal)
- Sick Leave
- Staff Development (Must be pre approved by principal)
- Unpaid—Dock Day (Must be pre approved by principal)

Substitute Pay

All substitutes are to be paid from district funds. The individual teacher cannot hire and pay his/he substitute.

Substitute Plans

For a substitute to go into a room and do good work, they must have information on the classroom routine, teaching materials, and projects underway.

The Secretaries will keep an updated folder in the office for your substitute. Please include:

- Seating chart
- Daily schedule
- All schedules, such as music lessons or children to special classes (speech, resource, etc.) should be listed and available.
- TA name/s and expectations
- Plans to be used when a daily lesson plan is unavailable.

- Location of items in your room that a sub may need to use (videos, passes, etc.)

Any other useful information about how you operate your classroom or suggestions for smooth conduct of the class should also be included. This folder must be updated each semester as classes or situations change. **Daily lesson plans for during your absence may be emailed to the office staff and a teaching colleague. They may also be left on your desk. At minimum, students should be assigned an activity or independent learning task on Google Classroom.**

Announcements and Bulletins

Daily announcements for the day will be sent via email to all staff. Announcements should be read aloud to students during Rocket Block. A Weekly Parent Bulletin is sent out via email keeping parents updated on News of the Week, Upcoming Events, and Points of Pride. Newsletters are sent out throughout the year, via email to parents, with more in-depth Rockford High School highlights.

Staff wishing to have announcements posted in the daily announcements, in the Weekly Parent Bulletin, or Newsletters should submit them by email to the office secretarial staff.

Calendar

Refer to District Policy 602

The school calendar is adopted annually by the school board. A copy of the school calendar can be found at the beginning of the handbook on page vi and on the school district's website at www.rockford.k12.mn.us.

Complaints

Refer to District Policy 103

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

Copying / Printing

Each staff member will have a fob to access building copiers and printers. Teachers should not give their fob/keys to students. Please contact the front office to see if there is an office teaching assistant available to assist.

Crisis Management

Rockford High School will hold five (5) fire, one (1) tornado drill, and five (5) lock-down drills throughout the year. It is important that you regard these drills seriously and know the procedure to follow in case of an actual emergency. You should know the exit routes to use from each of your classrooms. Directions for exits are posted in each room. Staff should familiarize themselves with the procedures found in the red Emergency Procedures three-ring binder located in each classroom. Contact the office staff if this binder is missing from the room.

Blue Team

The Blue team at each respective school is a group of staff members certified in First Aid and CPR that respond

to medical emergencies. These staff members have specific roles to allow for a safer and more efficient response. Meetings and drills will be organized and implemented throughout the school year as needed.

Fire

Staff Responsibilities:

- · Bring red clipboard with current class rosters
- · Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)
- · Keep students together in safe area
- · Return to the building when an all-clear signal is given by the building principal/designee · Observe individual evacuation plans for student w/special needs

Lock-down

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

- · The building principal/designee will issue lock-down procedures by announcing a warning over the PA system
- · All students, staff, and visitors will be directed to classrooms
- · Lock classroom doors
- · Stay away from windows and doorways
- · Remain in classroom until an all-clear signal is given by building principal/designee

Distribution of Materials for Outside Groups

Refer to Policy 505 & 904

Principal or designee must approve all materials from outside groups prior to distributing within the school.

Detention

Detention is a consequence for violations of school rules. The assigning of after-school T/TH detention of students is an administrative function. It may follow a teacher's discipline referral. Students may also be assigned in-school detention during WIN time on Tuesdays and Thursdays between 2:50-3:20 pm. The following guidelines should govern after-school T/TH detention supervised by assigned staff:

1. Students must report to detention by 2:50 p.m. and may not leave before their time is completed.
2. Each student must bring work to do or material to read during the entire detention period. Students may not sleep or put their head down on the desks.
3. During detention there will be no talking or non-verbal communicating.
4. No eating or drinking is permitted during detention.
5. If a student is asked to leave detention before their time is completed due to not following detention room rules, their time served does not count and they will serve double the original time assigned. 6. Work or extracurricular activities are not excuses for missing detention.

**** It is the expectation that if teachers assign detention, that detention will be served with that teacher.**

Food Service

Staff may opt to purchase meals through our Food Service program.

2023-24 LUNCH PRICES

Adult Lunch $4.25
Milk $.60

Staff will be notified when their balance is at a negative balance. Staff can make deposits to their lunch accounts using Infinite Campus or mailing a check to the high school kitchen, attention: Harlan Adelman.

Forms

Staff forms (e.g. Payroll/Payment Voucher, Fundraising Application Form, etc.) are located on the Rockford Area Schools Rocket Hub.

Fundraising

Refer to District Policy 511
All fundraising activities must be pre-approved by the administration. Students are expected to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

Hours of Service

The basic teacher's day shall be eight hours. In addition to the basic day, teachers may be requested to reasonably participate in school activities beyond the basic teacher's day as may be required by the school its designated representative.
Normal duty hours are from **7:20 AM to 3:20 PM**. Any deviation from this is to be cleared with the principal. The need to meet personal commitments and appointments during these hours should be avoided.
Teachers are to be in their classroom by 7:50 AM each day and are to remain in their classroom for ten minutes beyond the end of the class day to meet the needs of any student who remains after school unless they are assigned a supervision duty for that particular day.
The front office is open between 7:00 AM - 3:30 PM.

Illness / Injury

The district nurse is available within the district daily. The school nurse or nurse's aide will be available in the Rockford High School nurse's office each day.

Student Illness

If a student becomes ill during class time, send the student to the health office with a pass and the health aide will evaluate the situation and if necessary, contact the parent for child pick up. An ill student needs to be sent home through the health office, **not by the student calling home asking to be picked up**.

Student Injury

All school staff should know how to stop bleeding, restore breathing and how to care for shock and minor injuries. If the injury requires more than first aid, the school nurse is called to access the injury. If it requires more care than we can provide safely at school, the parents are called and the child is monitored at home or referred to the doctor.

When an injury occurs, the teacher who witnesses the accident is responsible to prepare and sign the **Student Accident Report** (CLICK HERE) to attest to its accuracy. This report can be completed by a team of witnesses and the health care attendant (or school nurse). This report is filed in the student's health file. The lack of signatures on an accident report form does not alter the level of staff responsibility for the safety and welfare of a student while under the jurisdiction of the schools. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness

If you become ill during the day, contact the office, and they will assist you in procuring a substitute.

Staff Injury

All staff members are covered under Minnesota Worker's Compensation Act. If you are injured at work, please report this to your immediate supervisor immediately. Immediate supervisors will complete an online first report of injury form by asking you several questions. The online form is then submitted by the district office to the insurance carrier. In the event your immediate supervisor is not available, injuries should be reported to the business manager in the district office.

Internet Acceptable Use

Refer to District Policy 524

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

iTeam

In Tier 1 of the MTSS framework, all students receive high-quality, scientifically-based core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core curriculum, teachers may refer the student to the iTeam; who will determine if Tier II instruction, such as supplemental instruction, strategies, and/or programs would be appropriate. During the school year, iTeam meetings will occur before school by grade level.

Keys and Security

Staff members are issued keys to areas of this building in which they instruct or supervise. **Keys shall not be**

given to students. Please keep careful track of your keys. Losing a set of keys can create a tremendous inconvenience and loss to all staff members and students. Rooms not in use should be locked and lights turned off during unassigned periods and lunch hour. All rooms should be locked when you leave at the end of the day. If you are using the copier and/or the staff workroom after the front office staff has left for the day, all doors must be locked when you are finished.

Leaving School Premises

You must report to the office if for any reason you are leaving the school building during school hours. Students and staff must sign in and out in the main office to best track absences in the event of an emergency.

Mailboxes

Your mailbox should be checked daily so materials do not accumulate. When placing confidential materials in a fellow staff members mailbox, place them upside down; students disperse the daily mail. There is a mailbox for personal mail on the front office counter. Inter-office/building mail is picked up/delivered once per day.

Maintenance Repair/Set-Up Requests

All requests for maintenance or set-up help should be submitted through FMX system - Maintenance Request.

Multimedia Procedures

Multimedia materials and equipment are handled through the media center. Equipment requests should be made before the equipment is needed. You are responsible for the equipment in your room. It is important that you keep the equipment safe from theft. Equipment that can be easily carried away should not be left in the open.

Music Lessons

Students shall be allowed to leave class to attend music lessons with the band or choral director no more than six times during a nine-week marking period.

1. For music students in grades nine through 12 no more than three of the six lessons shall take place during any one class during that same nine-week marking period unless arrangements are made between the music and non-music teacher.
2. Being excused for a lesson is always at the discretion of the non-music teacher. Students will not leave for a lesson more than once a week and the lesson time should not exceed 20 minutes.
3. All pull-out lessons will be provided by contracted school music staff only.
4. Individual lessons provided by Community Education music teachers will be scheduled only during their scheduled band and choir class time.

No student will be required to take these lessons or receive a grading advantage for taking them.

No student seeking these lessons will be discriminated against because of ability level. (All band students have the opportunity for free school-provided private and/or small group lessons depending on available teacher time. Vocal students, grades nine-12 only, have school-provided group lesson time priority.)

Individual school-provided vocal attention is available on a limited basis. Instructors not on the school staff will be arranged through Rockford Community Education.

Parent and Teacher Conferences

Parent and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for the school year, please refer to the district calendar or contact the building office.

Payroll

Access your pay stub on the 1st and 15th of each month by using the Electronic Pay Stub. You can look up information relating to:

- a particular pay date
- your leave accounts
- your calendar year to date totals as of the day you log on, or
- your W4 information as of the day you log on.

Go to the district website: District Home, District Office, Staff, Staff Resources, SMART systems. If you have questions, contact Patty Vacek.

Pesticide Notice

A Minnesota state law went into effect in 2000 that requires schools to inform school employees if they apply certain pesticides on school property.
Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at the school office.
State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. The Rockford High School has a high quality camera for STAFF use within classrooms/activities. Staff is encouraged to check the camera out from the office and use it often.
Some of these photos may be published in local newspapers or in Rockford Area Schools' publications/emails/ websites. Parents may request that their child's photographs and identifying names not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Pledge of Allegiance

Refer to District Policy 531

At Rockford High School the Pledge of Allegiance is recited at least once each week, led by a student/students/staff member over the intercom.

Purchasing and Receiving

How to place an order and obtain approval for payment:

- **Step 1** Staff member completes an online order request through the SMARTeR System and transfers it electronically to the account clerk.
- **Step 2** Staff member alerts Principal's/Activities Secretary that an order has been placed in SMARTeR System. Principal's/Activities Secretary applies appropriate account code and routes the requisition to appropriate administrator for approval and to be encumbered to budget. After the requisition is approved, the District Office Account Clerk (Sara Pepin) transfers it to the purchase order status, and it is either mailed, faxed, or e-mailed to the vendor.
- **Step 3** Account clerk emails requisitioner status of order being sent. (no photo copies of purchase orders will be made).
- **Step 4** Order is shipped to appropriate building and delivered to requisitioner's area by custodial staff. ● **Step 5 Requisitioner/Receiver of goods checks order for accuracy, signs packing slip for approval and sends via interoffice mail to district office account clerk on the same day or as soon as possible after the items are received.**
- **Step 6** Account clerk matches packing slip to invoice and issues payment through Smart Finance.

All items are done in a timely manner so as to not receive finance charges or late fees. Public schools are required to pay all invoices within 35 days of receipt by state statute.

Summer Orders: Summer orders will request that delivery not be accepted until August 1st unless noted that it is needed earlier. Items delivered August 1st through the beginning of the school year will be kept in a central area, checked in by district office/custodial staff and then delivered to appropriate classrooms.

Recycling

Refer to District Policy 805

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

Safety Regulations

It is an absolute necessity that all staff members and employees are familiar with all safety regulations in the school, particularly those regulations concerning the use of power equipment and athletic/physical education equipment. It is the responsibility of each teacher to make sure that all students and persons under their charge fully understand all of the safety regulations within their departments. Although this policy will pertain particularly to those teachers who are directly involved with courses and activities which use equipment which may be termed hazardous, many other faculty members are assisting or directing activities where

potentially dangerous equipment is involved.

School Closing Procedures

Refer to District Policy 806

School may be canceled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. Notifications will be placed on the district website, www.rockford.k12.mn.us, and through the Infinite Campus Parent Portal.

School closing announcements will be broadcast over KARE (11) TV and also placed on their website at www.KARE11.com (click on School Alert). Announcements may also be made to radio station KRWC (1360) - Buffalo, WCCO (4) TV, KSTP (5) TV and KMSP (9) TV. In the event that school is closed, the district will hold an e-learning day. Teachers will have activities, notes and assignments posted on Google Classroom by 10:00am for the day.

Generally, school will be in session if it is felt that the buses can make their routes in relative safety. Even if school is in session, parents are asked to assess their situation and determine whether or not it is safe for their children to attend school on a particular day. If parents determine not to send their child to school due to deteriorating weather conditions, the absence will be excused.

Student Activity Accounting

All staff that collect fees are responsible for completing deposit slips and complying with district finance regulations. All cash should be kept locked and submitted to the District Office in a locked money bag (via the Student Services or Activities Secretary).

All staff advisors to student organizations are required to comply with established purchase order procedures. All necessary forms and information are available in the office. No items may be purchased without a purchase order. No bills will be paid unless a correct purchase order has been secured in advance. All members of the coaching staff will obtain necessary permission for purchases from the Activities Director.

Student Publications

Refer to District Policy 505, 512, 904

Posters, signs, and circulations must be approved by administration. For students and employees, approval is needed 24 hours in advance of desired distribution time. For non-school persons, approval needs to be obtained five (5) days in advance.

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the

appropriate use of a personal vehicle to transport one or more students.
If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations. A complete copy of the school district's "Student Surveys" policy may be obtained on the district website at www.rockford.k12.mn.us.

Suspension

The suspension of students is an administrative function. It can follow a teacher's discipline referral.

Technical Support

All requests for technology assistance or set-up help should be submitted through FMX by going to www.rockford.k12.mn.us and clicking the Staff menu and FMX System.

Telephones

Employees are not to make any personal long distance calls that will be charged to the school on school phones.

Textbooks

Be sure that all textbooks are stamped and numbered, if not utilizing the Media Center's barcode system. Record the number of the book given to each student on a proper form or paste in your lesson plan book. Check this number against the number in the book they/them returns at the end of the trimester/year. Textbooks are to be issued and collected by the teacher using them. It is advisable that they be checked periodically to see that students are taking proper care of them. Fines are collected at the end of the trimester for all lost or misused books. If you need help in determining appropriate fines, please consult the principal. A complete inventory of all textbooks will be requested of each teacher at the close of the school year.

Visitors

Refer to District Policy 903

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the

student learning process or employee-working environment.

PART II - TEACHER RESPONSIBILITIES

Classroom Management

Good classroom management describes a school setting where a classroom is run on a successful educational plan.

Good classroom management leads to learning respect for self, others, school subject matter, and education itself. Good classroom management is essential to the learning process. Teachers are expected to command their classroom. A classroom environment conducive to teaching and learning should prevail. The welfare of each individual student is the responsibility of the teacher.

It is expected that every teacher will clearly communicate, in writing, their classroom learning and behavior expectations. Consistent application of those expectations is critical to successful classroom management.

Discipline should be primarily handled in the classroom. However, situations do arise where sending the student to the office to process with an administrator is necessary due to either safety or educational concerns. When sending a student to the office, please call a school secretary to notify them of the student that will arrive as well as the reason for the office visit. Fill out a Behavioral Referral in Infinite Campus. Be aware of how you respond to a student in these situations. Do not engage the student in ways that may escalate the situation. Maintain a professional approach; do not engage in a power struggle with the student. Additionally, there's no quicker way to create an unmanageable situation than to grab or strike a student. The result of such action is the loss of student respect and conflict with parents. However, it is permissible to physically restrain a student to prevent harm to the student or others.

Sending a student out of the room draws attention to a possibility that the student is in need of help from people in special services. The special services department includes the counselor, LD teachers, IH teacher, EBD teachers, DH teachers, the principal, psychologist, social worker, nurse, and any agency that can help bring about a solution to the problems presented by the student's behavior.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records, and lunch account information through the Parent Portal. Student grades must be updated weekly to ensure that parents have timely access to information.

Mid-Term and Final Grades

Grades should be submitted by the deadline given by the school counselor. This allows report cards to be printed and ready for conferences, or mailed in a timely manner.

Incomplete Grades

Incomplete grades must be made up within two (2) weeks following the end of the marking period. If the incomplete grade is not made up within the two (2) week time period, then the grade will turn to a failure or the grade earned by the student without the make-up work turned in. Please contact the office if extenuating circumstances apply.

Weighted Grading

The rationale for weighting: additional weight is given for courses that are designed to develop a high degree of productivity including substantial homework and written testing requirements. Classes weighted include a variety of Advanced Placement (AP), International Baccalaureate (IB), and College In the Schools (CIS) classes.

Weighted classes will receive a two grade increment increase. On a 4.0 scale, weighted classes will be given a .66 boost. (Example: 3.0 grade in a weighted class on 4.0 scale becomes 3.66.)

