



ROYALTON BOARD OF EDUCATION

Regular Meeting Agenda

August 11, 2025

6:00 PM

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comments

5. Approval of Agenda

6. Appreciation, Recognition and Presentations

7. Recognition of Citizens for Input Purposes

8. Reports/News

8.a. Superintendent Report

8.b. Business Manager Report

8.c. Principal Report

8.d. Community Education Report

9. Consent Agenda Approval

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

9.a. Approval of Regular Board Meeting Minutes

9.b. Approval of Special Meeting Minutes

9.c. Claims, Accounts and Financial

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

9.d. Approval of Personnel Changes

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

9.e. Approval of Fuel Bid

9.f. 2025 Football Fundraiser

10. Discussion/Information/Action Items

10.a. Discussion on Code of Conduct

10.b. Approval of 2025-2026 Student Handbook

10.c. Approval of Student Resource Officer

10.d. Approval of MN Rural Education Association Membership (MREA)

10.e. Approval of Donations by Resolution

10.f. Policy Reading

10.f.1. First Policy Reading

Description: *211: Criminal or Civil Action*

402: Disability Nondiscrimination

404: Employee Background Checks

418: Drug Free Workplace/Drug Free School + Form

419: Tobacco Free Environment...

427: Workload Limits...Special Education...

519: Interviews of Students by Outside Agencies

11.Upcoming Meeting Schedule

Description: 1, Policy Committee Meeting-Monday, August 25, 2025 @ 3PM

2. Finance Meeting -Wednesday, August 27, 2025 @12PM

3. Regular Board Meeting-Monday, September 8, 2025 @ 6PM

12.Closed Meeting to discuss Negotiation Strategies as permitted by Minn. Statute 13D.03

13.Closed Meeting for Superintendent Evaluation as permitted by MN Statute Section 13D.05

14.Adjournment



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**FISCAL YEAR 2025
JUNE BUDGET UPDATE
SCHOOL BOARD MEETING
AUGUST 11, 2025**

ENROLLMENT

- Original 24-25 Adopted Budget: 910 ADM / Revised Budget: 918 ADM
 - May enrollment K-12 = 925
 - ADM's calculated based on weighted factor
 - K-6th Grade = 1.0
 - 7th-12th Grade = 1.20

- 23-24 School ADM Served Report: 907 ADM / 991 APU

- Enrollment Tracking
 - Monthly
 - Budget impact
 - Updates to MDE ADM Web Estimates
 - 08/06/24 - 910 ADM
 - TBD - 918 ADM

HISTORICAL ENROLLMENT

Royalton School District

Historical Adjusted Average Daily Membership (ADM)

	EC	HK	KGF	1	2	3	4	5	6	7	8	9	10	11	12	Total K-12	% Change
24-25	13.00	0.00	76.00	66.00	68.00	69.00	70.00	72.00	62.00	69.00	72.00	82.00	74.00	60.00	78.00	918.00	1.21%
23-24	12.68	10.00	58.00	67.00	68.00	74.00	68.00	57.00	70.00	70.00	79.00	73.00	65.00	77.00	71.00	907.00	-2.96%
22-23	8.92	8.96	55.82	68.00	72.35	68.30	59.43	71.00	72.11	88.26	77.87	69.48	87.00	74.22	61.85	934.65	2.85%
21-22	3.18	6.84	58.70	70.50	67.00	57.15	66.93	63.08	86.94	72.96	69.96	84.48	78.06	68.72	57.43	908.75	-0.87%
20-21	4.15	5.66	61.01	67.58	53.88	62.86	61.21	84.16	74.07	67.20	89.16	83.73	72.53	66.81	66.82	916.68	-2.89%
19-20	5.77	8.19	59.94	60.12	63.03	61.02	84.45	67.73	73.52	90.87	86.52	76.63	74.75	77.26	59.93	943.96	-0.02%
18-19	3.98	6.66	54.13	64.12	57.29	81.43	64.99	70.26	94.37	85.31	78.93	73.62	87.06	65.19	60.77	944.13	1.25%
17-18	4.38	7.74	56.22	54.94	82.69	65.49	70.34	92.41	80.47	79.80	72.39	88.91	71.04	67.01	43.05	932.50	1.63%
16-17	5.00	12.78	44.31	79.43	63.36	69.41	88.72	68.95	74.01	67.75	85.90	72.55	75.69	56.85	57.85	917.56	-2.87%
15-16	7.39	19.77	60.34	64.18	70.13	90.00	70.51	75.05	67.37	88.03	71.31	75.95	64.97	65.56	61.46	944.63	2.62%
14-15	10.51	12.96	48.19	70.25	93.64	69.65	74.30	71.52	87.16	73.67	72.31	64.56	64.56	64.75	53.01	920.53	3.21%
13-14	8.55	13.76	59.52	91.62	71.97	75.60	69.92	80.43	74.21	69.13	62.53	64.53	68.88	49.49	40.35	891.94	

EC	Adjusted ADM for early childhood special education students
HK	Adjusted ADM for kindergarten special education students / no longer used starting in FY25
KGF	Adjusted ADM for non-special education kindergarten students in full-time programs

GENERAL FUND REVENUES - MONTH END = PRELIMINARY JUNE 2025

REVENUE								June 30, 2025	June 30, 2024	June 30, 2023		
REVENUE CATEGORIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	June 30, 2024	June 30, 2023
STATE	8,726,391	8,907,760	9,993,360	10,732,541	10,940,821	9,830,999	901,542	91.6%	100.0%	100.0%	8,907,760	8,726,391
FEDERAL	692,715	162,840	120,000	164,000	164,000	88,493	75,507	54.0%	100.0%	100.0%	162,840	692,715
PROPERTY TAXES	-	781,703	838,060	847,745	849,335	843,841	3,904	99.5%	100.0%	#DIV/0!	781,703	-
LOCAL (FEES, INTEREST, ETC.)	1,474,767	726,681	515,475	524,822	423,252	776,182	(251,360)	147.9%	100.0%	100.0%	726,681	1,474,767
TOTALS	10,893,873	10,578,984	11,466,895	12,269,108	12,377,408	11,539,514	729,594	94.1%	100.0%	100.0%	10,578,984	10,893,873

- Overall, ahead as a % of the board approved revised budget at 94.1%
 - Local revenue exceeds current budget due to an increase in donations
 - Mid-State payment of \$103,879

GENERAL FUND EXPENDITURES - MONTH END = PRELIMINARY JUNE 2025

EXPENDITURES								June 30, 2025 % of Budget	June 30, 2024 % of Actuals	June 30, 2023 % of Actuals		
OBJECT SERIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	Expended	Expended	Expended	June 30, 2024	June 30, 2023
SALARIES & WAGES	6,412,479	6,871,879	7,063,649	7,030,106	7,123,366	7,003,112	26,994	99.6%	100.0%	100.0%	6,871,879	6,412,479
EMPLOYEE BENEFITS	1,770,505	1,921,374	1,964,817	2,159,482	2,118,532	1,991,050	168,433	92.2%	100.0%	100.0%	1,921,374	1,770,505
PURCHASED SERVICES	1,775,820	2,065,906	1,443,836	1,879,742	1,804,297	1,786,685	93,057	95.0%	100.0%	100.0%	2,065,906	1,775,820
SUPPLIES	994,099	1,033,051	830,923	813,216	782,195	806,066	7,150	99.1%	100.0%	100.0%	1,033,051	994,099
EQUIPMENT	1,014,689	263,934	265,000	316,381	302,000	350,593	(34,212)	110.8%	100.0%	100.0%	263,934	1,014,689
OTHER EXPENDITURES	40,854	32,838	32,150	1,208	3,390	65,492	(64,284)	5421.6%	100.0%	100.0%	32,838	40,854
TOTALS	12,008,445	12,188,982	11,600,375	12,200,136	12,133,780	12,002,999	197,137	98.4%	100.0%	100.0%	12,188,982	12,008,445