College courses taken by PSEO students, deemed by Rockford High School to be equivalent to its eligible courses, are eligible for weighted grading.

If a student takes a weighted class at Rockford High School, that student cannot receive weighted grading for the equivalent class taken at college.

Lesson Planning

The responsibility for organization and execution of an instructional plan is that of the individual teacher. This vital component of the teacher's job is challenging and complex.

Parent Communication

Communication between parents and teacher is vital. Teachers are strongly encouraged to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child's grade is below passing.

Teacher websites are another extremely valuable communication tool. Teachers now have a google classroom. Each class page must, at the minimum, include:

1. Contact information
2. A brief course description
3. Timely information (ideally, this information will include upcoming assignments, due dates, and other pertinent information
4. Website tools in use (tools not in use should be hidden)

Teachers are encouraged to use their websites to communicate information about upcoming assignments and events; share resources; and provide other pertinent course information.

Additional opportunities to communicate about what is happening in the classroom include, but are not limited to, weekly bulletins, monthly newsletters, the Rocket Report, emails, and phone calls.

Passes

Teachers are responsible for the students assigned to their classes during the time classes meet. Issue passes with some caution and maintain a pass sign-out list on your desk. No student is to be out of the classroom without a pass.

Professionalism

All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers.

Room Appearance

Make your room a pleasant place in which to be, and insist that your students treat school property with care and respect. It is the teacher's responsibility to, at the end of the day, leave the room in a condition that will allow the custodial staff to perform their cleaning tasks. Take a few minutes at the end of the school day to have your students straighten out the room. Do not use push pins or tape on the walls.

Staff Development

Complete the following process for any staff development:

1. Complete Staff Development Form found on the Rockford website (Staff=> Staff Resources => Staff Development Form)
2. At a minimum of 2 weeks prior to the event, the form must be routed to the appropriate person listed below:
    a. Q-Comp requests: Q-comp coordinator
    b. Special Education: Special Education Coordinator
    c. All other requests: Building Principal
3. Form will be Approved or Not Approved
4. Forms (Approved and Not Approved) will then be routed to the Director of Teaching and Learning
    a. If Not Approved, person will be provided with an explanation
    b. If approved, schedule a substitute through Kelly Services
        i. The Director of Teaching and Learning will approve a substitute through Kelly Services 5.

All completed forms will be housed in the District Office and tracked by the Director of Teaching and Learning.

Supervision

All teachers have responsibility for maintaining and promoting an atmosphere in the school that is pleasant, positive, and productive. Whether in the classroom, in the hallway, in the cafeteria, outside the building, at an athletic event, or on a school bus, the teacher is a role model and a manager of the educational well-being of all students. It is a teacher's duty to correct inappropriate behavior whenever or wherever it occurs. Taking immediate and decisive action in instances of errant behavior contributes to the improved

behavior of the students immediately involved as well as to the overall school atmosphere.

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways between classes.

After-School Activities Supervisors

Advisors are to be present during the time any student or student group is meeting after school hours. School keys are not to be given to students. The advisor is responsible for checking to see that all lights are off and doors are locked at the conclusion of the activity.

Assemblies

All teachers, unless excused by the principal, are to be present at all assemblies, lyceums, pep fests, and the like. Supervision will eliminate or prevent most discipline problems. Teachers are to take seats in the bleachers or auditorium among the students.

Hallways

Stand outside the doorway to your room when classes are passing. In addition to your classroom, all teachers have a responsibility to take care of problems arising in their presence. If you do not think you can properly take care of a situation, seek help from another teacher or the office.

What students do before school, between classes, or at lunch affects what they do in the classroom. Each teacher is obliged to do whatever necessary to make that effect positive. When you quell unruly activity, show concern for a disaffected or disturbed student or support a colleague by carrying out either school policy or common codes of acceptable conduct. You are performing an essential teacher task, i.e., the creation of an atmosphere in which learning can take place. THANK YOU FOR YOUR HELP!

Student Attendance

Every teacher must take attendance every period, every day, as early in the period as possible. Be sure to include tardy information when recording attendance.

Instructors who will be absent with students for activities are to email a list of these students to the RHS staff.

Tardiness

Insist that your students be on time to class. Teachers are to handle student tardiness in their own way. Be sure to record all tardies. Do not send students to the office for being late to class.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Galaxy Kids Program Handbooks for 2023-2024

Meeting Date: _____

Prepared by: Cody Hallahan

Date Prepared: 3/21/2023

☐ Information ☐ Briefing ☐ Action ■ Enclosure Item(s)

Enclosed are the 2023-2024 Galaxy Kids Program Parent Handbook and Staff Handbook. The following changes were made in each Handbook:

Staff Handbook:
- Dates changed to the upcoming school year
- No other changes applied

Parent Handbook:
- Dates changed to the upcoming school year
- No other changes applied

Building a Community for Life-Long Learning

Rockford Area Schools
COMMUNITY EDUCATION

2023-2024

Parent Handbook

GALAXY KIDS
School Age Care

Galaxy Program

Table of Contents

Table of Contents 1

Introduction 2

Mission Statement 2

Open Door Policy 2

Registration and Enrollment Information 2

How to Register 2

Enrollment Periods 3

Hours of Operation 3

Schedule Options 3

Fee Schedule 3

Additional Fees 3

Financial Assistance 4

Invoicing/Payments/Auto-Pay 4

Forms 4

Calendar Form 4

Drop-In Form 4

Contract Change/Withdrawal Form 4

Care Credit Form 4

Activity Form 5

Transportation Form 5

Communication 5

Reports 5

Orientation 5

Parent Feedback 5

Conferences 5

Arrivals/Departures 6

Sign In/Out 6

Unauthorized Pick-Up 6

Health and Safety 6

Nutrition Guidelines 6

Lunch/Breakfast Fees 6

Accidents/Injuries 7

Illness and Absence from Program 7

Chronic Health Conditions 7

Communicable Diseases 7

Administering Medications 7

Insurance 7

Sunscreen 7

Blankets/Extra Clothes 8

Child Guidance/Behavior Management 8

Behavior Expectations 8

Bullying 9

Staffing Ratios 9

Emergency Procedures 9

Lockdown Procedures-Soft 9

Lockdown Procedures-Hard 9

Evacuation Procedures 10

Sheltering Procedures 10

Severe Weather 10

Energy Curtailment 10

Programming 11

Transportation 11

Field Trips 11

Cell Phones/Electronic Devices 11

Pets/Animals in the Program 11

Community Partnerships 11

Data Privacy 11

Fee Schedule 12

Introduction

Welcome to Galaxy Kids Program! We are pleased that you have selected our program for your child. Galaxy Kids Program is a quality school-age care program offered for children in preschool through grade six. The goal of our program is to create a caring, quality, learning environment that will complement your child's needs. Galaxy Kids is certified through the Department of Human Services.

Galaxy Kids Program offers your child choices for experiences in the areas of art and drama, music, sports, language arts/reading, group games, technology, community service, homework assistance, and quiet time. The children are encouraged to pursue their interests, develop confidence and independence, make new friends, and of course, have fun!

Galaxy Kids Program is sponsored by the Rockford Area School District 883 Community Education Department. Like all other district programs, we are governed by the policies and guidelines of the Board of Education.

This Parent Handbook is designed to inform you about our program procedures. Please read through the handbook carefully, paying special attention to the policies and schedules. Since the Galaxy Kids Program is housed in the Rockford Elementary Arts Magnet School (REAMS) building, it is important to familiarize yourself with the REAMS handbook. It is available on the Rockford Schools website under REAMS Office.

Please feel comfortable contacting us through phone calls, emails or stop-in visits. Our goal is to work in partnership with our families in order to provide the children with a safe and caring environment.

Mission Statement

Galaxy Kids Program is committed to providing a safe, enriching learning environment for students in our community during their out of school time. We strive to work cooperatively with students' families, school-day staff, and our community to provide a quality, year-round child care program that is dedicated to continually improving our program. We encourage self-expression and creativity, build self-esteem and confidence, and promote positive behavior, social skills, and friendships. Galaxy Kids Program is dedicated to providing an inclusive environment for students of varying abilities and needs, allowing all students to feel safe and respected. We encourage students to make choices, gain independence, and experience a variety of social and educational experiences. It is our purpose to help each child develop to the best of their individual ability in an atmosphere in which each child will become a valued member of our school community.

Open Door Policy

Parents are welcome visitors to our program. We appreciate input regarding program expectations, suggestions, ideas and comments on ways to improve our service to you and your family. You may direct suggestions, concerns, compliments and complaints to the program coordinator, either verbally or in writing. You are welcome to leave a note in the Parent Box or be sending an email. You are also welcome to direct questions, concerns, and comments to our Community Education Director.

Registration and Enrollment Information

Openings are determined on the basis of the number of adult staff-to-child ratio (1 Adult: 15 K-6 children and 1 Adult: 10 preschool children). When openings occur, parents/guardians of registered children are contacted for enrollment on the basis of: 1) the time slot indicated on the registration form, and 2) on a first-come basis for the time slot according to the date of registration.

How to Register

Parents will register using their Eleyo account. You can register for an account by visiting https://rockford.ce.eleyo.com/. Parents will pay a non-refundable enrollment fee at the time of registration. Your child is not registered until the fee is paid. If you are enrolling your child after the registration dates you will need to work with the supervisor to determine a start date for your child within the program. Non-payment of previous Galaxy charges will result in a delay in enrollment until all fees are paid.
Please allow a minimum of three to five business days to process enrollments.

Enrollment Periods

Galaxy Kids has 2 sessions each year, School Year and Summer. Each session requires a separate registration. The school year enrollment period is from the first day of school until the last day of school. The summer enrollment period is for 10 weeks, starting the first Monday after the school year ends and ending the last full week in August. **Please note the 2022 Summer Program begins on the first Tuesday after the school year ends.*

Hours of Operation

Galaxy is open Monday through Friday, from 6:00am to 6:00pm, including during the summer session and on theme days. The program will be closed the following district holidays: Labor Day, Thanksgiving Thursday and Friday, Winter Break, Presidents Day, Good Friday, Memorial Day, the Friday after the end of the school year, week of Independence Day, and the week before the start of the new school year. Weather-related school closings are addressed in a separate section of this handbook.

Schedule Options

Consistent Schedule Option: Choose this option if you need care on the same days of the week each month. 2 days per week is required to receive the regular rate. One day or less is billed at the Drop-in rate.

Pick-Your-Day Schedule Option: Choose this option if your care needs vary from week to week and will not always be on the same day each week. 8 days per month are required. 7 or less days will automatically be billed at the Drop-in rate.

Drop-In Option: Families have the option to register as Drop-in only. Choose this option if you do not consistently need care or need less than 8 days per month. Drop-In days should be requested 3 business days in advance using your Eleyo account. There is an additional charge of $2.00 above the regular fee. These days can be accommodated based on space and staff availability. Drop-in care may not be available on certain field trip days. No refunds are available for canceling a requested drop-in date.

**Field trips are typically scheduled for every other Friday during the summer program. On-site care isn't available on field trip days. A field trip fee will be applied to your account if you register your child for a day a field trip is scheduled. Field trip fees are listed on the permission form ($10 or less).*

Fee Schedule

Please see last page for Fee Schedule

Additional Fees

Finder's Fee: $5.00 if your child does not come to Galaxy after school and Galaxy was not notified directly by a parent and the buses are delayed while searching.

Late Payment Fee: $25.00 will be applied to your account if your payment is not received by the due date. If a family is unable to make payment by the due date, contact the supervisor to discuss payment arrangements. If no payment or contact is made within 7 business days of the due date, child care may be terminated. Your family will be unable to sign up for any other Community Education offerings until the account is paid in full.

Late Schedule Fee: $25.00 will be applied to your account if your Pick Your Own schedule is not received by the due date. If you have questions on your schedule, please contact the supervisor before the date the schedule is due. If you no longer need care, please submit a Contract Change Form and request to withdraw your contract using your Eleyo account.

Late Pick-Up Fee: Galaxy Kids Program closes at 6:00pm each evening and it is important that our daily operations can conclude on time. Due to the additional expense of staff members staying late when parents arrive after the program closes you may be charged a Late Pick-Up Fee. Galaxy Kids Program will apply a fee of $5 for the first 10 minutes a child is picked up late. After the first 10 minutes, $1 per minute will be applied to your Eleyo account.

Financial Assistance

Financial assistance may be available for qualifying families through state or county funds. Contact Wright or Hennepin County Human Services based on your county of residence. Written authorization from the county must be received by Galaxy before a child can begin care. If financial assistance is

cancelled, you will be responsible for all expenses incurred. Families receiving assistance must assume responsibility for fulfilling county requirements such as providing child care schedules, submitting timely reports and making payments not covered by the assistance program in a timely manner. If co-pays and remaining care payments are not made in a timely manner, Galaxy Kids Program reserves the right to end care until your balance is paid in full. Parents participating in financial assistance programs are responsible for checking their balance due on their Eleyo account and paying the remaining balance due after assistance payments are applied.

Invoicing/Payments/Auto-Pay

Since the Summer of 2022, all families must have auto-pay added to their accounts to receive child care from Galaxy.

Summer Program- Care will be billed on a bi-weekly basis. You will receive an invoice every other Monday, with payment due the following Thursday.

School Year- Care is billed based on the days you have contracted for. Invoices will be available for payment on the 15th of the month prior to care. Payments are due by the 25th of the month prior to care being provided (i.e. September payment is due by August 25th). Galaxy Kids Program is a pay ahead program. If your payment is not received by the due date, care cannot be provided.
Drop-in Care will be invoiced during the next billing cycle.

Forms

All Galaxy Kids form that you will need are located on-site in the main Galaxy classroom and on our website. The Drop-In Care Form is NOT located on the website. This form is located on-site in our main classroom to ensure the safety of each child when additional care is scheduled. Please contact a Galaxy staff member or the Galaxy coordinator for help filling out a Drop-In Form.

Drop-In Care Form

If you need emergency Drop-in care (less than 3 business days' notice) please call Galaxy Kids Program directly. You will be asked to sign a Drop-in Form when you arrive to pick-up your child.

Contract Change/Withdrawal Form

If you need to withdraw your child from Galaxy, we require a ten business day written notice. Please give notice using the Contract Change Form, in addition to withdrawing your contract using your Eleyo account. If you withdraw your child without the required written notice, you will be billed tuition for the rest of the required time. Re-enrollment will be dependent on space availability and cannot be allowed until any outstanding balance is paid in full.

Vacation Credit Request Form

If you have planned time that your child will be away from the program and you are contracted for a Consistent Schedule at least 2 days a week, you may request a Vacation Credit for the days your child will not be attending Galaxy. Forms are due by the 14th of the month for the following month (example: September Vacation Credit Request Forms are due by August 14). Families on consistent schedules may receive a credit for up to one week of care per month, based on the number of days your child attends per week. Example: If your consistent schedule is set for 3 days per week, you may use up to 3 credit days per month.

You are responsible for all costs incurred for your contracted days, whether your child attends or not, unless we have received a Vacation Credit Request, contract change or withdrawal with sufficient notice.

Activity Form

If your child will be attending an activity while scheduled for care at Galaxy Kids, please fill out and return an Activity Form 10 business days prior to the activity. On this form you can indicate if you would like a Galaxy staff member to bring your child to and from the activity, date, time, and location of activity, and special instructions for the staff member.

~~Transportation Form~~

~~If your child will be attending an off-campus activity that requires transportation in a school approved vehicle please fill out and return a Transportation Form 10 business days prior to the activity. A $30 per season fee is charged for transportation using school vehicles.~~

Not available during COVID-19 pandemic.

Communication

Galaxy Kids strives to maintain open and clear communication. We will regularly send out updates and monthly newsletters, as well as individual communication with each child's family on an as-needed basis. You will also receive monthly reminder emails when forms and payments are due.

Each family is assigned a mail slot to receive periodic communication (cubby). Children can also store completed projects and items; however parents are responsible for making sure your family's cubby is emptied each day.

Reports

If your child has an accident, incident, or serious behavioral issue you will be notified by Galaxy staff using either an Incident/Accident Report or a Behavior Report. You will also receive a form indicating if your child isn't feeling well, along with what actions were taken while your child was at the program.

Orientation

An orientation will be offered at the beginning of each session. An email orientation will also be sent out to all families at the beginning of each session.

Parent Feedback

We welcome feedback, both positive and negative, at all times. If you would like to share feedback you may email the coordinator, leave a note in the locked wooden box, or call and speak directly with a staff member. You may also request a conference with the coordinator regarding your child. The coordinator may also request a conference regarding your child if the need arises. You will also be asked to participate in a survey at least annually.
We encourage parents to be as involved with our program as they prefer. You are invited to participate in the Community Education Advisory Board or Accreditation Stakeholder team if you would like to advise on policies and procedures regarding the program.
Galaxy Kids follows ISD 883's grievance procedures and policy # 103 regarding complaints from students, employees, parents, or other persons. You may report concerns or complaints directly to the school district or to an individual employee. The employee will advise their immediate supervisor of the complaint. For more information, please see policy #103 on the district website.

Conferences

If you would like to meet to discuss your child's progress while at Galaxy Kids Program you may request a conference with the program supervisor and classroom assistants that work with your child. Please be sure to schedule conferences in advance so staff members can prepare and additional staff members can be scheduled if need. The program coordinator may request a conference with you regarding your child if the need arises.

Arrivals/Departures

Sign-In and Sign-Out

Parents are required to sign their child(ren) in and out of the program each day. Please sign your child in/out using the Galaxy Kids iPad and make sure a Galaxy staff member knows you are taking your child. This is a safety measure. Parents are responsible for keeping their Authorize Pick-Up list current on their Eleyo account. If an emergency arises and some not on your authorized list will be picking up your child, please call Galaxy kids BEFORE the person arrives to pick up your child. You will be asked to follow-up with the information in writing as soon as you can (example: email). All persons not recognized by staff will be asked for photo identification. Be sure we have current phone numbers where you can be reached during your child's time at Galaxy in order for us to verify that you are aware of this change.

If a parent sends a sibling to pick up child from Galaxy, the sibling must be at least 12 years of age and must be listed on your Authorized Pick-Up List as someone who can pick up the child. The sibling must either be known to staff or have a picture ID.

Unauthorized Pickup

If you do not want your child's other parent or grandparent to pick up said child, you must give us a copy of a court order with that information.

Health and Safety

Please keep your child's emergency information current. Registration and emergency information is kept at our program for each child. You may update

your information using your Eleyo account. If you update your information after your initial registration, please notify us so we can updated our safety lists.

Nutrition Guidelines

Galaxy Kids Program is committed to serving a variety of healthy and nutritious food during program hours. Students will be offered snack options each day that include a balance of fruits, vegetables, grains, and proteins, while limiting foods high in fats, sodium and sugars. Students will be offered water, low or non-fat milk, and 100% fruit juice with each snack. Staff members will support children's abilities to self-regulate eating (i.e. only eating until full) as well as model healthy eating habits. Breakfast is available on school days through the district hot lunch program. Breakfast may be purchased through the REAMS office. You must contact the supervisor to set up an account if you do not have one. We will be taking the children to the lunchroom before the start of the school day. Please check the district menu and if you do not want to participate in the breakfast program for that day, you are welcome to send a breakfast snack with your child. On non-school days a breakfast snack will be provided through the Galaxy Program.

Lunch is provided on school days through the District 883 hot lunch program. Lunch may be purchased through the REAMS office or using your Parent Portal. You must contact the Galaxy supervisor to set up a lunch account if you do not have one. Milk will be available for purchase to supplement lunches brought from home.

2023-2024 LUNCH AND BREAKFAST PRICES

Breakfast Kinders: Free, PK & 1st-12th Grade: $2.00
Elementary Lunch $2.90
Middle/High Lunch $3.15
Adult Lunch/2nd Lunch $4.95
Milk $.60
Lunch and Breakfast Prices subject to change as determined by Taher Food Services.

For more information regarding your child's lunch account, payment methods, and eligibility for free or reduced price meals, contact 763-477-9165. Please see District Policy 730R in the District Student/Parent Handbook.

Cold lunch is necessary to bring on all non–school days and during the summer program unless otherwise stated. When sending a cold lunch with your child/children, families are responsible for ensuring that the contents of your child's/children's lunch are appropriately packed and cooled, especially if sending a milk product or a perishable food item. We ask that you do not send pop to drink.

Afternoon snacks are included in the tuition fees and will be served each day at 3:30pm. Please check the monthly menu on our webpage to see what is being served each day. During the summer program, a breakfast snack will be served at 7:45am each day. Breakfast snacks are included in your tuition fees during the summer.

Accidents/Injuries

All adult Galaxy staff members receive training in 1st Aid and CPR. If a child has a minor injury, the attending staff person will treat the injury and inform the **parents/guardians via phone call or through our accident/injury report form.** If a serious accident should occur, the staff will contact the parent/guardian and call 911. If emergency treatment is necessary, the child will be taken to Buffalo Emergency Care and the parent will be responsible for all medical expenses.

Illness and Absence from the Program

In case of illness a child should not attend Galaxy Kids Program if ANY of the following symptoms occur: Fever above 99 degrees, severe cold, undiagnosed rash, vomiting, diarrhea, sore throat, upset stomach, body aches or head lice. Please contact the coordinator if your child has any communicable diseases so that we can inform other parents that their child may have been exposed.

Chronic Health Conditions

If your child has a medical need or chronic health condition, please contact the Galaxy coordinator to schedule a meeting prior to your child beginning our program. It is important to us that we have as much information as possible to provide the highest quality care for your child.

If a child should become ill with any of the symptoms described above, Galaxy Kids Program staff will contact a parent/guardian and request that the child

be picked up from the program within one hour of being contacted. If a parent/guardian cannot be reached, a program staff member will get in touch with an emergency contact as listed on your Parent Portal.

Communicable Diseases

To avoid the spread of germs and for the benefit of the ill child, a child displaying any of the above symptoms will be asked to rest in a quiet area away from other children while waiting. Your child/children may not return to Galaxy Kids Program until she/he has a written doctor's notice, has not vomited or had diarrhea for 24 hours, or has been on medication for at least 24 hours.

Please Note: Because head lice is terribly contagious and extremely difficult to eradicate, Galaxy Kids Program reserves the right to check each child's head upon arrival and may refuse to care for any child who shows any evidence of lice infestation.

If you have signed up your child for a day to attend the Galaxy Kids Program and your child is ill and unable to attend we ask that you call us as soon as possible. To call your child in sick, please call the Rockford Attendance Line at 763-477-7525 and select Option 4. You will be charged for the day. However, if we need to locate where your child is because you have not notified us, we will also charge a Finder's Fee.

Administering Medications

A form from a doctor must be presented before any prescription medications can be given to any child at Galaxy Kids Program. Medication must be in its original container, properly labeled. These medications will be kept in a locked location, away from children. Over-the counter medications may be administered if a Medication Form is on file with a parent's signature.

State of Minnesota Rule 3 Licensing Requirements for Child Care Centers (Section 9503.0140, Subparagraph 7) states: "non-prescriptive medications and topical ointments must be administered according to the manufacturer's instructions." Galaxy Kids Program requires parent/guardian authorization for administration of non-prescriptive medications such as Children's Tylenol.

Insurance

Medical insurance coverage for the Galaxy Kids Program is the responsibility of the parents.

Sunscreen

Children will have the opportunity to go outside each day that weather permits. It is important that you put sunscreen on your child each day. Students are allowed to keep this in their backpacks to re-apply throughout the day. Parents are responsible for supplying sunscreen for their child during program hours. Sunscreen should be labeled with your child's name and grade. If sunscreen is not provided, your child will do alternative indoor activities in place of outdoor activities unless a waiver is signed.

Blankets/Extra Clothes

Preschool/kindergarten students should bring the following for daily use: blanket for nap time and an extra set of clothing and underwear in case of accidents. Please put the extra clothing in a storage bag labeled with the child's name and kept in his/her backpack at all times. Notices will be sent home if extra clothing was used or if you need to take the blanket home to wash. We take precautionary measures to maintain the blankets here as well.

Galaxy Kids Program follows District Policy 516 in regards to Health and Safety in the District Parent/Student Handbook.

Child Guidance/ Behavior Management

Galaxy Kids Program is dedicated to creating a positive and encouraging classroom community by implementing positive behavior guidance techniques with all children. Our program is dedicated to being inclusive of children of all abilities. Our goal is to teach children positive ways of dealing with conflict while maintaining a safe and caring environment for each child. Galaxy Staff follow the School Discipline Policy 506 from the District Student/Parent handbook.

Our program staff use developmentally appropriate language to help children make desirable choices, to become cooperative persons who are responsible for their own actions, and who respect the rights, feelings, and property of others. Staff members are

committed to being positive role models, employing positive, non-threatening techniques, and consistently acknowledging and encouraging positive behaviors and attitudes.

Behavior Expectations

The basic expectations for students to remember are:

1. We respect ourselves, others and property
2. We behave in a safe and orderly way.
3. We act as responsible citizens.

Unacceptable Behaviors:

· Any violations of the District Disciplinary Policy
· Violations of listed basic expectations.

Examples of unacceptable behaviors include, but are not limited to:

· Physical aggression
· Drugs, alcohol, tobacco or weapons used or in possession on the premises.
· Destruction of property.
· Unsafe activities such as leaving the area without permission, behavior which endangers others, etc.
· Behaviors that disrupt activities and/or other program participants.

Consequences for Unacceptable Behaviors:

· Loss of Galaxy privileges or activities.
-Positive conflict resolution between all parties involved and program staff.
· Meeting with Galaxy staff and other children involved. Positive redirection.
· If behavior is severe, parents will be contacted to pick up their child immediately.
· Suspension from the program from 1-5 days.
· If negative behaviors are continuous, parents will meet with program staff for a conference. Behavior improvement action steps will be developed and signed by child, parent, and program staff.
· If there is no improvement using the new behavior plan, parents will be notified to discuss possible disenrollment from the program.

Galaxy Staff will notify enrollees, as well as parents, of any violations and resulting disciplinary actions. The Galaxy staff will document this notification on a behavior report and give a copy to the Galaxy supervisor.

We follow district policies 506 and 525 for all violent and severe behaviors from the District Student/Parent Handbook.
For additional information regarding students with disabilities, please see the Americans with Disabilities Act. https://www.ada.gov/

Program staff will meet with the Community Education Director and other appropriate district staff regarding decisions that need to be made due to severe discipline.

Bullying

Galaxy Kids Program followings ISD 883's Policy 514: Bullying Prohibition Policy. The policy defines "Bullying" as:
"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.

"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, 514-3 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."

If children are displaying behavior that is consistent with bullying and previous behavior interventions have not been successful, a meeting will be scheduled with the parents and program coordinator to discuss a Behavior Plan.

284

Staffing Ratios

We follow the ratios of staff to children recommended by the State of Minnesota, the National Association for the Education of Young Children (NAEYC) and the MN Afterschool Accreditation Program (MAAP). Independence will be encouraged by allowing children to do things for themselves, but a staff member must be present at all times. Student workers may be included in the staff to student ratios; however they will not be alone with children at any time. Additional staff are scheduled during high-risk activities, such as field trips or community outings.

Preschool: 1: 10 (maximum 20)
Kindergarten-Grade 6: 1: 15 (maximum 30)
Mixed Group: For mixed age group we staff in accordance with the youngest age group present

Emergency Procedures

Galaxy Kids Program follows all of ISD 883's Emergency Procedures. Emergency drills are completed and documented on a scheduled basis.

Lockdown Procedures-Soft

Soft lockdown procedures will be implemented if there is a threat outside the school building or a non-threatening emergency circumstances that people need to be kept away from.

1. Coordinator or building principal will announce "SOFT lockdown" procedures.
2. Staff members will direct all students to the nearest classroom, including those outside.
3. Custodians will lock exterior doors.
3. Staff will clear hallways, restrooms, and other rooms that cannot be secured.
4. Staff members will close all shades, lock classroom doors and control all movement inside the classroom. Students will **continue activities as planned within the classroom**.
5. Coordinator or building principal will announce "all clear" when the situation has resolved.

Lockdown Procedures-Hard

The threat/intruder is inside the building

1. Coordinator or building principal will announce "HARD lockdown" procedures.
2. Staff will immediately direct all students, staff, and visitors into the nearest classroom or secured space and **LOCK THE DOORS.**
3. Staff members will turn off lights and keep all students away from windows and doors and out of sight.
4. Staff members will not allow parents/guardians to enter the building during an active hard lockdown. Parents will be notified if a hard lockdown occurs and will be notified as soon as it is safe to pick up your children.
5. Everyone in the building will remain in place until the situation has resolved.
5. Coordinator or building principal will announce "all clear" when the situation has resolved.

Evacuation Procedures

In the event of a fire or smoke from a fire that has been detected staff members will:

1. Evacuate students to the nearest designated safe area. See map located on each classroom door.
2. Staff members will take their tracking board along with them and ensure all children have been accounted for. A designated staff member will take the master attendance sheets along and ensure all students signed into the program have been accounted for.
3. Report missing or unaccounted for students to the coordinator right away.
4. No one may reenter the building until the building is declared safe by fire or police personnel.

Sheltering Procedures

1. Coordinator or building principal will announce when students should take shelter.
2. Staff members will move their group to the designated safe area nearest to where the group is located. Staff members will take their tracking board along with them and ensure all children have been accounted for. Staff and students will take the closest and safest route to the designated shelter.
3. Staff members will implement "drop and tuck" procedures": Face an interior wall, drop to knees and roll forward on the balls of your feet. Tuck head down and place hands on top of head and neck.
4. Once all students are safely sheltered, staff will take attendance to ensure all students are accounted for.

Severe Weather

School Closing: Galaxy Kids Program will be CLOSED if school is closed for the day. Families are still financially responsible for the day.

2-Hour Late Start: Galaxy will OPEN at the regular time. If the decision is made to close school, Galaxy will remain OPEN depending on the severity of the weather. Parents will be contacted immediately if the decision is made to close Galaxy.
Early Dismissal: If school is dismissed early, Galaxy will remain OPEN depending on the severity of the weather. Parents will be contacted immediately if the decision is made to close Galaxy.
After School Activities Cancelled: If after school activities are cancelled, Galaxy will remain OPEN regular hours depending on the severity of the weather conditions.

Invoices will be adjusted in the event a child's time at Galaxy is extended.

Announcements will be made on the district website at www.rockford.k12.mn.us, local radio and TV stations as well as phone call notice to district families.

During summer session, Galaxy Kids Program will maintain the following inclement weather policies:

If inclement weather occurs and poses a risk for children and program staff, Galaxy Kids Program may close. Program staff will contact you to inform you of the program closing. Supervision will be provided up to 2 hours after the closing announcement.

We follow District Policy 806 Crisis Management for all Emergency Situations from the District Student/Parent Handbook. This manual can be found on the Rockford Schools website at www.rockford.k12.mn.us. Click on District and then District Policies.

Energy Curtailment

During the summer months Rockford Area Schools participate in a program called Excel Energy Peak Control, which means we are obligated to shut down the majority of electricity in our district. The school district works with Excel to make the best use of available power during these limited power use times. To keep our kids cool and safe, we may bring them to the Community Center Field House on these days. The hours of peak control vary with each control period. These days only take place in our district on odd numbered days when the heat index is high. If it is an even numbered day, we are allowed to operate as usual unless there is an extreme emergency.

Programming

Galaxy Kids Program strives to ensure our lesson plans and curriculum supports youth development and engagement. Lesson plans and activities focus on all aspects of youth strengths and needs, including physical, social, emotional, and cognitive/academic needs. Lesson plans and Activity Planning Forms will be adjusted to reflect the needs, interests and abilities of all students. Developmental needs will be intentionally supported through daily activities, including daily lesson plans, monthly schedules, transition games, and daily informal interactions with students.

Transportation

Students will only be transported during program hours in authorized school vehicles. Field trip transportation is provided by 4.0 Transportation. Transportation can also be provided by Galaxy employees who have received training to drive a district-owned van. Children will never be transported in staff member's personal vehicles for any reason.

Field Trips

During non-school days, especially the summer program, Galaxy Kids Program will be attending field trips. It is essential to arrive with adequate time before departures as Galaxy Kids will not delay a departure to wait for late arriving children. Please do not send additional money with your child unless informed that you may do so. On the days of field trips, no other on-site care will be available. As a reminder, children will need to bring a cold bag lunch/drink for ALL field trips. Parents/guardians are responsible for contacting program staff by 8:00 AM if a child/children are unable to attend a field trip. You will pay for the field trip if you have signed up your child on your monthly Calendar Form.

We will also take walks to the Rockford Public Library during the summer program. You will receive a monthly schedule of our visits. It is important that your child have a valid library card in order to attend. This only applies to students entering grades 1-6 as we do not take preschool and kindergarten students.

To see which days your child will be attending, be sure to check our website or the on-site parent bulletin board for the schedule.

Cell Phones and Electronic Devices

Galaxy staff members plan activities that are designed for students to be actively involved with other Galaxy kids during their time in the program. Bringing personally owned electronic devices to Galaxy is discouraged. Galaxy is not responsible for lost, broken, or stolen items of this nature. Student use of district-owned technology is closely monitored. Students must follow guidelines for appropriate use of devices such as IPads. Galaxy will not allow photos to be taken of staff or other students. Posting photos on social media will result in a conference with parents and further disciplinary action. Please see District Policy 506 and 524R in the District Student/Parent Handbook.

Pets/Animals in the Program

On occasion, Galaxy Kids Program may have working service dogs at our locations. We also may have presentations from outside organizations involving animals. Parents/Guardians are asked to check with the supervisor and/or staff before bringing any animals into the program. You will be notified in writing if any animals will be present in the program for any reason.

Community Partnerships

Galaxy Kids strives to provide opportunities for our students to excel within their school and community. Galaxy maintains community partnerships with several business to provide additional learning experiences for our students. We currently maintain a partnership with the Rockford Public Library, and RiverWorks Food Shelf. These businesses provide opportunities for our students to be active within their community and gain an awareness of community needs and programs.