- Overall, under budget as a % of the board approved revised budget at 98.4%

GENERAL FUND EXPENDITURES - MONTH END JUNE 2025

- Salaries & Wages - slightly under budget \$27K
- Benefits - under budget \$168K
 - District Health Insurance premiums
- Purchased Services - under budget \$93K
 - PSEO
 - Mid-State
- Supplies - slightly under budget \$7K
- Capital - slightly over budget
 - Band/Choir Sprengle donation expenses
- Other - on track w/ budget
 - Reclassification - end of year chargebacks Food Service

ACTIVITY OTHER FUND REVENUE - MONTH END = PRELIMINARY JUNE 2025

ACTIVITY - OTHER FUNDS								June 30, 2025	June 30, 2024	June 30, 2023		
REVENUE	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	June 30, 2024	June 30, 2023
FOOD SERVICE	623,790	715,931	757,330	858,230	815,700	588,625	269,605	68.6%	100.0%	100.0%	715,931	623,790
COMMUNITY EDUCATION	434,712	523,279	507,413	544,104	516,030	511,839	32,265	94.1%	100.0%	100.0%	523,279	434,712
DEBT SERVICE	1,823,033	1,912,542	2,078,334	2,126,689	2,156,280	1,979,060	147,629	93.1%	100.0%	100.0%	1,912,542	1,823,033

- All Funds, slightly under budget as a % of the board approved revised budget.
- Year-end receivables and adjustments to be processed

ACTIVITY OTHER FUND EXPENSE - MONTH END = PRELIMINARY JUNE 2025

EXPENDITURES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	June 30, 2025	June 30, 2024	June 30, 2023	June 30, 2024	June 30, 2023
								% of Budget Received	% of Actuals Received	% of Actuals Received		
FOOD SERVICE	612,390	631,745	722,753	787,592	802,544	675,443	112,149	85.8%	100.0%	100.0%	631,745	612,390
COMMUNITY EDUCATION	431,797	556,484	581,470	554,009	493,007	519,449	34,560	93.8%	100.0%	100.0%	556,484	431,797
DEBT SERVICE	2,020,583	2,022,333	2,021,183	2,082,972	1,964,281	2,021,183	61,789	97.0%	100.0%	100.0%	2,022,333	2,020,583

- All Funds, slightly under budget as a % of the board approved revised budget.
- Year-end review and adjustments to be processed

24-25 AUDIT PROCESS July - November

1. Review all funds revenue & expense for budget variances
2. Review all funds for proper UFARS coding
3. Process year-end adjustments / reclassifications
4. Process State Aid and Federal receivables
5. Reconcile and adjust Levy revenue across the funds
6. Preliminary close of FY25 revenue and expenses in all funds
7. Review steps 1-5 for final year-end results
8. Close of FY25 revenue and expenses in all funds by 09/15/25
 - a. Deadline required by MDE
9. Begin compiling data for year-end audit
 - a. Audit scheduled the week of September 8th
10. Audit Week
11. Wrap up of 24-25 Audit, Final Close to MDE and report to Board - Nov/Dec 2025



Thank you!



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Community Education Update
Board of Education
August 11, 2025

Jennifer Noble, Community Education Director

EARLY CHILDHOOD EDUCATION

Preschool Enrollment: 62

Preschool Parent-Teacher Conferences:

September 3, 2025

Upcoming Early Childhood Screening:

October 15, 2025 and January 16, 2026

ECFE class sessions:

- Tuesdays PM-November 11-December 16
- Wednesdays-AM November 5-December 17
- Wednesdays-PM November 5-December 17

The ECC has created a Little Royals Reading Corner!



ADULT ENRICHMENT

Summer Class Enrollment: 17

Fitness Center Participation:

- **63 Family Memberships**
- **101 Individual Memberships**

Fall classes are open for online registration!



YOUTH SPORTS AND ENRICHMENT

Summer Class Highlights

- 18 classes offered, 88% held!
- 310 enrollments

Instructors Wanted

Fall classes are open for online registration!



MORNING AND AFTER SCHOOL (MAP) PROGRAM

Summer Program Highlights

- Approx. 30-40 attend daily!

Online registration is open for fall!





Questions? Thank you!

Regular Meeting

Monday, July 14, 2025 6:00 PM

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

Jon Andres: Present

Lucas Boyd: Present

Randy Hackett: Present

Rian Hofstad: Present

Ellie Holm: Present

Maria Traut: Present

Present: 6.

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comments

5. Approval of Agenda

Action(s):

Approval of Agenda. This motion, made by Ellie Holm and seconded by Randy Hackett, Passed.

Voting Summary: Yea: 6, Nay: 0

6. Appreciation, Recognition and Presentations

7. Recognition of Citizens for Input Purposes

8. Reports/News

8.a. Superintendent Report

8.b. Business Manager Report

8.c. Principal Report

Description: Apprenticeship Update

9. Consent Agenda Approval

Action(s):

Approval of All Items on Consent Agenda. This motion, made by Randy Hackett and seconded by Ellie Holm, Passed.

Voting Summary: Yea: 6, Nay: 0

9.a. Approval of Regular Board Meeting Minutes

9.b. Approval of Special Meeting Minutes

9.c. Claims, Accounts and Financial

9.d. Approval of Resignations

9.e. Approval of New Hires

10. Discussion/Information/Action Items

10.a. Approval of IOwA Resolution

Action(s):

Motion to approve Wayne LePard as Identified Official with Authority. This motion, made by Maria Traut and seconded by Jon Andres, Passed.

Voting Detail:

Andres: Yea

Boyd: Yea

Hackett: Yea

Hofstad: Yea

Holm: Yea

Traut: Yea

Voting Summary: Yea: 6, Nay: 0

10.b. Approval of LTFM 10-year plan

Action(s):

Approval of LTFM 10 year plan. This motion, made by Randy Hackett and seconded by Ellie Holm, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Yea
Hofstad: Yea
Holm: Yea
Traut: Yea

Voting Summary: Yea: 6, Nay: 0

10.c. Student Discipline Process Update

10.d. Approval 2025-2026 Employee Handbook

Action(s):

Motion to approve 2025-2026 Employee Handbook. This motion, made by Ellie Holm and seconded by Lucas Boyd, Passed.

Voting Summary: Yea: 6, Nay: 0

10.e. Approval of Donations by Resolution

Action(s):

Approval of Donations by Resolution. This motion, made by Rian Hofstad and seconded by Maria Traut, Passed.

Voting Detail:

Andres: Yea
Boyd: Yea
Hackett: Yea
Hofstad: Yea
Holm: Yea
Traut: Yea

Voting Summary: Yea: 6, Nay: 0

10.f. Policy Reading

10.f.1. First Policy Reading

10.f.2. Approval of Second and Final Policy Readings

Description: 506-Student Discipline and Addendum
516-Student Medication and Telehealth
525- Violence Prevention

Voting Summary: Yea: 6, Nay: 0

10.f.3. Approval of Third Policy Reading

Description: 516.5- Overdose Medication
721- Uniform Grant Guidance

Action(s):

Approval of the Third Policy Readings. This motion, made by Randy Hackett and seconded by Maria Traut, Passed.