Data Privacy

This notice is being given to you to make you aware of your rights with any family information that you provide to Galaxy Kids Program. The information we request on your registration forms is important for us to be able to serve your child. Certain information, such as emergency and health information, is required by the MN Department of Human Services to have on file. All information provided to Galaxy Kids Program will be kept in confidence and made available within our program to our staff only. If your services are subsidized, fully or in part, we are required to allow access by the funders of your services to your records if requested. Please see policy 515 in the District Student/Parent Handbook.

2023-2024 School Year Fees	
Before School Care 6:00am-8:00am	$9.25 per day Consistent Schedules $10.25 per day Pick Your Day Schedules $11.25 per day Drop-In Care
Preschool Half-Day Care 8:00am-12:15pm or 10:45am-2:55pm	$15.50 per day Consistent Schedules $16.50 per day Pick Your Day Schedules $17.50 per day Drop-In Care
Preschool School-Day Care 8:00am-2:55pm	$25.75 per day Consistent Schedules $26.75 per day Pick Your Day Schedules $27.75 per day Drop-In Care
After School Care 2:55pm-6:00pm	$14.00 per day Consistent Schedules $15.00 per day Pick Your Day Schedules $16.00 per day Drop-In Care
1 hour, Before or After School 7:00am-8:00am or 2:55pm-4:00pm	$6.25 per session Consistent Schedules $7.25 per session Pick Your Day Schedules $8.25 per session Drop-In Care
Non-School Day 6:00am-6:00pm	$36.00 per day Consistent Schedules $38.00 per day Drop-In Care
Activity Fee for field trip or on-site presenter	Cost of Activity
2022 Summer Fees	
Full Day 6:00am-6:00pm	$36.00 per day Consistent Schedules $37.00 per day Pick Your Day Schedules $38.00 per day Drop-In Care
Weekly Rate Monday- Friday, 6:00am-6:00pm	$164.75 per week Consistent Schedules Only
Activity Fee for field trip or on-site presenter	Cost of Activity
Partial Day AM or PM 6:00am-12:00pm OR 12:00pm-6:00pm	$25.75 per day Consistent Schedules $26.75 per day Pick Your Day Schedules $27.75 per day Drop-In Care
Additional Fees as Needed	
Finder's Fee	$5.00
Late Payment Fee	$25.00
Late Schedule Fee *For Pick Your Day Schedules*	$25.00
Transportation Fee	$30/season Not available during COVID pandemic
Late Pick-Up Fee	$5/First 10 minutes, $1 per minute after the first 10 minutes.
Registration Fees	
Registration (required fall and summer)	$40.00 per child OR $75 max per family

Building a Community for Life-Long Learning

Rockford Area Schools
COMMUNITY EDUCATION

2023-2024

Staff Handbook

GALAXY KIDS
School Age Care

Galaxy Program

Table of Contents

Table of Contents 1

Introduction 2

Mission Statement 2

Hours of Operation 2

Hiring Procedures 2

Orientation 2

Training/In-Service 2

Personnel Procedures 3

Profession Development Plans 3

Staff Reviews 3

Timesheets/Payday 3

Reporting to Work/Late Staff 3

Confidentiality 3

Staff Schedules 3

Requesting Time Off 3

Sick Time 4

Mandated Reporting 4

Staffing Ratios/Supervision 4

Volunteers 4

Communication 4

Answering the Telephone 4

Staff Responsibilities 4

School-age Care Assistants 4

High School Student Workers 5

Program Guidelines and Expectations 5

Arrivals and Departures 5

Pickup Authorization 5

Tracking Children 6

Missing Children 6

Children Who Run Away 6

Maintaining Staff and Student Professional Boundaries 6

Being Alone With a Child 6

Classrooms 7

Gym 7

Playground 7

Toileting Assistance 7

Outside Time 7

Activity/Lesson Planning 7

Programming 8

Child Guidance and Behavior Management

Inclusive Environment 8

Pro-Social Behavior 8

Bullying Policy 8

Health/Safety/Emergency Procedures 9

Emergency Drills and Procedures 9

Nutrition Guidelines 9

Student Accident/Injuries 10

First Aid Kits 10

Head Injury/Concussion 10

Staff Injuries 10

Administering Medications 11

Sick Children 11

Pets 11

Transporting Children 11

Emergency School Closings and Late Starts ... 11

Late Parent Policy 12

Suspicion of Parents Under the Influence of Drugs or Alcohol 12

Field Trips 12

Parent and Family Involvement 13

Community Partnerships 13

Gifts 13

Dress Code 13

Other 13

Introduction

Welcome to Galaxy Kids Program. The purpose of this handbook is to inform all Galaxy Kids Program Staff members of their responsibilities, Galaxy Kids Program procedures and other information pertinent to the Galaxy Kids Program.
At Galaxy Kids Program we believe that our staff should be professional, able to carry out instruction, and are warm and welcoming towards children. Please familiarize yourself with the contents of the Galaxy Kids Program Staff Handbook. This handbook includes information specific to the Galaxy Kids Program. If you need further information, all Rockford Area School District policies can be found on the school district website, www.rockford.k12.mn.us.

Mission Statement

Galaxy Kids Program is committed to providing a safe, enriching learning environment for students in our community during their out of school time. We strive to work cooperatively with students' families, school-day staff, and our community to provide a quality, year-round child care program that is dedicated to continual improvement. We encourage self-expression and creativity, build self-esteem and confidence, and promote positive behavior, social skills, and friendships. Galaxy Kids Program is dedicated to providing an inclusive, diverse environment for students of varying abilities, backgrounds, and needs, allowing all students to feel safe and respected. We encourage students to make choices, gain independence, and experience a variety of social and educational experiences. We encourage student involvement in planning, coordinating, and implementing activities. It is our purpose to help each child develop to the best of their individual ability in an atmosphere in which each child will become a valued member of our school community.

Hours of Operation

Galaxy Kids Program is open Monday-Friday, 6:00am-6:00pm. Galaxy is open most non-school days, excluding staff holidays. Galaxy Kids also has a summer program from mid-June through the end of August. Galaxy Kids is closed over Winter Break and the week of July 4th.

Hiring Procedures

Galaxy Kids Program follows RAS policy 401: Equal Employment Opportunity.

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.
B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
D. Every school district employee shall be responsible for following this policy.
E. Any person having any questions regarding this policy should discuss it with Business Manager/Personnel Manager.

The Galaxy Kids Program Coordinator will be responsible for reviewing applications received for open positions. The Program Coordinator will be responsible for screening all applicants, including but not limited to: interviewing applicants and checking references and employment history. The ISD 883 business office is responsible for initiating and completing a background check.

Orientation

Staff members must complete at least 10 hours of orientation prior to working with children. New staff members will not be left alone with children until their orientation is complete. During your orientation, you will receive a written job description along with a copy of the Galaxy Staff Handbook.

Training/In-service

Galaxy Kids Program will pay for the tuition cost for any staff training required by the Galaxy Kids Program Coordinator or Community Education Director. Staff members are allowed to record time and receive wages for time spent in staff meetings scheduled and approved by the Galaxy Kids Program Coordinator.

Assistants that work 20 or more hours per week will be expected to attend at least 15 hours of

workshops/trainings that are offered each year (July 1-June 30). Proof of attendance is required and given to the coordinator. This does NOT include CPR/First Aid training, which is required for ALL Assistants.

Assistants that work under 19 hours per week will be expected to attend at least 12 hours of workshops/trainings that are offered each year (July 1-June 30). Proof of attendance is required and given to the coordinator. This does NOT include CPR/First Aid training, which is required for ALL Assistants.

Student workers are not required to attend workshops/training, but are welcome to go if it works with their homework schedule. However, student workers are required to attend all staff meetings and family night events, along with CPR/First Aid training.

Personnel Procedures

Galaxy Kids Program follows all policies and procedures of ISD 883/Rockford Community Education. Please see the district-wide handbook, located at www.rockford.k12.mn.us/Page/36 for more information.

Professional Development Plans

All classroom assistants will work with the Program Coordinator to develop a Professional Development Plan (PDP). PDP's will be developed using the Core Competencies for Out of School Time professionals, and will be reviewed with the Program Coordinator annually or as needed. We are committed to developing each staff's knowledge and abilities continuously throughout their employment at Galaxy Kids Program.

Staff Reviews

Staff reviews will be completed one time per year. Reviews are typically completed each June. Staff members will meet with the Program Coordinator to complete their yearly reviews.

Time Sheets/Pay Day

Employees will document their time worked using the TimeClock+ system. Pay periods are the 1-15 of the month, and the 16-the end of the month. Employees are paid on the 1st and 15th of each month.

Reporting to Work/Late Staff

All employees are expected to report to work on time and to be ready to work with the children. For example, if you are scheduled to work at 7:00, you are here, personal belongings are put away and you are ready to work with the children at 7:00. You should put a note in TC+ when clocking in stating you were late and you should notify the Coordinator.

Confidentiality

Because of data privacy and confidentiality issue, Galaxy staff members must abide by the following:

1. When speaking with a parent involving an incident between their child and another child, always refer to the other child as "the other child." DO NOT USE NAMES.
2. Home or work phone numbers of staff, parents, and children **are not** to be given out to anyone other than Galaxy Staff. Staff members may take a message and pass it along to others.

Galaxy Staff may discuss issues of a confidential nature with the program coordinator or the Community Education Director.

Staff Schedules

The Galaxy Coordinator will determine the staff schedules. At any time hours may be increased or decreased due to low student enrollment or other circumstances.

When Galaxy is in operation from 6:00am to 6:00pm, staff schedules may vary in hours and scheduled work times. Staff members may be asked to leave early due to a low number of children in attendance. Staff schedules will be adjusted for the summer program to meet the needs of the program.

Requesting Time Off

Staff members may request time off in writing to their direct supervisor, in addition to submitting time off using the Kelly Services website. Time off will be approved in the order requests were received. If the program cannot maintain a safe staff to student ratio, time off requests may be denied.
Part-time staff members may fill in for other staff members, as long as their total hours for the week do not exceed 40. The Program Coordinator maintains a list of district staff that have received training to substitute for staff members at Galaxy Kids Program. In the event of a long-term absence from the program, the out of ratio staff who completes lesson planning and the Program Coordinator will adjust schedules to cover the open time frame.

Sick Time

If an employee is sick, they must notify their immediate supervisor at least one hour prior to the

start of their shift. It is the employee's responsibility to make sure they receive a response from their supervisor to ensure their message was received. Employees must also note when they are sick on TC+.

Mandated Reporting

Galaxy Kids Program follows RAS policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse.
All staff members are mandated reporters. Mandated reporters are professionals or a professional's delegate identified by law who **MUST** make a report if they have reason to believe that the abuse, neglect, or financial exploitation of a vulnerable adult has occurred. If you suspect a child is being neglected or abused, you must make a VERBAL report within 24 hours of becoming aware of the suspected abuse/neglect. A WRITTEN report must be completed within 72 hours. All reports are confidential. You are protected by law from retaliation when filing a report. For more information or resources on child abuse, visit Prevent Child Abuse Minnesota at: http://www.pcamn.org/.

Staffing Ratios/Supervision

We follow the ratios of staff to children recommended by the State of Minnesota, the National Association for the Education of Young Children (NAEYC) and the MN Afterschool Accreditation Program (MAAP). Independence will be encouraged by allowing children to do things for themselves, but a staff member must be present at all times. Student workers may be included in the staff to student ratios; however they should not be alone with children at any time. Additional staff are scheduled during high-risk activities, such as field trips or community outings.

Preschool: 1: 10 (maximum 20)
Kindergarten-Grade 6: 1: 15 (maximum 30)
Mixed Group: For mixed age group we staff in accordance with the youngest age group present.

Volunteers

If someone requests to volunteer at Galaxy Kids Program, the Program Coordinator and RAS district office will work cooperatively to ensure a background check is completed. Volunteers may not be included in the staff to student ratio, and may never be left alone with children.

Communication

1. Galaxy Kids Program uses the following communication tools to communicate updates and information to staff members: Daily Dayminder, district email, monthly staff meetings, monthly parent newsletters, and information posted on the staff bulletin board.
2. Staff members are expected to communicate with peers, children, and parents in a professional manner. Parents should be greeted upon entering the classroom and provided with regular verbal updates regarding their children. Staff members will communicate concerns using Incident/Accident Reports and Behavior Reports.
3. Galaxy Kids Program will conduct annual surveys to gather feedback from students, staff, and parents. Results from these surveys will be used to develop ongoing improvements within the program.
4. Staff members will provide feedback regarding the program in the form of written notes, discussions with supervisors, participation in staff meetings, and completing surveys.
4. Staff members will maintain confidentiality while communicating with parents using both written and verbal communication.

Answering the Telephone

When answering the phone, staff should greet the caller by saying, "Good morning/afternoon, Galaxy Kids this is_____ how may I help you?" If the person is asking questions that you do not know the answers to, please transfer them to the Galaxy Coordinator. The phones at Galaxy should not be used for personal calls. If an emergency arises, make your call brief. Use of a personal cell phone to make non-work related calls is prohibited during scheduled work hours.

Staff Responsibilities

Galaxy Kids Program School-Age Care Assistant

1. Planning and implementing daily activities from subject areas as assigned by Coordinator. Plans need to be completed in a timely manner & written out for substitutes to follow as well as for program coordinator to view. This includes filling out Activity Planning Forms in a timely manner.
2. Interacting directly with the children during all activities, i.e. gym games, outside, sitting with children during meals, art projects, etc.
3. Communicating clearly with parents. Parents should be informed of any and all matters pertaining to their child in a positive and timely manner. Parents should be greeted every morning and evening.

4. Communicating in a positive and professional manner with program and district staff.
5. Maintaining on site record keeping, daily attendance, locating children who do not show up when scheduled, keeping children's files up to date.
6. Documenting any and all negative behaviors and reporting these behaviors to the coordinator immediately.
7. Providing a safe environment, foreseeing potentially dangerous situations, and being current in first aid/CPR training and blood-borne pathogens training.
8. Serving breakfast or snacks, and supervising the children during meals.
9. Knowledge of all guidelines and policies. Be familiar with the parent handbook, program forms and Galaxy Program website. All staff should also be familiar with the ISD 883 District-Wide Staff Handbook.
10. Providing guidance and a safe setting while enforcing consistent boundaries for child behavior.

High School Student Worker

1. Communicating in a positive and effective manner to children, parents, building staff, and other Galaxy Staff.
2. Helping serve breakfast and snacks and supervising children during meals.
3. Assisting other staff in planning and carrying out daily activities.
4. Interacting directly with the children during all activities, i.e. gym games, outside, sitting with children during meals, art projects, etc.
5. Have knowledge of Galaxy Program guidelines and policies and be familiar with the parent handbook and Galaxy Program website.
6. Enforcing behavior guidance policies with help from adult staff and coordinator, if necessary. Do not deal with serious issues; tell the coordinator or assistant so they can handle the child.
7. First Aid/CPR certification preferred.

Program Guidelines and Expectations

Arrivals/Departures

1.Staff members are responsible for signing children into the program each session, and signing them out at the end of the session or when they leave for the day. Children will be signed in and out on the Staff Attendance Board. When children are dropped off or picked up by their parent or an authorized person, the authorized person must sign the child in/out on the Parent Sign-In/Out boards. Staff members are responsible for reminding parents to sign their children in/out.
2. When students arrive on a school van or bus, the staff member will sign the child in on the Staff Attendance Board. The staff member will also sign the child out on the Parent Attendance Board, noting that the child left on the bus.

Pickup Authorization

Children are to be released only to their parents or persons listed on their Authorized Pick Up list. If parents would like their child released to anyone else, the parent must provide authorization in writing in advance. In an emergency, a phone call will be sufficient. Inform the parent that the person will need to show proper identification.

If someone comes to pick up a child that the staff does not know, follow these directions:

1. Ask the person for identification.
2. Check to see if their name is on the child's Authorized Pick-Up List or check the Dayminder to see if there is a note from the parent authorizing their child's release to this person.
3. If the person is not an authorized person tell them you must speak to the parent before releasing the child.
4. Phone the parent. If the parent authorizes the person to pick up their child, you may release the child to the person. If you are not able to reach the parent, notify the person that you cannot release the child without the parents authorization.

Staff must be aware of any persons who are authorized to pick children up. The Coordinator will keep the registration list up to date. If the unauthorized person is a biological or adoptive parent we must have a copy of the restraining order on file.

If a person who is unauthorized to pick up a child, such as a non-custodial parent, arrives to pick up the child, the following steps should be taken:

1. Ask the parent to step out in the hall or into another room with you, away from the children.
2. The other staff person(s) in attendance will stay with the children.
3. The other staff members are to remove the children from the unauthorized parent if the following are factors:

    A. There is a restraining order against this person and Galaxy has a copy of it.
    B. The person becomes abusive, verbally and/or physically with the staff members.

If the above occurs, the staff person who stays with the children will then make a phone call to 911. Never leave the children unattended. The designated removal place will be where there is a telephone.

Do not ever put yourself or the children in a position of physical harm.

Any situation such as the one described above needs to be documented immediately and the Galaxy Kids Program Coordinator and Community Education Director need to be contacted as soon as possible.

Tracking Children

All staff members are responsible for knowing how many children are in their care at all times. A written count of all children present will take place every 30 minutes. The staff member assigned to the Sign In/Out boards is responsible for initiating the child count and confirming that it is correct. Staff members may use checklists at their own discretion; however all staff members are required to use the magnetic white boards with a nametag for each child in their care. When the child leaves for the day their nametag will be removed from the whiteboard and placed on the "Out" board.