Voting Summary: Yea: 6, Nay: 0

11. Upcoming Meeting Schedule

12. Adjournment

Action(s):

Adjourn meeting at 6:47pm. This motion, made by Maria Traut and seconded by Lucas Boyd, Passed.

Voting Summary: Yea: 6, Nay: 0

Special Meeting

Wednesday, June 4, 2025 6:00 PM

ECC RM PK 15, 120 South Hawthorn Street, Royalton, MN 56373

Jon Andres: Present
Lucas Boyd: Present
Randy Hackett: Present
Rian Hofstad: Present
Ellie Holm: Present
Maria Traut: Present
Present: 6.

1. Call to Order

2. Roll Call

3. Agenda Items

3.a. Discussion on MSBA search option for an interim Superintendent

Action(s):

Motion to search for an interim superintendent with competition. This motion, made by Randy Hackett and seconded by Ellie Holm, Passed.

Voting Detail:

Voting Summary: Yea: 6, Nay: 0

Motion to have a committee of Directors Boyd, Traut and Holm screen the candidates. This motion, made by Randy Hackett and seconded by Jon Andres, Passed.

Voting Detail:

Voting Summary: Yea: 6, Nay: 0

4. Adjournment

Action(s):

Motion to adjourn meeting at 7:58PM. This motion, made by Jon Andres and seconded by Lucas Boyd, Passed.

Voting Detail:

Voting Summary: Yea: 6, Nay: 0

Special Meeting

Monday, August 4, 2025 6:00 PM

ECC RM PK 15, 120 South Hawthorn Street, Royalton, MN 56373

Jon Andres: Present
Lucas Boyd: Present
Randy Hackett: Present
Rian Hofstad: Present
Ellie Holm: Present
Maria Traut: Present

Present: 6.

1. **Call to Order**

2. **Roll Call**

3. **Agenda Items**

3.a. Mid-State Education District

3.b. SRO Discussion

3.c. District Workload

3.d. Superintendent Goals

4. **Adjournment**

Motion to adjourn meeting at 7:40pm. This motion, made by Maria Traut and seconded by Jon Andres, Passed.

Voting Summary: Yea: 6, Nay: 0

Board Clerk

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
12 Student Activities	\$11,143.25
Report Total	\$11,143.25

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
01 General	\$199,176.42
02 Food Service	\$2,435.24
04 Community Service	\$9,512.47
Report Total	\$211,124.13

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
ACT	19871	4295		AMAZON CAPITAL SERVICES		Check	
		E 12 020 298 030 301 401		B07VFGPW1S Custom Canopy Tent 10x10 with			\$389.00
		E 12 020 298 030 301 401		Amazon Shipping Charge			\$0.00
PO#: 6406	Voucher #:	46335	Invoice	Invoice No: 17W-3-L4VG-LT4N	7/9/2025	Paid Amt:	\$389.00
						Check Amount:	\$389.00
ACT	19872	1099		COYOTE MOON GRILLE		Check	
		E 12 020 298 093 301 305		Prom Venue Deposit			\$750.00
PO#:	Voucher #:	46325	Invoice	Invoice No: 05.16.2025	7/9/2025	Paid Amt:	\$750.00
						Check Amount:	\$750.00
ACT	19873	1100		CRAGUNS		Check	
		E 12 020 298 025 301 369		Senior Trip 2025 Final Payment			\$2,642.19
PO#:	Voucher #:	46324	Invoice	Invoice No: 3195	7/9/2025	Paid Amt:	\$2,642.19
						Check Amount:	\$2,642.19
ACT	19874	2300		TROBECS BUS SERVICE INC		Check	
		E 12 020 298 093 301 305		Prom Busses			\$3,825.00
PO#:	Voucher #:	46326	Invoice	Invoice No: 05.28.2025	7/9/2025	Paid Amt:	\$3,825.00
						Check Amount:	\$3,825.00
ACT	19875	4212		HERITAGE EMBROIDERY & DESIGN		Check	
		E 12 020 294 079 301 401		Basketball Equipment, Balls, Scorebooks & Mats			\$1,222.00
PO#:	Voucher #:	46386	Invoice	Invoice No: 101953	7/17/2025	Paid Amt:	\$1,222.00
						Check Amount:	\$1,222.00
ACT	19876	2016		BSN SPORTS		Check	
		E 12 020 294 079 301 401		Ball Racket			\$399.99
		E 12 020 294 079 301 401		Freight			\$20.00
PO#: 6446	Voucher #:	46477	Invoice	Invoice No: 930316605	7/31/2025	Paid Amt:	\$419.99
						Check Amount:	\$419.99
ACT	19877	4355		NATHAN GOLDADE		Check	
		E 12 020 298 030 301 401		Camp Lunch			\$84.51
PO#:	Voucher #:	46473	Invoice	Invoice No: 07.14.2025	7/31/2025	Paid Amt:	\$84.51
						Check Amount:	\$84.51
ACT	19878	4949		Pure Intensity Basketball LLC		Check	
		E 12 020 294 079 301 401		Summer Basketball Training			\$1,200.00
PO#:	Voucher #:	46474	Invoice	Invoice No: Royalton BBB 2025	7/31/2025	Paid Amt:	\$1,200.00
						Check Amount:	\$1,200.00
ACT	19879	3486		UNIVERSAL ATHLETIC		Check	
		E 12 020 294 079 301 401		Shirts			\$528.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
ACT	19879	3486		UNIVERSAL ATHLETIC		Check
	E 12	020	294	079 301 401		\$12.00
	E 12	020	294	079 301 401	Shirt	\$24.00
	E 12	020	294	079 301 401	Shirt	\$12.00
	E 12	020	294	079 301 401	Shipping	\$34.56
PO#: 6410	Voucher #:	46472	Invoice	Invoice No: 1847169	7/31/2025	Paid Amt: \$610.56
						Check Amount: \$610.56
						Report Total: \$11,143.25

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
01 General	\$626,046.07
02 Food Service	\$4,883.46
04 Community Service	\$8,883.25
07 Debt Service	\$11,822.50
08 Scholarships	\$100.00
Report Total	\$651,735.28