Missing Children

If a child does not check-in after school, please take the following steps to locate the child. You must repeat all steps until the child has been safely located.

1. Check on Infinite Campus to see if the child was in school.
2. Call the school teacher or school office to see if they know the whereabouts of the child.
3. If the child has gotten on a bus call the bus garage and ask them to bring the child to Galaxy Kids Program. If they were on the bus but have already been dropped off at home, call the home to see if they answer. Ask to speak to an adult. Contact the parents immediately to notify them of the situation.
4. If the school/bus company does not know the whereabouts of the child, call the parent(s).
5. If the parent(s) cannot be reached by phone, the emergency contacts must be called.
6. Leave messages at all available phone numbers for the parents, guardians, and emergency contacts, inform them of the situation.
7. Fill out a Finder's Fee Form and give it to the coordinator. The coordinator will notify the parent and apply the Finders Fee to their Parent Portal.

If you are not able to reach any adult or cannot find the location of the child, contact the police department and explain the situation to them.

Children Who Run Away

When a child in your care runs away from the supervised area keep an eye on him/her from a distance. If the child moves toward a place where his/her safety is a concern you must go after him/her. If the child leaves the grounds and you cannot find him/her, call the police for assistance and call the coordinator. Any time a child runs or a restraint is utilized the parents must be informed, and the incident documented on a Behavior Report.

Information for the police:
You can give the police a description of the child including their name, address, appearance, etc. *You should not reveal information about the child regarding special needs.* You can tell the police about events leading up to the incident and what type of mood the child may be in when they arrived. The coordinator can also request that the police notify Galaxy Kids when they have caught up with the child and inform Galaxy Kids of their location so assistance with handling/processing the situation can be done. We are permitted to give the police more information regarding special needs if the parents have signed a release allowing us to do so.

Maintaining Staff and Student Professional Boundaries

1. In order to maintain professional boundaries, children may not hang or jump on staff members at any time. Staff members may not hold children or allow children to sit on their laps.
2. Staff members must always be at the head of the group when transitioning. A second staff member, if possible, should be at the end of the group.
3. If you take groups to the large bathrooms, be sure to monitor the time spent in the bathrooms.
4. ***Children should never be left in any area unattended.*** If the staff member needs to step out, another staff member should be contacted to take over.
5. Children are not allowed to use the walkie-talkies, staff computers, or program keys.

Alone with a Child

Whenever possible staff members should not be alone with a child. There are, however, times when this may not be possible. For staff security, staff members should choose a location that is "public" and open in nature when alone with a child. Student workers and volunteers may not supervise children

and must never be left alone with a child for any period of time.

Classrooms

1. Toys from home are to stay in lockers, unless permission has been given from the group leader (in most cases we allow toys on Fridays only).
2. Children should clean up their play area before switching activities, going to school or going home.
3. Only Galaxy CD's/tapes are to be played unless staff has previewed and permission has been given.
4. TV is only operated by the staff members and only on during designated hours.
5. Computers must be monitored at all times.
6. Children (and staff members) are not allowed to sit on counters and/or tables.

Staff members are responsible for actively supervising and interacting with children at all times. Staff members should not be visiting with each other, talking on the phone (including cell phones), or working on their own projects.

Gym

1. A first aid bag and radio must always go inside with the group.
2. Organized games are to be played, no free play in the gym. Staff members must be aware of what is happening at all times, in all areas of the gym.
3. If the curtain is down a staff member needs to be on both sides of the curtain.
4. No food, drink, or gum is allowed in the gym (children and staff).
5. Staff members should be involved with the activities in the gym, not just observing or standing around.
6. No tackle football or any other physical contact sport, is allowed at any time.
7. Children are not allowed in equipment storage areas.
8. Children should be separated by age and ability groups based on the activity to ensure safety.

Playground

1. A first aid bag and radio must always go outside with the group.
2. Children are not to run upstairs to the playground. They must walk with the leader and hold on to the railing.
3. No throwing stones or snowballs on the playground.
4. Go down slides feet first and one child at a time.
5. Children playing on the grassy areas or basketball areas need to be supervised at all times.
6. Staff are to spread out on the playground so all children are being observed at all times.
7. School building rules are followed at all times.
8. All equipment in games should be used as it was intended for.

Toileting Assistance

In an effort to protect the dignity and privacy of the child who require assistance in toileting, when possible two staff members will be present. When two staff members are not available, the staff person assisting the child will notify another member of the staff that they will be assisting the child with toileting alone and they will use the restroom that is normally used by Galaxy Kids. Care will be taken to be respectful and appropriate in all conversation and actions while assisting the child.

Outside Time

All children should go outside every day, weather permitting, even if just for a few minutes. If the children went outside at recess and the weather has not gotten any colder, staff should take the children outside. Do not take the children outside if it is extremely cold, wet, muddy, too humid, etc. Children and staff members should have proper clothing for being outside. Staff members should place themselves in different areas of the playground so they can actively supervise all children. Staff members should not congregate together.

Children need to follow all playground rules. Staff members are responsible for making sure these rules are being followed and prevent any situations that could become dangerous.

Activity/Lesson Planning

The program planning specialist will complete daily lesson plans (Lesson Planning Forms). Classroom Assistants will meet with the planning specialist one time a week during their weekly planning meeting. During this meeting classroom assistants will receive their Lesson Plans for the following two weeks and will have an opportunity to ask questions and provide feedback to the planning specialist. All staff members will be scheduled a minimum of one hour per week to complete their Activity Planning Forms. The Activity Planning Form will be completed at least one week prior to when the activity is scheduled to take place. Activity Planning Forms will be attached to the Lesson Planning Sheet that is provided by the planning specialist.

Programming

Galaxy Kids Program strives to ensure our lesson plans and curriculum supports youth development

and engagement. Lesson plans and activities focus on all aspects of youth strengths and needs, including physical, social, emotional, and cognitive/academic needs. Lesson plans and Activity Planning Forms will be adjusted to reflect the needs, interests and abilities of all students. Developmental needs will be intentionally supported through daily activities, including daily lesson plans, monthly schedules, transition games, and daily informal interactions with students.

Child Guidance and Behavior Management

Inclusive Environment

Galaxy Kids Program and staff members will create a caring, inclusive environment. The program values and supports the rights of all children, regardless of their diverse abilities, to participate actively in our child care setting. Children will be provided with reasonable accommodations and should be in groups with same-age peers whenever possible.

Pro-Social Behavior

Staff members will model appropriate, pro-social behavior at all times when working with students.

<u>If a child is displaying negative behaviors, staff should do the following:</u>

1. Talk to the child. Explain to the child in a positive manner why the behavior is inappropriate, or ask the child to tell you why this behavior is not appropriate.
2. If the child continues to display negative behaviors, redirect the child. Discuss what they could do instead. Encourage them to suggest ideas. Make sure child is aware of consequences to choices made.
3. If negative behavior continues, follow through with the consequence agreed upon earlier. If it is a "time-out", do not leave the child isolated for unreasonable amount of time. After the consequence has been met, discuss the behavior in a positive manner with the child before letting them go back to be with the other children.
4. Document all negative behaviors with a Behavior Report and make the child aware of what is written for the parents to read. Give the original copy to the parents and make a copy to give to the coordinator.

<u>If a discipline problem becomes severe; i.e. child is physically abusive towards other children or staff, staff is to do the following:</u>

1. Immediately remove the child from the group. If the child chooses not to leave the room, remove all other children from the room.
2. Give the child a chance to calm down.
3. Document the incident using a Behavior Report. Give the original copy to the parent and make a copy to give to the coordinator.
4. Contact the coordinator. If unable to reach them, contact the Community Education Director. Either of these people will make any further decisions.
5. Inform the parent that the coordinator will be in touch with them.
6. Continue trying to reach the coordinator.

At any time a child may be removed from the program for up to a week following a severe incident. THIS DECISION IS TO BE MADE WITH THE GALAXY KIDS COORDINATOR OR THE COMMUNITY EDUCATION DIRECTOR. AT <u>NO</u> TIME IS A STAFF MEMBER TO MAKE A DECISION BY THEMSELVES REGARDING A CHILD'S EXPULSION FROM GALAXY KIDS PROGRAM.

Galaxy Kids Program follows ISD 883's Policy 507: Corporal Punishment
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.

Bullying Policy

Galaxy Kids Program followings ISD 883's Policy 514: Bullying Prohibition Policy. The policy defines "Bullying" as:
"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.

"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, 514-3 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."

If you suspect a child may be the target of bullying you should report your concerns to the Program Coordinator right away.

Health and Safety/Emergency Procedures

General Guidelines

1. Staff members must wash hands at the start of their shift, upon entering a new classroom, after eating or drinking, after using the restroom, and after sneezing/coughing/blowing their nose.
2. Galaxy staff members are responsible for serving meals and snacks during program hours, therefore they must follow all safety and reporting guidelines as stated by the State of Minnesota.

   a. The Program Coordinator must report the following illnesses to the State of Minnesota: salmonella spp., Shigella spp., Escherichia coli 0157:H7, or other enteric bacterial pathogen, or the hepatitis A virus. The report should be made by the next working day (Minnesota Food Code 4626.0060 A).
   b. Employees must be restricted from serving food if they have the following symptoms: diarrhea, vomiting. They may return to food-related responsibilities when they are free from symptoms. The Program Coordinator is required to keep a log of staff members exhibiting diarrhea and vomiting. Staff members are required to report these symptoms to the program coordinator and refrain from working until symptoms are no longer present.

3. The Program Coordinator will maintain a list of student medical information, including allergies and long-term health and developmental considerations. These lists will be posted in each classroom on the inside of the First Aid cupboard.
4. Emergency safety drills will be conducted throughout the school year and summer. Staff are responsible for being familiar with the district "Emergency Procedures" book located in each classroom (Red Binder).

Emergency Procedures

All Galaxy staff are trained in the district's Emergency Procedures, which can be located in each classroom in the RED Emergency Procedures book. Staff members will also follow the programs Child Care Emergency Plan, located by the entrance of each classroom on a RED clipboard.

Nutrition Guidelines

Galaxy Kids Program is committed to serving a variety of healthy and nutritious food during program hours. Students will be offered snack options each day that include a balance of fruits, vegetables, grains, and proteins, while limiting foods high in fats, sodium and sugars. Students will be offered water, low or non-fat milk, and 100% fruit juice with each snack. Staff members should support children's abilities to self-regulate eating (i.e. only eating until full) as well as model healthy eating habits.

First Aid Requirements

First aid kits are accessible to staff members at all times. First aid kits are located in each classroom. Portable first aid kits are also available for when students are outside, in the gym, in the computer lab, and on field trips and off-site activities. First aid kits will include the following: Water (if not available in the space), disposable gloves, adhesive bandages, antiseptic wipes, scissors, sterile compresses, thermometer, adhesive tape, ice pack, current first aid manual. A staff member will be assigned to complete weekly checks of all first aid kits to ensure they are adequately stocked.

Student Accidents/Injuries

All adult staff members must be certified in First Aid/CPR. If an accident occurs, please follow the instructions below.
1. The coordinator (teaching assistant if coordinator is not available) does the initial

assessment of the injury. DO NOT MOVE THE CHILD. IF YOU ARE UNSURE OF THE SEVERITY OF THE INJURY, THE COORDINATOR OR ASSISTANT WILL SEND ANOTHER STAFF PERSON TO CALL 911.
2. While the coordinator or assistant is attending to the child, other staff on site should remove the other children from the area. As a staff, you should determine a centralized place for the children to gather when an accident or injury occurs; i.e. on the playground, all children will meet by the door.
3. If you have to call 911, immediately contact the parent/guardian. If you cannot reach the parent/guardian, please contact one of the people listed on the child's emergency contact list. After reaching these people, please contact the program coordinator. If unable to reach the program coordinator, leave a message and then contact the community education director.
4. The assistant will fill out a Galaxy Kids Program Accident Report, and return it to the coordinator as soon as possible. ACCIDENT REPORTS MUST BE FILLED OUT FOR ANY AND ALL INJURIES. A copy of each Accident Report will be given to the parent and a copy will be kept in the child's file on-site.
5. Staff members must wear gloves when attending to a child that is bleeding or secreting bodily fluids and following all first aid/CPR procedures.
6. Inform the parent of any accident that involved their child, in person, on the day it occurred. (If a serious accident, call immediately.)
7. In the event that a serious injury has occurred, Galaxy staff will notify the Program Coordinator as soon as it is safe to do so. The coordinator will inform the RAS district office and Community Education Director.

First Aid Kits

First aid kits must be in all areas where children are, including classrooms, the gym, outside, and during off-site activities. First aid kits will be checked by an assigned staff person each week. All first aid kits should include the following items: water (if not available in the space), disposable gloves, adhesive bandages of assorted sizes, sealed packages of antiseptic wipes, scissors, sterile compresses, thermometer, adhesive tape, ice packs, current first aid manual.

Head Injury/Concussion

If a child bumps their head while at Galaxy Kids Program, staff will immediately implement the following steps.

Step 1: Make sure the child is okay. Provide first aid as needed.
Step 2: Notify Program Coordinator so assistance can be provided.
Step 3: Immediately begin the Concussion Signs and Symptoms Checklist.
Step 4: After completing the checklist the 1st time, notify the parent that their child has bumped their head and we are monitoring them- please remember this notification MUST take place within 15 minutes of the time of injury.
Step 5: Complete the checklist again after 15 minutes from the time of injury, 30 minutes from the time of injury and once before the child leaves for the day.

Notes:

- The staff who is first aware of the incident is the Responding Staff and must remain with the child until they leave for the day.
- At no time should a child who has bumped their head by allowed to lay down or fall asleep.
- If a student displays symptoms of a concussion, the parent will be called and asked to pick up their child.

If at any time a child displays the following symptoms, call 911 immediately: loss of consciousness for any period of time, vomiting, disoriented behavior, confusion, loss of memory, problems with balance or dizziness.

Staff Injuries

If a staff member is injured, they must immediately report the injury to the Program Coordinator or Community Education Director. They will assist you in documenting the injury and filling out a First Report of Injury and advise you on what to do next.

Administering Medications

A form from a doctor must be presented before any prescription medications can be given to any child at Galaxy Kids Program. Medication must be in its original container, properly labeled. These medications will be kept in a locked location, away from children.

All classroom assistants will receive training in medication administration. Only trained, adult staff members can administer medication to children.

When dispensing medication, the Galaxy Staff must double check the child's first and last name on the bottle and confirm the child's name with them, as well as double check the ordered dosage. Medication should be dispensed into the child's hand or into a cup. Staff should not touch the medication directly. After the staff has watched the child take the medication, the log should be completed, including initials and time administered. Unused medications and emptied bottles must be returned to the parent/guardian. Over-the counter medications may be administered if a Medication Form is on file with a parent's signature.

State of Minnesota Rule 3 Licensing Requirements for Child Care Centers (Section 9503.0140, Subparagraph 7) states: "non-prescriptive medications and topical ointments must be administered according to the manufacturer's instructions." Galaxy Kids Program requires parent/guardian authorization for administration of non-prescriptive medications such as Children's Tylenol.

Sick Children

A child may not attend Galaxy Program if the child has any of the following; fever above 99.9 degrees, vomiting, diarrhea, undiagnosed rash, inflamed or mattery eyes, severe cold or sore throat. If a child does become ill at Galaxy, or any of the above symptoms appear, do the following:

1. Have the child rest in a quiet comfortable place away from the other children (if possible).
2. Contact the parent. Explain the situation. If the child does have any of these symptoms, he/she must be picked up as soon as possible (within 1 hour). If the parent says that they cannot come to get the child, tell them either they need to make arrangements for someone else to pick up the child or you will call one of the people listed on the child's emergency contact list, found in their Parent Portal.

*A child may not return to the program until they are fever/symptom free for 24 hours or on medication for at least 24 hours.

Pets

On occasion, Galaxy Kids Program may have working service dogs at our locations. We also may have presentations from outside organizations involving animals. Parents/Guardians are asked to check with the supervisor and/or staff before bringing any animals into the program. You will be notified in writing if any animals will be present in the program for any reason.

Transporting Children

1.Galaxy Kids staff members will be responsible for safely transporting children to and from Rockford Community Education classes and activities. Staff members responsible for providing transportation will have a copy of their driver's license on file, must maintain a safe driving record, and must receive transportation training through 4.0 Transportation (including a written test and supervised test drive with transportation manager). Students must always be transported in an approved district-owned vehicle.
2. Galaxy staff members are responsible for ensuring students are safely transported to/from field trips in district busses. Staff members are responsible for ensuring students maintain safe behavior while on the bus. In the event of an emergency, Galaxy staff members are responsible for safely supervising students and notifying the Program Coordinator of incidents.

Emergency School Closings and Late Starts

Often an emergency closing due to bad weather is announced after Galaxy Kids Program has opened. Staff members are responsible for reporting for the before school session unless contacted by the coordinator.