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78329	5042		A-1 Appliance & Refrigeration		Check
		E 02	005	770 000 701 350	Control Borad	\$567.95
PO#:	6411	Voucher #:	46294	Invoice	Invoice No: 4229	Paid Amt: \$567.95
						Check Amount: \$567.95
PCB	78330	5086		Aalco Athletic Equipment Co		Check
		E 01	005	810 000 000 350	South gym repair	\$192.00
PO#:	6411	Voucher #:	46293	Invoice	Invoice No: 19770	Paid Amt: \$192.00
						Check Amount: \$192.00
PCB	78331	1004		AIM ELECTRONICS INC		Check
		E 01	020	292 210 000 401	Baseball/Softball Scoreboards	\$18,745.00
PO#:	6411	Voucher #:	46334	Invoice	Invoice No: 45941	Paid Amt: \$18,745.00
						Check Amount: \$18,745.00
PCB	78332	4295		AMAZON CAPITAL SERVICES		Check
		E 01	020	220 000 000 430	B0185HLNIW ECR4Kids ACE Active Core Engi	\$299.95
		E 01	020	220 000 000 430	Amazon Shipping Charge	\$0.00
PO#:	6380	Voucher #:	46342	Invoice	Invoice No: 1PTG-TPWF-JFPD	Paid Amt: \$299.95
		E 01	020	211 000 302 460	B0049TEISS Original Bag Shag Practice and Ri	\$97.98
		E 01	020	211 000 302 460	B09QRW/RR4R Golf Ball Planet 50 Pack Used i	\$109.98
PO#:	6366	Voucher #:	46341	Invoice	Invoice No: 1XLK-J9CL-3NXQ	Paid Amt: \$207.96
		E 01	020	211 000 000 430	B00006B8FZ Avery Easy Peel Printable Address	\$26.99
		E 01	020	211 000 000 430	B00006IEDY X-ACTO KS Manual Pencil Sharp	\$49.16
		E 01	020	211 000 000 430	B00008XPH8 Tru-Ray Construction Paper P10	\$21.68
		E 01	020	211 000 000 430	B0002LCRMG Scotch Desktop Tape Dispenser,	\$32.31
		E 01	020	211 000 000 430	B001TNWROO Staples Binder Paper Clips, 5/8	\$49.50
		E 01	020	211 000 000 430	B002BA5WLE Sharpie Tank Style Highlighters (\$7.99
		E 01	020	211 000 000 430	B08D4MT4WQ Amazon Basics Heavy Duty Pac	\$58.80
		E 01	020	211 000 000 430	B0DKX86RP4 300pcs Clear Push pins for Bulle	\$6.99
		E 01	020	211 000 000 430	Amazon Shipping Charge	\$0.00
PO#:	6400	Voucher #:	46301	Invoice	Invoice No: 1PGF-736F-WDK4	Paid Amt: \$253.42
		E 04	005	570 000 000 401	B07666FHSN S&S Worldwide Color Splash! Lic	\$64.73
		E 04	005	570 000 000 401	B07KWWBC97 UPlama 300PCS Blank Puzzles	\$9.99
		E 04	005	570 000 000 401	B07VVJW4PZ Amazon Basics Tape Dispenser	\$9.56
		E 04	005	570 000 000 401	B09ZTHS/JHJ LAZGOL Permanent Markers Bul	\$17.59
		E 04	005	570 000 000 401	B0BKC7412R 5" Wooden Hut Birdhouse by Mal	\$59.82
		E 04	005	570 000 000 401	B0BWY5CGVF Teling 288 Pcs 12 Colors Permi:	\$37.99
		E 04	005	570 000 000 401	B0BZY8MH7B Meoock 24 Pcs Blank Skateboe	\$99.99
		E 04	005	570 000 000 401	BOCR154BNW ZRLEI Small Paint Brushes Bull	\$8.09

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
PCB	78332	4295		AMAZON CAPITAL SERVICES		Check			
		E 04	005	570	000	401	B0D3BWHFNZ 36 Pack Watercolor Paint Set, V	\$26.99	
		E 04	005	570	000	401	B0D987QTKL 100Pcs Lanyards for ID Badges :	\$20.98	
		E 04	005	570	000	401	B0DR163DB9 Lilifull Wooden DIY Birdhouse Kit	\$187.98	
		E 04	005	570	000	401	Amazon Shipping Charge	\$0.00	
PO#: 6379	Voucher #:	46295	Invoice	No: 1DMV-YH4T-KM1Q	7/9/2025			Paid Amt:	\$543.71
		E 01	020	211	000	430	B083LGLKC4 Vacant Occupied Privacy Sign, V;	\$7.89	
		E 01	020	211	000	430	B097MGVXL7 rabbitgoo Window Privacy Film F	\$6.99	
		E 01	020	211	000	430	B0C3CNQSSV VEVOR Literature Organizers, 2	\$80.81	
		E 01	020	211	000	430	Amazon Shipping Charge	\$0.00	
PO#: 6407	Voucher #:	46300	Invoice	No: 1D1V-RPDV-9QWF	7/9/2025			Paid Amt:	\$95.69
		E 01	020	402	000	740	1260019780 McGraw-Hill Education Math Gradk	\$24.58	
		E 01	020	402	000	740	1260019829 McGraw-Hill Education Math Gradk	\$12.03	
		E 01	020	402	000	740	1260019861 McGraw-Hill Education Math Gradk	\$10.50	
		E 01	020	402	000	740	1260116859 McGraw-Hill Education Math Gradk	\$26.10	
		E 01	020	402	000	740	1264285671 McGraw Hill Math Grade 6, Third E	\$11.01	
		E 01	020	402	000	740	1264285698 McGraw Hill Math Grade 7, Third E	\$11.11	
		E 01	020	402	000	740	1483811859 Spectrum Grade 4 Word Study anc	\$9.02	
		E 01	020	402	000	740	1483835510 Spectrum Grade 4 Critical Thinkinç	\$6.69	
		E 01	020	402	000	740	1624427308 Spectrum Word Problems 4th Gra	\$8.49	
		E 01	020	402	000	740	1629388580 Evan-Moor Daily Word Problems, C	\$18.39	
		E 01	020	402	000	740	1947569503 IXL The Ultimate 3rd Grade Math V	\$11.39	
		E 01	020	402	000	740	1947569511 IXL The Ultimate 4th Grade Math V	\$13.59	
		E 01	020	402	000	740	1947569619 IXL The Ultimate 6th Grade Math V	\$13.59	
		E 01	020	402	000	740	B0CN1P3ZCZ Catch-Up Math: 3rd Grade	\$22.14	
		E 01	020	402	000	740	Amazon Shipping Charge	\$0.00	
PO#: 6381	Voucher #:	46302	Invoice	No: 1VMF-YRCT-K6CY	7/9/2025			Paid Amt:	\$198.63
		E 04	005	570	000	401	B0BZY8MH7B Meoock 24 Pcs Blank Skateboe	\$199.98	
PO#: 6379	Voucher #:	46296	Invoice	No: 137W-3KT4-ML3N	7/9/2025			Paid Amt:	\$199.98
		E 01	020	260	000	430	B086R3LFBW BIC Maxi Pocket Lighters, Deper	\$11.58	
PO#: 6312	Voucher #:	46332	Invoice	No: 1NCP-6P11-1K6L	7/9/2025			Paid Amt:	\$11.58
		E 01	010	420	000	740	B000J07BRQ Scotch Heavy Duty Shipping and	\$13.19	
		E 01	010	420	000	740	B002BA5WLE Sharpie Tank Style Highlighters C	\$7.99	
		E 01	010	420	000	740	B002BA5WMI Sharpie Pocket Style Highlighters	\$6.89	
		E 01	010	420	000	740	B00CKGO1VG The Pencil Grip Mini Pencil Grif	\$19.93	
		E 01	010	420	000	740	B00KYXFSSM Scotch 5 Soft Touch Pointed Kid	\$9.72	
		E 01	010	420	000	740	B013RQP55C Crayola Ultra Clean Washable M	\$14.67	