<u>If school is cancelled after you have arrived during the before school session:</u>

1. The coordinator will be in contact with program staff.
2. Galaxy will remain OPEN depending on the severity of the weather. If the decision is made to close Galaxy, Galaxy staff members will email and call parents. Parents will have 2 hours to pick up their children.
3. At least two staff will stay until the last child is picked up.

<u>If school is cancelled in the middle of the day:</u>

1. The coordinator will be in contact with program staff.
2. Galaxy will remain OPEN depending on the severity of the weather. If the decision is made to close Galaxy, Galaxy staff will email and call parents. Parents will have 2 hours to pick up their children.

3. At least two staff members will stay until the last child is picked up.

If school has a late start after you arrive:
All AM staff are to remain with the children until school is in session. The staff will be paid for this time.

Late Parent Policy

Galaxy Program closes at 6:00PM. Staff members will use the following procedure to handle late pick-ups:

1. Whenever possible, have two staff stay with child.
2. Assure the child that their parent or guardian is probably stuck in traffic and find something for the child to do.
3. Attempt phone contact with the parents or guardians of the child. If parents cannot be reached, phone calls should be made to the emergency contacts for the child.
4. If staff haven't heard from the parents/guardians and are not able to secure a pick-up for the child by contacting the emergency contacts, at 6:30 PM staff will notify the coordinator.

Suspicion of Parents under the Influence of Drugs or Alcohol

If the coordinator or classroom assistants suspect a parent/guardian is under the influence of alcohol or drugs and believes the child would be in danger because of the parents' state, the following procedures should be taken:

1. Tell the parent/guardian confidentially that you are concerned about having him/her driving and offer to call a back-up person from the emergency contact list.
2. If the parent/guardian insists on driving with the child, you will be obligated to call the police.
3. Call 911 and report the incident and if possible provide the police with a description of the car, license plate number, and which direction they were headed. You may be asked to provide the child's home address.
4. If a staff member smells what they believe is alcohol on a parent's/guardian's breath, but otherwise their behavior appears consistent with what is typical for them, that staff member is under no obligation to do or say anything.
5. Staff members should never try to physically restrain or argue with a parent or guardian. Discuss the situation with the Galaxy Coordinator.

Field Trips

Galaxy Kids Program will be taking a variety of field trips during the school year and the summer program. The following are the guidelines for field trips:

1. The Galaxy Kids Program Coordinator plans field trips.
2. Children and staff are to wear Galaxy Program t-shirts.
3. Staff may not transport children in their own vehicles on field trips.
4. The cell phone, first aid kit, walkie talkies, and each child's emergency information must be taken on all field trips.
5. Staff will remain with all children in their group for the entire field trip. Children should never be allowed to wander alone without supervision, i.e. the bathroom.
6. No children are to be left behind for on-site care on a field trip day for negative behaviors in the morning prior to the field trip. The child will attend the field trip, and if the behaviors continue, a staff person will remove them from the field trip activity and sit with them on the bus. Upon returning from the field trip, the staff person will contact the coordinator and make him or her aware of the situation, and fill out a Behavior Form to notify the parents.
7. If an accident/injury happens to a child on a field trip and 911 is contacted, the parent should be contacted and informed of where the child is being taken. The Emergency Medical Technician's (EMT's) should be given the information from the child's Emergency Form. Staff will not ride in the ambulance with the child. Contact the Program Coordinator and the Community Education Director as soon as possible. Fill out an Accident Report.
8. Attendance should be taken before the bus leaves for the field trip, and before the bus leaves the field trip site to return to school.
9. The coordinator will designate the staff person who will take care of the payment, explanation of rules, and anything else that arises during the field trip.

Parent and Family Involvement:

1. Galaxy Kids has an open door policy for staff members and parents. If a parent expresses a concern to you, please acknowledge their concern

and let the parent know you will get more information and follow up with them. If needed, please contact the Program Coordinator so concerns can be followed up with in a timely manner.
2. Parents will be offered an opportunity to attend an orientation at the beginning of each session (School Year/Summer).
3. Parents and other family members are encouraged to participate in program activities.
4. Conferences can be requested by the program supervisors or the parent regarding children when the need arises.

Community Partnerships

Galaxy Kids strives to provide opportunities for our students to excel within their school and community. Galaxy maintains community partnerships with several business to provide additional learning experiences for our students. We currently maintain a partnership with the Rockford Public Library, and RiverWorks Food Shelf. These businesses provide opportunities for our students to be active within their community and gain an awareness of community needs and programs.

Gifts

Staff members should not receive gifts of monetary value from program participants. If gifts are received, the parent will have the option of taking back the gift or offering it as a donation to the program.

Dress Code

Staff members should dress in an appropriate, professional manner while working with students. Please remember you are representing our program and the Rockford School District while working. Tank-tops are allowed, as long as they don't have large, open armholes or spaghetti straps. All undergarments must be covered (this includes sports bras). Shorts/skirts must be modest. Please dress comfortably while at work. All staff are expected to participate in activities with the children so please wear comfortable shoes you can play games in. Clothing should be clean and in good repair at all times. Please refrain from wearing pants with holes in them or "off the shoulder" shirts.

Other

The Minnesota Department of Education has clarified the following scenario for school districts:

"Due to potential conflicts of interest, school employees must **NOT** direct or influence the activities of the groups listed." (or similar groups)

- Booster Clubs (i.e. Rocket Activities Boosters and/or Music Partners)
- School Foundations (i.e. Rockford Education Foundation)
- Scholarship Funds (i.e. Rockford Dollars for Scholars)
- Or similar groups

We interpret this to mean the following: Employees can join any of these groups as a non-voting, non-paid, ex-officio members / volunteers but they cannot serve on a leadership team, a decision making body or Board of Directors for any of these groups.

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Early Childhood Handbooks

Meeting Date: 4/17/23

Prepared by: Tiffany Reinhard

Date Prepared: 4/6/23

☐	Information	X	Briefing	☐	Action	☐	Enclosure Item(s)

Changes to the 2022-23 Early Childhood Staff Handbook for 2023-24:

- Dates updated to reflect 2023-24 school year
- Waiting to update time cards/pay day information with the name of the new time card operating system
- Student medication protocol revision

Changes to the 2022-23 Launching Pad Preschool Parent Handbook for 2023-24:

- Dates updated to reflect 2023-24 school year
- Waiting on updating school lunch information until guidance from MDE regarding early learning student eligibility of the new free meal legislation
- Provided current names of new staff hired since August of 2022
- Updated student medication protocol for parents
- Updated class schedule to reflect 2023-24 offerings

Rockford Area Early Childhood Programs

2023-24 Staff Handbook

Building a Community for Life-Long Learning
Rockford Area Schools
COMMUNITY EDUCATION

Rockford Area Early Childhood Programs is a program of the Rockford Area Schools Community Education Department.

Table of Contents

INTRODUCTION **3**
Philosophy 3
Curriculum **3**
Staff 4
Absences/Sick Days/Substitutes **4**
Confidentiality 4
Dress **4**
Emergency School Closing/Late Start 4
Emergency Procedures **5**
Gifts to Employees 5
Guidance Procedures **5**
Health Information 5
Medication **6**
On Time/Late Staff 6
Photo ID's **6**
Parent Pick-Up 6
Telephone/Copier/Computer/Fax **6**
Time Sheets/Pay Day 6
Tobacco-Free Schools **6**
Toileting Assistance 6
Acknowledgement Page **7**

Introduction

Welcome to Rockford Early Childhood Programs; we are glad to have you as part of our team. The purpose of this handbook is to assist you in knowing more about the Early Childhood Programs, your responsibilities as staff, and Early Childhood policies and procedures.

Whether a staff of ECFE (Early Childhood Family Education) or SR (School Readiness (Launching Pad Preschool)), our first mission is to be a warm, welcoming and safe place where parents and children feel a sense of belonging and importance. We strive to provide this for all of our families and help it guide us in our work with them.

Please take some time to familiarize yourself with the contents of the Early Childhood Staff Handbook. The introduction includes general information specific to the Early Childhood Programs. Also included in the Handbook are important Personnel Policies. If you need further information, all Rockford Area School District policies can be found on the school district website, www.rockford.k12.mn.us. Since the Early Childhood Programs are part of the Rockford Elementary Arts Magnet School, its handbook is included as well.

Philosophy

ECFE's Mission and Message: To strengthen families through education and to offer support for parents as they provide the best possible home environment for the healthy growth and development of their children. The task of parenting is important. ECFE recognizes and supports parents' understanding of their children, as well as their parental roles. What parents do to guide and nurture their own children along with their skills in working with others who share responsibility for their child's development (teachers, schools and other in the community) is critical to each child's future and the future of our nation.

ECFE/SR: We believe that a child learns best in an atmosphere of love, warmth and acceptance. Our teachers listen to children, allow them to take the initiative, and yet guide them in productive and non-competitive ways.

Our program is founded on the belief that all children have great potential, are curious, and interested in constructing their own learning. We encourage positive peer and social relations, development of critical thinking skills, and facilitate the development of self-esteem by fostering independence and problem-solving skills.

We further believe that parents are a child's first and primary teachers and we enhance and support parents in this important role.

It is important to remember that development is a journey, not a race. Children benefit from the individual, measured pacing of the journey, not from achieving developmental milestones at the earliest opportunity. We offer only

developmentally appropriate activities for the children and will not push beyond what they are comfortable doing.

Jean Piaget generally is recognized as the leader in the field of early childhood education in the research and understanding of a child's development. From ages two to seven, a child is developing many of the cognitive skills that are the foundation for all formal learning. Attempts to hurry a child's cognitive development are not worthwhile: Piaget's research documents that the stages of cognitive development cannot be skipped, nor is it possible to speed through them. While most children at the youngest ages are able to memorize and recite, these skills do not represent meaningful learning in the preschool years. In our setting, we encourage deep and complex thinking. This fosters the tendency in children to be curious, to wonder, investigate then to question, study, and analyze so they can think critically. This is true preparation for life-long learning. "Academics" are very much embedded within our daily work. They are found in both the ordinary moments of our day and in the project work that we may do.

Children have a real understanding only of that which they invent themselves, and each time we try to teach them something too quickly, we keep them from reinventing it themselves.
~ Jean Piaget

Curriculum

Our staff has been greatly influenced by training we have received in Reggio Emilia-Inspired Philosophy. We are members of the North American Reggio Emilia Alliance and the Minnesota Reggio Network. We attend Reggio networking sessions and continually explore literature about Reggio to broaden our knowledge.

Creative Curriculum is research based, aligned with the Minnesota Early Childhood Indicators of Progress (ECIPs), and reflective of our Reggio-inspired approach to early education. Ours is an emergent curriculum – we are always learning and changing as we strive to ascertain what works best for providing children with tools for learning.

Together, the Reggio Philosophy and Creative Curriculum foster methods of teaching children that reflect "best practices" for age and developmentally-appropriate activities that are exciting, creative, and best encourage children's growth and learning.

What is a Reggio-inspired approach?
Reggio Emilia, a city in northern Italy, is the home of what many people consider the best program in the world for young children, ages birth to six.

The Reggio Emilia philosophy sees the child as unique, strong, and full of potential; it envisions environments that are reflective of learning and relationships between children, teachers and parents.

The Reggio Emilia approach to education is committed to the creation of conditions for learning that will enhance and facilitate the child's construction of his or her own powers of thinking through the fusion of all the expressive, communicative and cognitive languages.

The Reggio Emilia approach is based upon the following principles:
• The image of the child as curious, competent, and able to build theories.
• Shared discussions among children, among adults, and between adults and children are ways children represent what is learned. Through repeated conversations and revisiting ideas, children can reconstruct their earlier theories.
• The Reggio approach is about guiding children's ideas with provocations. There is collaboration on many levels. Parents are considered an essential collaborator and parent participation is desired and supported.
• The Reggio Emilia approach calls for the introduction of a wide array of creative media and activities as a means of enhancing children's creative, social, and cognitive development. The children represent their ideas and emotions through many "languages," including spoken and written words, visual arts, drama, music, movement, construction and more.
• The teacher's role within the Reggio Emilia approach is complex. Teachers co-explore the learning experience with the children to provoke ideas, problem solve, and foster critical thinking skills. Teachers help children see the connections in learning and experiences and help children express their knowledge through representational work.
• Teachers document children's processes of learning in many ways - through photographs, written records, journals, etc. Projects can emerge from children's ideas and/or interests, or by knowing what is of interest to children, teachers can introduce them: shadows, puddles, tall buildings, construction sites, nature, etc.
• Time is a critical factor but not measured by the clock or calendar. Children's own personal rhythms and own sense of time is considered important.

Staff
Teachers are typically licensed in early childhood education and are carefully selected by our interviewing committee. Teachers are required to attend workshops, conferences, and other in-service training opportunities to keep abreast of the best way to enhance children's learning.
Coordinator: Tiffany Reinhard
Administrators: Melissa Joseph, Community Education Director
Advisory Council: Composed of community members, including parents with children in the program, the advisory council assists with direction, support, program development, public relations, and evaluation of the program.

Absences/Sick Days/Substitutes
When a sub is needed unexpectedly due to illness, sick child, etc., please call the Early Childhood Program (ECP) coordinator. If it is after hours or you can't reach the coordinator in the office, call his/her cell phone and leave a message, or text him/her. Then, contact Teachers on Call to request a substitute. Often the coordinator can assist you in securing a substitute for subsequent days, if needed, due to your own or your child's illness. Sometimes the coordinator can adjust staff or check on other staff's availability.

When you are requesting to be gone for a family function, vacation, appointment, etc., approval must be gotten from the ECP Coordinator in advance of looking for a sub. Our first priority is to staff our program, and sometimes you may not be aware of other circumstances that have evolved that may affect staffing. Though the coordinator will try to be flexible and honor your requests, there could be a time when it may not be feasible due to extenuating circumstances. Once it is approved, then secure a substitute and let the Coordinator know who/when, etc.

Confidentiality
It is expected of all staff to be vigilant about confidentiality and data privacy. You will often be aware of sensitive information regarding children and their families and it is expected that this information will not be discussed except with the coordinator, the Community Ed Director, and/or other staff working directly with the child/family, on a need-to-know basis.

When speaking about an incident to a parent, always use the phrase, "the other child;" DO NOT USE NAMES.

Home or work phone numbers/addresses, etc., of staff, or parents and children should not be given out to anyone other than staff. Staff can take a message and relay the information needed to the other party.

The only exception is when a parent has given written permission to share phone numbers, email address, or mailing address with other children/families in the class.

Dress
Staff should wear clothing that is comfortable and appropriate for working with children. Appearance should be neat and clean.

Emergency School Closing/Late Start
If school is closed for any reason, then Preschool and ECFE classes (including evening) will also be canceled. If there is a two-hour late start, there will be no morning Preschool or morning ECFE classes; afternoon/evening classes will be in session as usual. Every effort will be made to make-up any classes that have been cancelled, dependent on time permitting in the K-12 school calendar/ECFE session. Please refer to District Policy 806, district school closing procedure for more information.

Emergency Procedures
We will participate in fire, tornado, and safety drills so the children are familiar with the procedures.
The following procedures would be followed for these specific emergencies:
1. Tornado - designated place of safety in our building
2. Fire – designated emergency exit routes
3. Winter weather closing - children will be dismissed to parents/guardians, buses, or GKP according to emergency procedures outlined by parents on Emergency Dismissal forms.
4. Power failure in the building – the program will follow the direction of the Superintendent; children may be sent home.
5. Minor scrapes and scratches - school health staff have been trained in first aid to be able to deal with this type of medical care.
6. *Stranger in the building*, or *threat in the community* drills, referred to as "safety" drills, are practiced regularly with a lockdown procedure in place.
7. Missing child - staff will search the area while the coordinator/teacher contacts the parents. If necessary, police will be called.

Guidance Policy for Children
By noticing children behaving positively and commenting to them for this, the need for discipline is greatly reduced. We believe positive reinforcement, redirection of negative behavior, and an explanation of what is expected and why is the best and the easiest way of handling inappropriate behavior. Yet, at times, purposeful discipline becomes necessary for the good of the individual child and the other children in the program.

The following is the course of action that will be taken, if needed:
1. First time - identify the undesirable action to the child as being inappropriate.
2. Second time - reminder of rule.
3. Third time - brief exclusion from the group and/or brief loss of privileges. (Child is excluded from the group for a very short time in an observable location. This type of time out is not meant as punishment, but as an opportunity for the child to take time away from the activity that led to the disruption.)
4. If the inappropriate behavior continues, a parent-teacher conference will be requested to discuss alternative measures of guidance.

Referral:
The Launching Pad Preschool is designed to serve students ages three to five years old. It is a non-mandated community education preschool program. Though every effort is made to meet the educational needs of every student, if a child's behavioral, developmental or cognitive needs exceed the typical services offered to children in our program, then

we will seek parental permission to begin the referral process for consultation and/or assessment to the Early Childhood Special Education (ECSE) team. This is rooted in our commitment to the success of all students by providing developmentally appropriate education to each one.

Gifts to Employees
Refer to District Policy 421
Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Health Information
District #883 has a licensed school nurse on duty at all times. All immunizations must be current according to state law. A child in preschool must complete Early Childhood Health and Developmental Screening (offered by the school district) prior to being enrolled in the program, within 90 days after the enrollment date, or when a child reaches the age of 3 years and 7 months. Parents should call our office to set up an appointment at 763-477-7500.