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
PCB	78332	4295		AMAZON CAPITAL SERVICES		Check		
	E 01	010	420	000	740	433	\$26.98	
	E 01	010	420	000	740	433	\$17.29	
	E 01	010	420	000	740	433	\$15.51	
	E 01	010	420	000	740	433	\$20.86	
	E 01	010	420	000	740	433	\$9.99	
	E 01	010	420	000	740	433	\$19.99	
	E 01	010	420	000	740	433	\$18.95	
	E 01	010	420	000	740	433	\$49.98	
	E 01	010	420	000	740	433	\$0.00	
PO#: 6384	Voucher #:	46298	Invoice	No:	1HG9-6DDY-KCW	7/9/2025	Paid Amt:	\$251.94
	E 01	010	203	500	000	430	\$25.50	
	E 01	010	203	500	000	430	\$5.99	
	E 01	010	203	500	000	430	\$0.00	
PO#: 6309	Voucher #:	46333	Invoice	No:	1KW6-N7MK-1X77	7/9/2025	Paid Amt:	\$31.49
	E 01	020	211	210	000	430	\$42.60	
	E 01	020	211	210	000	430	\$528.66	
	E 01	020	211	210	000	430	\$94.99	
	E 01	020	211	210	000	430	\$871.25	
	E 01	020	211	210	000	430	\$239.88	
	E 01	020	211	210	000	430	\$0.00	
PO#: 6409	Voucher #:	46336	Invoice	No:	1V6Q-MYX3-R7TT	7/9/2025	Paid Amt:	\$1,777.38
	E 01	005	690	690	000	456	\$124.95	
PO#: 6408	Voucher #:	46338	Invoice	No:	1TYH-HY9P-QQJW	7/9/2025	Paid Amt:	\$124.95
	E 01	010	401	000	740	433	\$8.97	
	E 01	010	401	000	740	433	\$21.99	
	E 01	010	401	000	740	433	\$11.99	
	E 01	010	401	000	740	433	\$23.99	
	E 01	010	401	000	740	433	\$16.97	
	E 01	010	401	000	740	433	\$23.55	
	E 01	010	401	000	740	433	\$14.24	
	E 01	010	401	000	740	433	\$11.99	
	E 01	010	401	000	740	433	\$49.99	
	E 01	010	401	000	740	433	\$9.49	
	E 01	010	401	000	740	433	\$15.15	
	E 01	010	401	000	740	433	\$22.09	

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount
PCB	78332	4295		AMAZON CAPITAL SERVICES		Check	
			E 01	010 401 000 740 433	Amazon Shipping Charge		\$0.00
PO#: 6389	Voucher #:	46297	Invoice	Invoice No: 1P3M-JXML-L6G4	7/9/2025	Paid Amt:	\$230.41
		E 01	010 203 000 000 401	B000SBCB30 Smead File Folder, Reinforced 1/			\$79.48
		E 01	010 203 000 000 401	B00JKHFRCU Childcraft Construction Paper, 9			\$14.92
		E 01	010 203 000 000 401	B07G97ZJ7Y Lichamp Masking Tape 10 Pack C			\$56.97
		E 01	010 203 000 000 401	B08V8BN26T Construction Paper, White, 9 inch			\$14.84
		E 01	010 203 000 000 401	B092384TN6 Construction Paper,Black,12 inch			\$34.90
		E 01	010 203 000 000 401	Amazon Shipping Charge			\$5.00
PO#: 6401	Voucher #:	46299	Invoice	Invoice No: 119X-Y9TK-WRKT	7/9/2025	Paid Amt:	\$206.11
		E 01	020 211 000 000 401	B0D9QN916TYITAHOME 6FT Folding Table, C			\$305.05
		E 01	020 211 000 000 401	Amazon Shipping Charge			\$0.00
PO#: 6393	Voucher #:	46337	Invoice	Invoice No: 1PXR-X1YM-9HKH	7/9/2025	Paid Amt:	\$305.05
						Check Amount:	\$4,738.25
PCB	78333	1027		APPLIANCE REPAIR CENTER		Check	
PO#:	Voucher #:	46303	Invoice	Invoice No: 27183	7/9/2025	Paid Amt:	\$2,106.60
		E 02	005 770 000 701 350	Leaking Repair			\$2,106.60
PCB	78334	4841		Ashlyn Alvord		Check	
PO#:	Voucher #:	40578	Invoice	Invoice No: 12062023	7/9/2025	Paid Amt:	\$8.50
		R 04	000 570 000 321 050	Map Refund			\$8.50
						Check Amount:	\$8.50
PCB	78335	3344		CDW-GOVERNMENT		Check	
PO#: 6412	Voucher #:	46339	Invoice	Invoice No: AEGPW5R	7/9/2025	Paid Amt:	\$7,530.00
		E 01	005 690 690 000 556	JURKF Dell Pro 24 All-in-One QC24250 - all-in-c			\$7,530.00
						Check Amount:	\$7,530.00
PCB	78336	1074		CENTRA SOTA COOPERATIVE		Check	
PO#:	Voucher #:	46330	Invoice	Invoice No: 5450808	7/9/2025	Paid Amt:	\$619.64
		E 01	005 760 000 720 442	Unleaded Gas			\$641.66
		E 01	005 760 000 720 442	Discount			(\$22.02)
		E 01	005 760 000 720 442	Fieldmaster Diesel			\$3,223.33
		E 01	005 760 000 720 442	Discount			(\$91.65)
PO#:	Voucher #:	46329	Invoice	Invoice No: 5450807	7/9/2025	Paid Amt:	\$3,131.68
						Check Amount:	\$3,751.32