For a child's well-being and the protection of the other children, a child should be kept home if he/she has the following:

Red eyes	**Heavy cough**
Upset stomach	**Ear ache**
Open sores	**Swollen glands**
Fever	**Diarrhea**

Children should be fever free for 24 hours *without* the aid of medicine (Tylenol, Motrin, Advil, etc.) before returning to school. Also, when the illness includes vomiting or diarrhea, a child should wait to

return to school until it has been 24 hours since the last incident.

The classroom teacher or coordinator is responsible for contacting a parent if there is a concern regarding a child coming to school without adhering to this policy. Respect for the parent and concern for the child and the child's classmates should always be conveyed.

If a child becomes ill at school, the teacher will notify the parents, or the contact person listed on the emergency contacts if the parents cannot be reached. The child should rest in the nurse's office, if possible, while waiting to be picked-up. If not possible, the child should rest in a quiet place in the classroom away from the other children. There may be a possibility of the child resting in the ECP Office, if staff is available.

If a contagious illness exists among the preschool children, please notify the ECP Office staff so appropriate notification can be sent home with the children. Please keep the ill child's name in confidence when addressing any concerns of other parents.

The district student health services office is staffed by a licensed nurse. Other health services may be provided to students under the direction and supervision of a licensed school nurse. In the event of an emergency, 911 will be notified along with the parent/guardian.

Medication

~~**With the exception of EPI-Pens, no medications should be administered by ECP staff to any child.**~~ ~~The School nurse, trained elementary office staff, or parents are the only adults who should administer medications.~~ All prescription medications require a doctor's order and signed parent permission. The medication must be brought to the school in its original container with a label prepared by a pharmacist. This form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Medication, with the exception of Epi-Pens, will be stored in a locked receptacle in the EC Office. Epi-Pens can be stored in the child's respective classroom.

On Time/Late Staff

All employees are expected to report to work on time. If you are going to be unexpectedly late, contact the ECP Coordinator immediately.

Photo ID's

Staff is required to wear a photo ID/name badge. Children and parents should be able to easily identify staff if they have a concern or question. These will be provided each year, though staff must have their photo taken when the all-school picture day takes place. If joining the staff during the year, please see Paula at the District Office for your photo and name badge.

Pick-Up for Preschool children:

- Parents are requested to bring their child to the classroom no more than 10 minutes before scheduled starting time. A child should not be dropped off outside the elementary school unless arrangements have been made previously with ECP staff.
- Parent must notify LPP if someone other than the parent will pick the child up from school on any one day or on a regular basis.
- Parents must notify LPP and transportation if their child is to get off the bus at any place other than the normal drop-off point. (A child may only be delivered to an area within the general bus route.) The transportation supervisor requests a three-day notice and parents are asked that they deviate from the normal bus route only in case of an emergency.
- Parents should pick their child up outside the classroom promptly at the scheduled release time.

Telephone/Copier/Computer/Fax

The use of cell phones or work phones should be kept to a minimum, be brief, and on an emergency basis during work/teaching time. The same is expected in regards to texting, IM, etc. Teaching time is defined as, "when children/parents are present." Work time includes prep time before and after class, including time between classes, unless it is an employee's break/lunch time. The copier/fax machine/computer should not be used for personal use.

Time Sheets/Pay Day

All staff will use XXXXXXXXXXXX to sign-in and out during their work day. Changes/corrections need to be communicated in writing to the Coordinator by 3:30 PM on the 15th and last day of every month. If you have questions, please see the ECP Coordinator.

Tobacco-Free Schools

Refer to District Policy 419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities.

Toileting Assistance

Two staff members should be present, if possible, to assist a child with his/her toileting issues. If two staff are not available, the staff person assisting the child will notify another staff member that they will be assisting a child with toileting needs. The staff person providing assistance should use the bathroom that is usually used by the children. Respectful and appropriate conversation and actions will be employed at all times with the child requiring assistance.

Acknowledgement Form

I have received a copy of the 2023-24 Rockford Area Early Childhood Programs Staff Handbook.

_____

Staff Printed Name

_____

Staff Signature

_____

Date

The Launching Pad Preschool

EARLY CHILDHOOD EDUCATION
Birth-PreSchool

2023-24 Parent Handbook

Parent Aware Quality Rated

Launching Pad Preschool is a 4-Star rated Parent Aware Program. The highest rating offered, it reflects a commitment to high quality programming using research-based best practices, while preparing children for success in kindergarten and beyond.

Rockford Area Early Childhood Programs is a program of the Rockford Area Schools Community Education Department.

Building a Community for Life-Long Learning
Rockford Area Schools
COMMUNITY EDUCATION

Table of Contents

INTRODUCTION	**3**
Philosophy	3
Staff	**3**
Program Information	3
Curriculum	4
What is a Reggio-inspired approach	4
All-Day Preschool	**5**
Calendar	5
Conferences	**5**
Gifts to Employees	5
Guidance Procedures	**5**
Emergency Procedures	6
Health Information	**6**
Attendance	6
Tobacco-Free Schools	**6**
Tuition/Fees	6
Class Options	**6**
Drop-off/Pick-Up Procedures	7
Busing	**7**
Parent Participation	7
Sample Daily Schedule	**7**
Acknowledgement Page	9

Introduction

Welcome to the Launching Pad Preschool! The purpose of this handbook is to assist you in knowing more about this program offered through Rockford Community Education. Please take some time to familiarize yourself with the contents of this handbook. It includes information specific to the Launching Pad Preschool.

Tiffany Reinhard, Coordinator
reinhardt@rockford.k12.mn.us

Philosophy

We believe that a child learns best in an atmosphere of love, warmth and acceptance. Our teachers listen to children, allow them to take the initiative, and yet guide them in productive and non-competitive ways.

Our program is founded on the belief that all children have great potential, are curious, and interested in constructing their own learning. We encourage positive peer and social relations, development of critical thinking skills, and facilitate the development of self-esteem by fostering independence and problem-solving skills.

We further believe that parents are the child's first and primary teachers and we enhance and support the parents in this important role.

It is important to remember that development is a journey, not a race. Children benefit from the individual, measured pacing of the journey, not from achieving developmental milestones at the earliest opportunity. We offer only developmentally appropriate activities for the children and will not push beyond what they are comfortable doing.

Jean Piaget generally is recognized as the leader in the field of early childhood education in the research and understanding of a child's development. From ages two to seven, a child is developing many of the cognitive skills that are the foundation for all formal learning. Attempts to hurry a child's cognitive development are not worthwhile: Piaget's research documents that the stages of cognitive development cannot be skipped, nor is it possible to speed through them. While most children at the youngest ages are able to memorize and recite, these skills do not represent meaningful learning in the preschool years. In our setting, we encourage deep and complex thinking. This fosters the tendency in children to be curious, to wonder, investigate then to question, study, and analyze so they can think critically. This is true preparation for life-long learning. "Academics" are very much embedded within our daily work. They are found in both the ordinary moments of our day and in the project work that we may do.

Children have a real understanding only of that which they invent themselves, and each time we try to teach them something too quickly, we keep them from reinventing it themselves. ~ Jean Piaget

Staff

Teachers are typically licensed in early childhood education and are carefully selected by our interviewing committee. Teachers are required to attend workshops, conferences, and other in-service training opportunities to keep abreast of the best way to enhance children's learning. Assistants are all parents and some have had children in our program. District #883 has a licensed school nurse on duty at all times.
Coordinator –Tiffany Reinhard
Children's Teachers - Michelle Anderson, DeAnn Lommel, BethAnn Brooks, Lindsey Stotts
Assistant Teachers - Lisa Feyen, Kristy Qualle, Cathy Egbert, Kimberly Johnson, Courtney Thorson.
Administrator: Melissa Joseph, Community Education Director
Advisory Council: Composed of community members, including parents with children in the program, the advisory council assists with direction, support, program development, public relations, and evaluation of the program. Please contact your child's teacher or the coordinator if you wish to serve on the Advisory Council.

Program Information

Enrollment: Each class has one teacher and one assistant and a maximum of 16-18 children.

Funding: Our program is supported by tuition fees from parents along with a small amount of funding from the state for tuition assistance purposes.

Location: Rockford Elementary Arts Magnet School, 7650 County Road 50, Rockford, Minnesota, classrooms 209, 210, 211, 212, and 305.

Telephone Calls - Messages
The Early Childhood Programs phone number is 763-477-7500. All teachers have voice mail and you will be able to leave a message for your child's teacher. *If it is a very important message, such as a change in your child's dismissal routine, please speak to someone in the Early Childhood Office or REAMS office.*

Birthday Snacks
Please send nutritious foods rather than sweets. Since nutrition is one of the main components in our preschool program**, please do not send cake, cupcakes, cookies, candy, caramel-type popcorn, "fruit snacks,"**

or other sweets. State law does not allow homemade treats.

Hours:
Morning class: 8:05 - 10:45 AM
Afternoon class: 12:15 – 2:55 PM
All-day class: 8:05 AM – 2:55 PM

Days: Launching Pad Preschool classes are scheduled for 60, 90, or 150 class sessions during the 2023-24 school year. The days off due to no school are built into the total, so you are not losing any of the 60/90/150 days when there is no school.

School closings/delays: If school is closed for any reason, then preschool classes will also be canceled. If there is a two-hour late start, there will be no morning preschool; all day preschool will be 2 hours late and PM preschool will be held as usual.

Make-Up Days: When preschool is cancelled due to weather related events, Launching Pad Preschool will make-up as many preschool sessions as the K-12 school calendar and program calendar permits. As these occurrences are beyond our control, refunds will not be issued.

Transportation: Parents are expected to provide transportation or arrange for car-pooling. Free transportation is available if there is room on regularly scheduled district bus routes.

Children who ride the bus to and/or from school are met by the assistant teacher at the bus stop every morning and at mid-day. Teachers and assistants walk children to the individual buses each afternoon.

Snacks: Nutritious snacks will be served daily. We ask that parents help provide snack food to assist in keeping the cost of tuition down. Food will not be used as punishment or reward. Again, no sweet treats, please.

Field trips: Parents will be notified of any field trips and may be asked to volunteer to help supervise children. A small fee may be required for some field trips.

Clothing/backpack: Your child's clothing should be comfortable, washable, and designed so that he/she is generally able to manage toileting by him/herself. Classes go outside when the weather permits. Therefore sweaters, snowsuits, raincoats, caps, mittens and boots should be easy and big enough for the child to dress him/herself. Please clearly mark each item with the child's name for identification, particularly snow boots, snowsuits, jackets, etc. Your child will need to carry a large backpack so he/she can bring artwork, notices and other items to and from school.

Student Withdrawal: If you need to withdraw your child from Launching Pad Preschool, we require a written notice of 10 business days prior to your end date. Failure to do so will result in you being billed for the tuition of the required 10 business days.

Curriculum

Our staff has been greatly influenced by training we have received in Reggio Emilia curriculum. We are members of the North American Reggio Emilia Alliance and the Minnesota Reggio Network. We attend Reggio networking sessions and explore literature about the Reggio approach to early education.

Creative Curriculum is research based, aligned with the Minnesota Early Childhood Indicators of Progress (ECIPs), and reflective of our Reggio-inspired approach to early education. Ours is an emergent curriculum – we are always learning and changing as we strive to ascertain what works best for providing children with tools for learning.

Together, the Reggio Philosophy and Creative Curriculum foster methods of teaching children that reflect "best practices" for age and developmentally-appropriate activities that are exciting, creative, and best encourage children's growth and learning.

What is a Reggio-inspired approach?

Reggio Emilia, a city in northern Italy, is the home of what many people consider the best program in the world for young children, ages birth to six.

The Reggio Emilia philosophy sees the child as unique, strong, and full of potential and envisions environments that are reflective of learning and relationships between children, teachers and parents.

The Reggio Emilia approach to education is committed to the creation of conditions for learning that will enhance and facilitate the child's construction of his or her own powers of thinking through the fusion of all the expressive, communicative and cognitive languages.

The Reggio Emilia approach is based upon the following principles:

• The image of the child as curious, competent, and able to build theories.
• Shared discussions among children, among adults, and between adults and children are ways children represent what is learned. Through repeated conversations and revisiting ideas, children can reconstruct their earlier theories.
• The Reggio approach is about guiding children's ideas with provocations. There is collaboration on many levels. Parents are considered an essential collaborator and parent participation is desired and supported.
• The Reggio Emilia approach calls for the introduction of a wide array of creative media and activities as a means of enhancing children's creative, social, and cognitive development. The children represent their ideas and emotions through many "languages," including spoken

and written words, visual arts, drama, music, movement, construction and more.
• The teacher's role within the Reggio Emilia approach is complex. Teachers co-explore the learning experience with the children to provoke ideas, problem solve, and critical thinking skills. Teachers help children see the connections in learning and experiences and help children express their knowledge through representational work.
• Teachers document children's processes of learning in many ways - through photographs, written records, journals, etc. Projects can emerge from children's ideas and/or interests, or by knowing what is of interest to children, teachers can introduce them: shadows, puddles, tall buildings, construction sites, nature, etc.
• Time is a critical factor but not measured by the clock or calendar. Children's own personal rhythms and own sense of time is considered important.

All-Day Preschool

Children will have preschool in the morning and then there will be a lengthy break for lunch and a quiet time, or naptime, for those who choose to sleep. The afternoon will continue with another session of preschool that will be at a more relaxed pace. There will be time for enrichment activities, the large motor room, and a brief group time with a story.

Please send a small blanket, one that can remain at school with your child for naptime. We will furnish a soft mat for your child, but a blanket from home will add to their comfort. Please put your child's name on the blanket.

SNACK/LUNCH:
A nutritious snack is available. Parents provide cold lunches and purchase milk, or parents may choose to purchase an elementary school hot lunch for their child. Lunch is to be eaten in designated areas only. If your child brings his/her lunch:

- Make sure the lunch is clearly labeled.
- Low sugar and high fiber are important.
- Remember protein/vegetables/fruits/grains.
- Please don't send candy or more than one cookie.

2023-24 LUNCH PRICES
Breakfast $1.85
Elementary Lunch $2.65
Adult Lunch/2nd Lunch $3.85
Milk $.60

Email or letter will notify parents when their student's balance is at a positive $10.00. Students will not be permitted to charge meals to their account if they have a $-5.00 in their account. Sandwiches and milk will be provided until funds have been deposited to bring their account to a positive balance.

Parents/guardians can make deposits to student lunch accounts in the Infinite Campus Portal or mailing a check to the high school kitchen, attention: Deb Graunke. Students can also bring deposits to their building office. A child's lunch balance can be viewed by logging on to your Parent Portal on Infinite Campus. Students who have insufficient funds to pay for a meal may receive an alternate meal. Details on negative account balances and unpaid meal charges can be found in Appendix 6 of the District Student-Parent Handbook.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available at each school office and at the district office. For more information regarding your child's lunch account, payment methods, or eligibility for free and reduced price meals, contact 763-477-9165.

Calendar

We follow the school year calendar of Rockford Elementary Arts Magnet School, except that we begin later and end earlier, and offer mid-year parent-teacher conferences.

Conferences

Every family has a parent/child conference with the teacher before classes begin in September. Parents also have the opportunity to have a formal conference to discuss their child's progress in January. At the end of the year, each parent receives a summary report of his/her child's progress.

Daily electronic journals
Teachers e-mail parents a recap of each day. Parents who do not have e-mail service receive a paper copy of the e-mail.

Gifts to Employees

Refer to District Policy 421

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

Guidance Procedures

By noticing children behaving positively and praising them for this, the need for discipline is greatly reduced. We believe positive reinforcement, redirection of negative behavior, and an explanation of what is expected and why is the best and easiest way of handling inappropriate behavior. Yet, at times, purposeful discipline becomes necessary for the good of the individual child and the other children in the program. **The following is the course of action that will be taken, if needed:**

1. First time - identify the undesirable action to the child as being inappropriate.
2. Second time - reminder of rule.
3. Third time - brief exclusion from the group and/or brief loss of privileges. (Child is excluded from the group for a very short time in an observable location. This type of time out is not meant as punishment, but as an opportunity for the child to take time away from the activity that led to the disruption.)
4. If the inappropriate behavior continues, a parent-teacher conference will be requested to discuss alternative measures of guidance.

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We will participate in fire, tornado, and safety drills so the children are familiar with the procedures.

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District #883 has a licensed school nurse on duty at all times. All immunizations must be current according to state law. Your child must complete Early Childhood Health and Developmental Screening (offered by the school district) prior to being enrolled in the program, within 90 days after the enrollment date, or when your child reaches the age of 3 years and 7 months. Please call our office to set up an appointment at 763-477-7500.

For your child's well-being and the protection of the other children, your child should be kept home if he/she has the following:

Red eyes	**Heavy cough**
Upset stomach	**Ear ache**
Open sores	**Swollen glands**
Fever	**Diarrhea**

Children should be fever free for 24 hours *without* the aid of medicine (Tylenol, Motrin, Advil, etc.) before returning to school. Also, when the illness includes vomiting or diarrhea, please wait to return to school until it has been 24 hours since the last incident.

If your child becomes ill at school, the teacher will notify the parents or the contact person on the emergency card if the parents cannot be reached. You should have someone who can care for your child if he/she cannot remain at school.