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78337	5018		Cristin Hausenfluck		Check	
		E 08	020	960 000 340 898	Scholarship Payment		\$100.00
PO#:	Voucher #:	44563	Invoice	Invoice No: 01.08.2025	7/9/2025	Paid Amt:	\$100.00
						Check Amount:	\$100.00
PCB	78338	3512		DAVE PETERSON		Check	
		E 01	020	296 058 000 420	VB OFFICIAL		\$340.00
PO#:	Voucher #:	39455	Invoice	Invoice No: 08.25.2023	7/9/2025	Paid Amt:	\$340.00
						Check Amount:	\$340.00
PCB	78339	4237		DSC Communications		Check	
		E 01	005	760 000 720 350	Repaired radio in Bus 5-24		\$164.00
PO#:	Voucher #:	46331	Invoice	Invoice No: 2506307	7/9/2025	Paid Amt:	\$164.00
						Check Amount:	\$164.00
PCB	78340	1132		ECKROTH MUSIC CO		Check	
		E 01	020	211 258 000 530	CB6854 - CB Percussion 6854 Student Bell Kit		\$1,939.05
PO#:	Voucher #:	46321	Invoice	Invoice No: 5739066	7/9/2025	Paid Amt:	\$1,939.05
		E 01	020	258 000 000 350	Repairs		\$132.92
PO#:	Voucher #:	46319	Invoice	Invoice No: 5739074	7/9/2025	Paid Amt:	\$132.92
		E 01	020	258 000 000 350	Yamaha Trumpet Repair		\$33.71
PO#:	Voucher #:	46318	Invoice	Invoice No: 5739083	7/9/2025	Paid Amt:	\$33.71
		E 01	020	258 091 000 430	Pearl S830 Snare Stand		\$162.00
		E 01	020	258 091 000 430	Reel Feel Drum Pads		\$206.24
		E 01	020	258 091 000 430	Dragonfly Medium Soft Marimba Mallets		\$40.00
		E 01	020	211 258 000 530	Manhasset Music Stands		\$3,315.20
PO#:	Voucher #:	46320	Invoice	Invoice No: 5739061	7/9/2025	Paid Amt:	\$3,723.44
						Check Amount:	\$5,829.12
PCB	78341	2851		FARM-RITE EQUIPMENT INC.		Check	
		E 01	005	810 000 000 350	Tool Cat		\$851.95
PO#:	Voucher #:	46304	Invoice	Invoice No: R03780	7/9/2025	Paid Amt:	\$851.95
						Check Amount:	\$851.95
PCB	78342	1206		HELENA AGRI-ENTERPRISES, LLC		Check	
		E 01	005	810 000 000 401	Pramitol		\$120.00
PO#:	Voucher #:	46305	Invoice	Invoice No: 381058238	7/9/2025	Paid Amt:	\$120.00
						Check Amount:	\$120.00
PCB	78343	1208		HERC-U-LIFT		Check	
		E 01	005	810 000 000 305	Planned Maintenance		\$169.00
PO#:	Voucher #:	46307	Invoice	Invoice No: W680740-1	7/9/2025	Paid Amt:	\$169.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78343	1208		HERC-U-LIFT		Check	
			E 01	005 810 000 000 305	Aerial Vertical Mast Lifts		\$466.86
PO#:	Voucher #:	46308	Invoice #:	W680755-1	7/9/2025	Paid Amt:	\$466.86
PO#:	Voucher #:	46306	Invoice #:	W680647-1	7/9/2025	Paid Amt:	\$169.00
						Check Amount:	\$804.86
PCB	78344	1215		HILLYARD INC		Check	
			E 01	005 810 000 000 401	Custodial supplies		\$1,521.45
PO#:	Voucher #:	46317	Invoice #:	700662508	7/9/2025	Paid Amt:	\$1,521.45
						Check Amount:	\$1,521.45
PCB	78345	1267		KEMPS, LLC		Check	
			E 02	005 770 000 701 495	MILK		\$80.95
PO#:	Voucher #:	46309	Invoice #:	5809371	7/9/2025	Paid Amt:	\$80.95
PO#:	Voucher #:	46311	Invoice #:	5818135	7/9/2025	Paid Amt:	\$64.40
PO#:	Voucher #:	46310	Invoice #:	5818280	7/9/2025	Paid Amt:	\$80.95
						Check Amount:	\$226.30
PCB	78346	4982		Lance Valentine		Check	
			E 04	005 505 000 321 305	Reimbursement for Coaching Tackle Football		\$55.00
PO#:	Voucher #:	43505	Invoice #:	09.19.2024	7/9/2025	Paid Amt:	\$55.00
						Check Amount:	\$55.00
PCB	78347	4515		Northern Pines Mental Health Center		Check	
			E 01	005 730 000 373 378	Behavioral Interventionist June 2025		\$446.22
PO#:	Voucher #:	46323	Invoice #:	INV571	7/9/2025	Paid Amt:	\$446.22
						Check Amount:	\$446.22
PCB	78348	5052		Office of MNIT Services		Check	
			E 01	005 690 690 000 405	Crowdstrike Endpoint Protection		\$80.67
PO#:	Voucher #:	46340	Invoice #:	25050680	7/9/2025	Paid Amt:	\$80.67
						Check Amount:	\$80.67
PCB	78349	3644		POWERHOUSE OUTDOOR EQUIPMENT INC		Check	
			E 01	005 810 000 000 401	Mowing head AutoCut		\$73.98
PO#:	Voucher #:	46312	Invoice #:	734143	7/9/2025	Paid Amt:	\$73.98
						Check Amount:	\$73.98

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
PCB	78350	1477		ROYALTON LUMBER COMPANY		Check		
			E 01	005 810 000 000 401 Custodial Supplies			\$477.79	
PO#:	Voucher #:	46313	Invoice	Invoice No: 881228	7/9/2025	Paid Amt:	\$477.79	Check Amount: \$477.79
PCB	78351	2761		SAFARI NORTH WILDLIFE PARK		Check		
			E 01	020 402 000 740 433 Student Admission			\$80.00	
			E 01	020 402 000 740 433 Paraprofessional Admission			\$20.00	
			E 01	020 402 000 740 433 Safari North activities: train, carrots for giraffes, l			\$44.00	
			E 01	020 402 000 740 433 Parakeet Stick			\$24.00	
PO#:	Voucher #:	46314	Invoice	Invoice No: 000146	7/9/2025	Paid Amt:	\$168.00	Check Amount: \$168.00
PCB	78352	4755		SQUIRES, WALDSPURGER & MACE		Check		
			E 01	005 020 000 000 313 Legal			\$336.00	
PO#:	Voucher #:	46315	Invoice	Invoice No: 25208	7/9/2025	Paid Amt:	\$336.00	Check Amount: \$336.00
PCB	78353	3821		ST CROIX RECREATION FUN PLAYGROUNDS INC.		Check		
			E 01	010 203 210 000 530 Playground Equipment			\$11,457.50	
PO#:	Voucher #:	46322	Invoice	Invoice No: 22316	7/9/2025	Paid Amt:	\$11,457.50	Check Amount: \$11,457.50
PCB	78354	1592		VERIZON WIRELESS		Check		
			E 01	005 810 000 000 320 PHONE SERVICE			\$301.20	
PO#:	Voucher #:	46316	Invoice	Invoice No: 6115773321	7/9/2025	Paid Amt:	\$301.20	Check Amount: \$301.20
PCB	78355	1010		ALL STAR TROPHY & AWARDS		Check		
			E 01	005 020 000 000 401 Nameplate for Wayne for Board Meetings			\$10.00	
PO#:	Voucher #:	46435	Invoice	Invoice No: 11603	7/17/2025	Paid Amt:	\$10.00	Check Amount: \$10.00
PCB	78356	4295		AMAZON CAPITAL SERVICES		Check		
			E 01	005 690 690 000 456 BODCHK3ZMW Apple 70W USB-C Power Adap			\$245.00	
			E 01	005 690 690 000 456 BODXJQT19B Anker USB C Hub, 7-in-1 Multi-P			\$102.88	
			E 01	005 690 690 000 456 Amazon Shipping Charge			\$0.00	
PO#:	Voucher #:	46348	Invoice	Invoice No: 1J44-W3JM-671L	7/17/2025	Paid Amt:	\$347.88	Check Amount: \$347.88

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78357	1021		ANOKA HENNEPIN SCHOOLS		Check	
		E 02	005	770 000 701 820	2025-2026 MSFBG Admin Fee		\$350.00
PO#:	Voucher #:	46359	Invoice	Invoice No: MSFBG 25/26 - 118	7/17/2025	Paid Amt:	\$350.00
						Check Amount:	\$350.00
PCB	78358	5102		Arbiter Sports LLC		Check	
		E 01	020	292 000 000 305	500-Activity Scheduler		\$420.00
PO#:	Voucher #:	46354	Invoice	Invoice No: INV71343	7/17/2025	Paid Amt:	\$420.00
						Check Amount:	\$420.00
PCB	78359	3142		ASSOCIATED BANK		Check	
		E 07	005	910 000 000 720	Bond Interest		\$11,822.50
PO#:	Voucher #:	46369	Invoice	Invoice No: 06.18.2025	7/17/2025	Paid Amt:	\$11,822.50
						Check Amount:	\$11,822.50
PCB	78360	1903		BECKER SCREENPRINTING		Check	
		E 04	005	570 000 000 401	Map t-shirts bright blue 30 t-shirts		\$270.00
PO#:	Voucher #:	46438	Invoice	Invoice No: 6702	7/17/2025	Paid Amt:	\$270.00
						Check Amount:	\$270.00
PCB	78361	4360		BENEFIT EXTRAS, INC.		Check	
		E 01	005	110 000 000 305	Cobra Letters		\$105.00
PO#:	Voucher #:	46385	Invoice	Invoice No: 1326985	7/17/2025	Paid Amt:	\$105.00
						Check Amount:	\$105.00
PCB	78362	4761		CANS R US, LLC		Check	
		E 01	005	810 000 000 335	Toilet Rental June		\$990.00
PO#:	Voucher #:	46362	Invoice	Invoice No: I2136	7/17/2025	Paid Amt:	\$990.00
						Check Amount:	\$990.00
PCB	78363	5106		CharacterStrong LLC		Check	
		E 01	020	211 000 302 460	MS Tier 1 Solutions		\$3,999.00
		E 01	020	211 000 302 460	Discount		(\$399.90)
PO#:	Voucher #:	46430	Invoice	Invoice No: 32606	7/17/2025	Paid Amt:	\$3,599.10
						Check Amount:	\$3,599.10
PCB	78364	1086		CITY OF ROYALTON		Check	
		E 01	005	810 000 000 332	Acct 01-00002863-00-6 Water/Sewer		\$686.48
PO#:	Voucher #:	46352	Invoice	Invoice No: 07-02-2025	7/17/2025	Paid Amt:	\$686.48
		E 01	005	810 000 000 332	Acct 01-00003550-00-8 Water/Sewer		\$1,189.80
PO#:	Voucher #:	46351	Invoice	Invoice No: 07.02.2025	7/17/2025	Paid Amt:	\$1,189.80
						Check Amount:	\$1,876.28

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78365	5104		DLD Technologies Corp		Check	
		E 01	005	690 000 406	Daledao Active Instruct Live Classroom & Filterir		\$5,879.74
PO#:	Voucher #:	46383	Invoice	Invoice No: 0428012025	7/17/2025	Paid Amt:	\$5,879.74
						Check Amount:	\$5,879.74
PCB	78366	1133		ECM PUBLISHERS INC		Check	
		E 01	005	010 000 000 305	July 14 Regular Agenda		\$79.00
PO#:	Voucher #:	46384	Invoice	Invoice No: 1057535	7/17/2025	Paid Amt:	\$79.00
						Check Amount:	\$79.00
PCB	78367	2017		FRONTLINE TECHNOLOGIES		Check	
		E 01	005	110 000 000 305	Absence/Time Solution		\$12,447.61
PO#:	Voucher #:	46375	Invoice	Invoice No: INVUS221284	7/17/2025	Paid Amt:	\$12,447.61
		E 01	005	110 000 000 305	Asset Mgmt Solution		\$5,558.49
PO#:	Voucher #:	46376	Invoice	Invoice No: INVUS221670	7/17/2025	Paid Amt:	\$5,558.49
						Check Amount:	\$18,006.10
PCB	78368	1215		HILLYARD INC		Check	
		E 01	005	810 000 000 401	Custodial supplies		\$1,523.81
PO#:	Voucher #:	46382	Invoice	Invoice No: 605868111	7/17/2025	Paid Amt:	\$1,523.81
		E 01	005	865 000 384 350	Gym floor finish		\$6,983.17
PO#:	Voucher #:	46344	Invoice	Invoice No: 605873010	7/17/2025	Paid Amt:	\$6,983.17
		E 01	005	810 000 000 401	Clip Bearing		\$14.41
PO#:	Voucher #:	46345	Invoice	Invoice No: 700664152	7/17/2025	Paid Amt:	\$14.41
						Check Amount:	\$8,521.39
PCB	78369	1241		ISCORP		Check	
		E 01	005	110 000 000 305	Skyward hosting Student service for July, 2025		\$157.50
PO#:	Voucher #:	46367	Invoice	Invoice No: 0746957	7/17/2025	Paid Amt:	\$157.50
		E 01	005	110 000 000 305	Skyward hosting Student service for August, 2025		\$157.50
PO#:	Voucher #:	46439	Invoice	Invoice No: 0748121	7/17/2025	Paid Amt:	\$157.50
						Check Amount:	\$315.00
PCB	78370	4469		JOTFORM		Check	
		E 01	005	690 000 405	Jotform Renewal		\$7,518.00
PO#:	Voucher #:	46353	Invoice	Invoice No: 05222501	7/17/2025	Paid Amt:	\$7,518.00
						Check Amount:	\$7,518.00
PCB	78371	4770		Lewis Motor Service		Check	
		E 02	005	770 000 701 350	Make new shaft for fan - Supply 2 new pillow blo		\$511.15
PO#:	Voucher #:	46343	Invoice	Invoice No: 556625	7/17/2025	Paid Amt:	\$511.15
						Check Amount:	\$511.15

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78372	1300		MACNEIL ENVIRONMENTAL, INC		Check	
		E 01 005 865 000 352 305		ENVIRONMENTAL/OCCUPATIONAL 2025-20:			\$6,000.00
PO#:	Voucher #:	46374	Invoice	Invoice No: 12426	7/17/2025	Paid Amt:	\$6,000.00
PCB	78373	4540		MARCO		Check	\$6,000.00
		E 01 005 110 690 000 580		Copiers			\$2,055.60
PO#:	Voucher #:	46381	Invoice	Invoice No: 39622170	7/17/2025	Paid Amt:	\$2,055.60
PCB	78374	1899		MARCO TECHNOLOGIES, LLC		Check	\$2,055.60
		E 01 005 690 690 000 305		3.5 mm & HDMIaudio do not work in the Cafetor			\$280.00
PO#:	Voucher #:	46355	Invoice	Invoice No: INV14058955	7/17/2025	Paid Amt:	\$280.00
PCB	78375	1752		MASA		Check	\$280.00
		E 01 005 020 000 000 366		Attendee Registration			\$289.00
PO#:	Voucher #:	46358	Invoice	Invoice No: 1982	7/17/2025	Paid Amt:	\$289.00
		E 01 005 020 000 000 820		MASA Active Member			\$880.00
		E 01 005 020 000 000 820		AASA Administrator Membership			\$485.00
PO#:	Voucher #:	46347	Invoice	Invoice No: 1974	7/17/2025	Paid Amt:	\$1,365.00
		E 01 005 020 000 000 366		Great Start Workshop Registration			\$549.00
PO#:	Voucher #:	46346	Invoice	Invoice No: 1975	7/17/2025	Paid Amt:	\$549.00
PCB	78376	1326		MENARDS		Check	\$2,203.00
		E 01 005 810 000 000 401		Custodial Supplies			\$849.57
PO#:	Voucher #:	46356	Invoice	Invoice No: 63617	7/17/2025	Paid Amt:	\$849.57
PCB	78377	2524		MIDCONTINENT COMMUNICATIONS		Check	\$849.57
		E 01 005 810 000 000 320		PHONE SERVICE & Internet			\$1,487.15
PO#:	Voucher #:	46368	Invoice	Invoice No: 14529320114806	7/17/2025	Paid Amt:	\$1,487.15
PCB	78378	1331		MID-STATE EDUCATION DIST		Check	\$1,487.15
		E 01 005 400 000 000 394		ADMIN			\$5,840.90
		E 01 010 412 450 740 396		ECSE			\$4,885.50
		E 01 010 412 450 740 397		ECSE			\$914.65
		E 01 005 405 450 740 396		HEAR IMPAIRED			\$1,678.14
		E 01 005 405 450 740 397		HEAR IMPAIRED			\$346.17
		E 01 005 420 450 740 396		OT/PT			\$3,460.86