The district student health service is staffed by a licensed nurse. Other health services may be provided to students under the direction and supervision of a licensed school nurse. In the event of an emergency, 911 will be notified along with the parent/guardian.

Please notify us if your child has a contagious illness. The staff will notify you if a contagious illness exists among the preschool children.

~~The preschool staff is not allowed to give medications, except for EPI-Pens, in an emergency. If medication is required, contact the school nurse who will tell you what procedure the school follows regarding medication. The school nurse can be reached by calling the Rockford Elementary School 763-477-5837.~~ All prescription medications require a doctor's order and signed parent permission. The medication must be brought to the school in its original container with a label prepared by a pharmacist. This form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Medication, with the exception of Epi-Pens, will be stored in a locked receptacle in the EC Office. Epi-Pens can be stored in the child's respective classroom.

Attendance:

If your child will be absent from preschool, please call the attendance line at 763-477-7525 and leave a message.

Tobacco-Free Schools

Refer to District Policy 419

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities.

Tuition/Fees

Tuition is divided into a nine-payment plan and is due on the 1st of the month – all payments are the same regardless of school vacation days, conferences, etc.

Payment months:
June, by the September conference, October, November, December, January, February, March, April.

TUITION IS DUE ON THE 1st DAY OF EACH MONTH. A $25.00 LATE FEE WILL BE ASSESSED FOR PAYMENTS MORE THAN 5 BUSINESS DAYS LATE. If your tuition is more than three weeks late, LPP reserves the right to

withdraw your child from the program if arrangements have not been made with the Coordinator.
There is a non-refundable registration fee: $40 for the first child - $30 for the second child that is due with the application in order to process the registration.

If your child is absent for an extended time, you will still be responsible for preschool tuition, as we cannot offer that slot to anyone else unless you withdraw your child from the program.

Class options

Children must be 3 by 9/1/2023 for all classes.
5 days/week (MTWThF) 8:05 AM–10:45 AM: $325/month.

3 days/week (MWF) 8:05 AM–10:45 AM or 12:15 PM–2:55 PM: $230/month

2 days/week (T/Th) 8:05 AM–10:45 AM or 12:15 PM–2:55 PM: $180/month.

5 days/week ALL DAY (MTWThF) 8:05 AM–2:55 PM: $590/month

3 days/week ALL DAY (MWF) 8:05 AM–2:55 PM: $370/month.

2 days/week ALL DAY (T/Th) 8:05 AM–2:55 PM: $285/month.

Late fees: There is a $25 late fee for tuition payments received more than 5 business days past the first of each month. There is a $10 late fee for each 15 minutes a child is picked up late from preschool.

Drop-off/Pick-Up for Preschool children:

• Parents are requested to bring their child to the classroom no more than 10 minutes before scheduled starting time. A child should not be dropped off outside the elementary school unless arrangements have been made previously with ECP staff.
• Parent must notify LPP if someone other than the parent will pick the child up from school on any one day, or on a regular basis.
• Parents must notify LPP and transportation if their child is to get off the bus at any place other than the normal drop-off point. (A child may only be delivered to an area within the general bus route.) The transportation supervisor requests a three-day notice and parents are asked that they deviate from the normal bus route only in case of an emergency.
• Parents should pick their child up outside the classroom promptly at the scheduled release time.

Busing

Bus transportation to and from preschool is available if:

1) The pick-up/drop-off point is on the regular bus route and,
2) There is space available on the bus. Busing policy permits only one address for pick-up each day and one address for drop-off each day.

Parent Participation

We welcome parents into our classrooms as observers and/or helpers. Please call your child's teacher to arrange a time for your visit.

What we expect from you:

• Please pay tuition promptly on the 1st of the month. You may pay online on *ELEYO,* or by check or cash in our office.
• Talk to the teacher or coordinator about any concerns you have about the program, your child, or related matters.
• Inform the EC office of any changes in phone number (work or home), address, or emergency information.
• Make sure your child has an adequate night's rest before sending him/her to school.
• Assess your child's health before sending him/her to school. (See Health Information above.)
• Read any correspondence via email or sent home with your child as you check the backpack each day.
• Label your child's personal items.
• No expensive or fragile items should be sent to school with your child - these may get broken or lost.
• Arrange to have an ill child picked up from the health office promptly.

What you can expect from us:

• An atmosphere of warmth, love and acceptance.
• Individual, positive attention for each child.
• A conscientious and thoroughly planned program with age-appropriate activities.
• A pleasant, safe, well-supervised, and healthy environment.
• Information sent home on a regular basis about activities, special events, or if there are concerns about a particular situation.
• Confidentiality of all information pertaining to children or families.
• Opportunities for you to be involved in your child's education.
• Children who ride buses will be met at the bus in the AM and be placed individually on buses in the PM.
• Our staff is required by law to report any suspected child abuse and/or neglect.

Sample Daily Schedule

A daily schedule and on-going documentation of the children's experiences are displayed in each classroom as

well as our common areas. Parents are strongly encouraged to pay attention to the displays as they provide a glimpse into the inner life of the classroom community. Children learn about time from the daily, predictable routines that are established.

A sample of the daily schedule may include:

5-10 minutes
ARRIVAL
Free choice time

15-20 minutes
MEETING
Hello, sharing, story time and explain new activities

80 Minutes
PLAYFUL LEARNING
Hands-on activities, explore learning stations; projects

HEALTHY SNACK & WATER
Wash hands, social interaction, conversation, and manners. Children choose snack as a self-directed, independent activity

15 minutes
MUSIC & MOVEMENT CIRCLE
Songs, music, finger plays

10-15 minutes
GROSS MOTOR
Outdoors or play in large motor room; extra story or songs

10 minutes
DISMISSAL
Get ready, good-byes, pick-up or buses

Interest centers for developmentally appropriate activities:

Creative: Art, music, building blocks and dramatic play.

Literacy: Writing tools, paper, alphabet, books, story writing and documenting.

Science: Exploration, natural science, water/sand experimentation; "How?" "What?" "Why?" "Where?" "How much?"

Music: Experimenting with music, singing, listening, creating, performing, movement exploration, rhythms, playing instruments and exposure to many types of music.

Large muscle activity: A large muscle room and outdoor play area offer many opportunities for running, climbing, jumping, sliding, riding and balancing.

Math: Hands-on activities provide concrete experiences with counting, matching, sequencing, weight, size, volume, and one-on-one correspondence; children also experiment with shapes and manipulatives to learn classifying, sorting and predicting.

Acknowledgement Form

I have received a copy of the 2023-24 Launching Pad Preschool Parent Handbook.

_____

Student Printed Name

_____

Parent/Guardian Printed Name

_____

Parent/Guardian Signature

_____

Date

ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Policy Updates – First Reading

Meeting Date: April 17, 2023

Prepared by: Superintendent's Office

Date Prepared: April 13, 2023

X	Information	X	Briefing	X	Action		Enclosure Item(s)

Below is a summary of the changes of several policies. These changes update references and introduce a new policy. This is a **Second reading** of the following policies:

516.5	Overdose Medications	New Policy
750R	Payment for Food and Drinks	New Policy
801	Equal Access to School Facilities	Update References
802	Disposition of Obsolete Equipment	Update Reference
805	Waste Reduction and Recycling	Update References
806	Crisis Management Policy	Update References

Adopted: 04/17/2023 *Orig. 2023*
Reviewed:
Revised:

516.5 OVERDOSE MEDICATION

[Note: School districts are not required to adopt a policy on the use of emergency drugs for the treatment of drug-related overdoses. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of a prescription medication, particularly to an individual to whom it was not prescribed. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)[i], and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.

B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The

Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].

C. **"Opiate"** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.

D. **"Opiate Antagonist"** means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.

E. **"Standing Order"** means directions from the school district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:

1. Administration type

2. Dosage

3. Date of issuance

4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

A. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team ("District Planning Team") who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.

2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.

3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:

    a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;

    b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;

    c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and

    d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.

4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

B. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.

2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

C. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc*.).*

[Note: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]

B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.

C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References:
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 152.212 (Labeling of Prescription Drug Containers)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)

Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

[i] Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the internasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intermuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

Adopted: 03/20/2023 *Orig. 2023*
Reviewed:
Revised:

750R PAYMENT FOR FOOD AND DRINK POLICY

I. PURPOSE

The purpose of this policy is to establish the parameters for purchase of and payment for food and drink for events using District funds.

II. GENERAL STATEMENT

A. The District does not on a regular basis use district funds for the purchase of food and drink consumed by employees of the district or its guests. However, the Board of Education recognizes that it is sometimes necessary to provide refreshments at District sponsored functions. Such expenditures are permitted at meetings when the Superintendent, or the Superintendent's designee, determines that expenditures of funds for this purpose serve a district purpose or as otherwise permitted by this policy and any rules promulgated by the Superintendent.

Nothing in this policy prohibits employees from providing refreshments at their own expense at other meetings, training sessions or similar functions.

II. METHOD OF PAYMENT

A. The preferred method of procurement of food and drink for permissible purposes is the general requisition and purchase order process. In rare situations a district purchasing card, or reimbursement may be used to pay for food and drink. Reimbursement is not the preferred method and may be strictly limited by the Superintendent. Persons who regularly purchase food and drink for district involved events should use the general requisition process.

III. APPROPRIATION OF FUNDS

A. Employees who appropriate district funds, whether from school, department or grant funds, for non-permissible expenditures for food and beverages shall be held personally responsible for these expenses. Employees may also be subject to disciplinary actions consistent with the terms of any employment contract, plan or collective bargaining unit contract to which the employee is a party.

B. Only commercially prepared food and beverages may be purchased with district funds.

IV. PERMISSIBLE EXPENDITURES

A. School, Department or grant funds may be used to pay the expenses for food and beverages served at District sponsored meetings where the primary audience is:

- Employees according to regulations established by the Superintendent.
- Parents or community members and students attending with parents at the event.
- Students and their employee chaperones participating in student government activities held during regular meal times.
- Students and their employee chaperones participating in school sponsored activities occurring outside of the regular school day held during generally scheduled meal times.

Legal References: Minn. Stat. 123B.02, subd. 14a. (General powers of independent school districts)
Minn. Stat. 123B.36 (Authorized fees)
Minn. Stat. 123B.37 (Prohibited Fees)
Minn. Stat. 123B.76 (Expenditures; Reporting)

Adopted: 12/16/02 *Orig. 1995*
Reviewed: 2006
Revised: 08/19/13 , 4/17/23

801 EQUAL ACCESS TO SCHOOL FACILITIES

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.

C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.

D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

E. In adopting and implementing this equal access policy, the school district will NOT:

1. influence the form or content of any prayer or other religious activity;

2. require any person to participate in prayer or other religious activity;

3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;

4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5. sanction meetings that are otherwise unlawful;

6. limit the rights of groups of students based on the size of the group;

7. abridge the constitutional rights of any person.

III. DEFINITIONS

A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

B. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.

D. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.

E. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

A. A meeting held pursuant to this policy is voluntary and student-initiated;

B. There is no sponsorship of the meeting by the school or its agents or employees;

C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;

D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and

E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:

1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.

2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.

B. Student groups meeting under this policy must comply with the following rules:

1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.

2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.

C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.

D. The building principal has responsibility to:

1. Keep a log of application information.

2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.

3. Note the condition of the facilities and equipment before and after use.

4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.

5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.

F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.

G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.

H. A copy of this policy and procedures shall be made available to each student who initiates a

request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226 (1990)
Good News Club v. Milford Central School, 533 U.S. 98 (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

Adopted: 06/19/06 *Orig. 1995*
Reviewed: 2019
Revised: 12/16/19, 04/17/2023

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.

B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over $175,000

1. If the value of the equipment or materials is estimated to exceed $175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure

of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.

5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.

6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From $25,000 to $175,000

If the amount of the sale is estimated to exceed $25,000 but not to exceed $175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts $25,000 or Less

If the amount of the sale is estimated to be $25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a

period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:

    a. another school district;

    b. the state department of corrections;

    c. the board of trustees of Minnesota State Colleges and Universities; or

    d. the family of a student residing in the district whose total family income meets the federal definition of poverty.

    e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for

educational use.

2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Sale or purchase of State Property; Penalty)
Minn. Stat. § 123B.29 (Sale at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

Adopted: 12/16/02 *Orig. 1996*
Reviewed: 2016
Revised: 07/24/17, 04/17/2023

805 WASTE REDUCTION AND RECYCLING

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property and the establishment of a program of education to develop an awareness of environmentally sound waste management.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

A. "Lamp recycling facility" means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps.
B. "Mixed solid waste" means garbage, refuse, source-separated compostable materials and other solid waste but does not include auto hulks, street sweepings, ash, construction debris, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters and other materials collected, processed, and disposed of as separate waste materials.
C. "Packaging" means a container and any appurtenant materials that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.

D. "Postconsumer materials" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.

E. "Rechargeable battery" means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Minnesota Pollution Control Agency (PCA) (Commissioner).

F. "Recyclable commodities" means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources.

G. "Recyclable materials" means materials that are separated from mixed solid waste for the purpose recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams

that are managed through biodegradative processes.. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.

H. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use.

I. "Resource conservation" means the reduction in the use of water, energy and raw materials.

J. "Reusable commodities" means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition.

K. "Source-separated compostable materials" means mixed solid waste that:

1. are separated at the source by waste generators for the purpose of preparing it for use as compost;

2. are collected separately from other mixed municipal solid wastes and are governed by state licensing provisions;

3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;

4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and

5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

L. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

1. reusing the product in its original form;

2. increasing the life span of a product;

3. reducing material or the toxicity of material used in production or packaging; or

4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

IV. WASTE DISPOSAL

A. The school district will attempt to decrease the amount of waste consumable materials by:

1. reduction of the consumption of consumable materials whenever practicable;

2. full utilization of materials prior to disposal;

3. minimization of the use of non-biodegradable products whenever practicable.

B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal.

C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located.

D. Prior to entering into a contract for the management of mixed solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;

2. develop and implement a plan for managing the potential liability; and

3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the district prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities.

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. Solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;

2. the land unless approved by the PCA; or

3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:

   a. permitted to do so by the operator of the system and the PCA;

   b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and

   c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

   1. in solid waste; or

   2. in a wastewater disposal system.

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

   1. in a solid waste processing facility; or

   2. in a solid waste disposal facility.

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minnesota Statutes section 216B.241, Subdivision 2.

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable

battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed.

J. The school district may not place yard waste:

1. in mixed municipal solid waste;

2. in a disposal facility; ~~or~~

3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or

4. in a plastic bag unless exempt as specified in Minnesota Statutes section 115A.931(c), (d), or (e).

K. The school district may not place a telephone directory:

1. in solid waste;

2. in a disposal facility; or

3. in a resource recovery facility, except a recycling facility.

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or

2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube.

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries.

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

A. When practicable and when the price of recycled materials does not exceed the price of non-recycled materials by more than 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district.

B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste.

C. Whenever practicable, the school district will:

1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent post-consumer material;

2. purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;

3. purchase paper which has not been dyed with colors, excluding pastel colors;

4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;

5. use reusable binding materials or staples and bind documents by methods that do not use glue;

6. use soy-based inks;

7. purchase printer or duplication cartridges that:

a. have 10 percent post-consumer material; or

b. are purchased as remanufactured; or

c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minnesota Statutes section 115A.03, subdivision 25b;

8. produce reports, publications and periodicals that are readily recyclable;

9. purchase paper which has been made on a paper machine located in Minnesota; and

10. print documents on both sides of the paper where commonly accepted publishing practices allow.

D. The school district may not use a specified product included on the prohibited products list published in the State Register.

E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material.

F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids.

VI. OTHER

The policy of the school district to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (Recycling Requirements; Public Entities; Commercial Buildings; Sports Facilities) Minn. Stat. § 115A.46 (Regional and Local Solid Waste Management Plan; Requirements)
Minn. Stat. § 115A.471 (Public Entities; Managing Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposing of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste; Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subd 2 (Public Utilities; Energy Conservation and Optimization)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References: *None*

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806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. 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.

Finally, all general crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.

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

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. This may include students who do not have a 504 plan or an individualized education program (IEP). The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may

change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

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

3. School Emergency Response Teams

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

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

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with

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

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

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

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.

5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes section 299F.30. See Minnesota Statutes section 121A.035.

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

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.

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

C. Facility Diagrams and Site Plans

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

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

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

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

E. Warning and Notification Systems

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

The building administrator shall be responsible for inform 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. 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.

F. Early School Closure Procedures

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

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

G. Media Procedures

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

H. Behavioral Health Crisis Intervention Procedures

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

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.

2. Designate specific rooms as private counseling areas.

3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.

4. Prohibit media from interviewing or questioning students or staff.

5. Provide follow-up services to students and staff who receive counseling.

6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

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

1. Physical/structural recovery
2. Fiscal recovery
3. Academic recovery
4. Social/emotional recovery.

IV. 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.

B. Visitors

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

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

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

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

D. Radiological Emergencies at Nuclear Generating Plants

School districts within a ten (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; Doors and Exits)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References:
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf
Comprehensive School Safety Guide
https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/Comprehensive%20School%20Safety%20Guide.pdf