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78378	1331		MID-STATE EDUCATION DIST		Check	
	E 01	005	420	450 740 397	OT/PT		\$1,180.69
	E 01	005	420	450 740 396	APE		\$1,493.05
	E 01	005	420	450 740 397	APE		\$311.73
	E 01	010	401	450 740 396	SPEECH/LANGUAGE		\$11,464.17
	E 01	010	401	450 740 397	SPEECH/LANGUAGE		\$2,000.09
	E 01	005	420	450 740 396	Psych Service		\$5,626.49
	E 01	005	420	450 740 397	Psych Service		\$572.51
	E 01	020	211	390 000 391	Telecommunication Access		\$1,896.60
PO#:	Voucher #:	46366	Invoice	Invoice No: 3951	7/17/2025	Paid Amt:	\$41,671.55
						Check Amount:	\$41,671.55
PCB	78379	1879		MINNESOTA DEPARTMENT OF HEALTH		Check	
	E 02	005	770	000 701 305	Food Serv Fee Lic # 7211 2025		\$40.00
PO#:	Voucher #:	46378	Invoice	Invoice No: 1104506	7/17/2025	Paid Amt:	\$40.00
	E 02	005	770	000 701 305	Food Serv Fee Lic # 7210 2025		\$40.00
PO#:	Voucher #:	46379	Invoice	Invoice No: 1104507	7/17/2025	Paid Amt:	\$40.00
						Check Amount:	\$80.00
PCB	78380	3892		MOHAWK USA, LLC		Check	
	E 01	005	690	690 000 466	TPHP11-BK Tech-Pro X 11" - Black		\$4,302.40
	E 01	005	690	690 000 466	Shipping		\$321.47
PO#:	Voucher #:	46370	Invoice	Invoice No: 15834	7/17/2025	Paid Amt:	\$4,623.87
						Check Amount:	\$4,623.87
PCB	78381	3941		MREA		Check	
	E 01	005	020	000 000 820	Annual Membership		\$2,062.00
PO#:	Voucher #:	46436	Invoice	Invoice No: 07.15.2025	7/17/2025	Paid Amt:	\$2,062.00
						Check Amount:	\$2,062.00
PCB	78382	1754		MSBA		Check	
	E 01	005	010	000 000 820	POLICY Subsc/ISD Membership/BOARDBOOK		\$8,280.00
PO#:	Voucher #:	46371	Invoice	Invoice No: INV-13599-Q7	7/17/2025	Paid Amt:	\$8,280.00
						Check Amount:	\$8,280.00
PCB	78383	5052		Office of MNIT Services		Check	
	E 01	005	690	690 000 405	Crowdstrike Endpoint Protection		\$82.50
PO#:	Voucher #:	46437	Invoice	Invoice No: 25060687	7/17/2025	Paid Amt:	\$82.50
						Check Amount:	\$82.50

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78384	1439		PROJECT LEAD THE WAY INC		Check	
		E 01 010 203 000 302 460		PLTW Launch Program Annual Fee	7/17/2025		\$950.00
PO#: 6387	Voucher #:	46377	Invoice	Invoice No: 493905		Paid Amt:	\$950.00
						Check Amount:	\$950.00
PCB	78385	5064		Rain or Shine Golf, LLC		Check	
		E 01 020 211 000 302 460		Golf Simulator Package Quote #: D12945 - Lanc	7/17/2025		\$6,861.06
PO#: 6391	Voucher #:	46349	Invoice	Invoice No: 1362		Paid Amt:	\$6,861.06
						Check Amount:	\$6,861.06
PCB	78386	1452		REGION 1		Check	
		E 01 005 110 000 000 305		Quarter 1 FY26 Accounting & Payroll Support	7/17/2025		\$4,518.85
PO#: 6387	Voucher #:	46361	Invoice	Invoice No: 15569		Paid Amt:	\$4,518.85
		E 01 005 690 690 000 405		FY 26 Destiny Support/Hosting	7/17/2025		\$2,283.22
PO#: 6387	Voucher #:	46373	Invoice	Invoice No: 15343		Paid Amt:	\$2,283.22
						Check Amount:	\$6,802.07
PCB	78387	1460		RESOURCE TRAINING & SOL		Check	
		E 01 010 203 000 000 820		School District full membership & student	7/17/2025		\$964.31
		E 01 020 211 000 000 820		School District full membership & student	7/17/2025		\$964.31
PO#: 6387	Voucher #:	46372	Invoice	Invoice No: 42603		Paid Amt:	\$1,928.62
						Check Amount:	\$1,928.62
PCB	78388	1463		RICE HARDWARE HANK		Check	
		E 01 005 810 000 000 401		Pliers Locking Curved & Wire Conn Orange Box	7/17/2025		\$23.78
PO#: 6387	Voucher #:	46360	Invoice	Invoice No: 36252/3		Paid Amt:	\$23.78
						Check Amount:	\$23.78
PCB	78389	5080		Rise Vision Inc.		Check	
		E 01 005 690 690 000 405		Rise Vision Subscription	7/17/2025		\$2,055.00
PO#: 6377	Voucher #:	46434	Invoice	Invoice No: 135069		Paid Amt:	\$2,055.00
						Check Amount:	\$2,055.00
PCB	78390	5103		SFM Mutual Insurance Company		Check	
		E 01 005 110 000 000 270		Workers Comp Annual Amount	7/17/2025		\$34,631.00
PO#: 6377	Voucher #:	46357	Invoice	Invoice No: 3640928		Paid Amt:	\$34,631.00
						Check Amount:	\$34,631.00
PCB	78391	1515		SKYWARD ACCOUNTING DEPARTMENT		Check	
		E 01 010 203 000 000 820		Annual License FY 2024-2025	7/17/2025		\$8,001.00
		E 01 020 211 000 000 820		Annual License FY 2024-2025	7/17/2025		\$8,001.00
PO#: 6387	Voucher #:	46350	Invoice	Invoice No: 0000237005		Paid Amt:	\$16,002.00
						Check Amount:	\$16,002.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78392	5072		Swank Motion Pictures Inc		Check	
			E 01	005 690 000 406	K-12 STREAMING + LICENSING		\$2,250.00
PO#:	6374	Voucher #:	46429	Invoice	Invoice No: 402874	Paid Amt:	\$2,250.00
					7/17/2025	Check Amount:	\$2,250.00
PCB	78393	4206		T-MOBILE		Check	
			E 01	005 810 000 320	Mobile Internet Acct 971799683		\$40.00
PO#:		Voucher #:	46365	Invoice	Invoice No: 06.21.2025	Paid Amt:	\$40.00
					7/17/2025	Check Amount:	\$40.00
PCB	78394	3672		TYLER TECHNOLOGIES, INC		Check	
			E 01	005 760 000 720 820	Annual SaaS-Traversa Ride 360 & Tyler Drive 2		\$5,379.61
PO#:		Voucher #:	46363	Invoice	Invoice No: 045-520013	Paid Amt:	\$5,379.61
			E 01	005 760 000 720 820	Annual SaaS-Traversa Core		\$3,814.03
PO#:		Voucher #:	46364	Invoice	Invoice No: 045-520012	Paid Amt:	\$3,814.03
					7/17/2025	Check Amount:	\$9,193.64
PCB	78395	1582		UHL COMPANY, INC		Check	
			E 01	005 865 000 380 350	Preventative maint for HVAC controls		\$4,978.00
PO#:	6405	Voucher #:	46380	Invoice	Invoice No: 80371	Paid Amt:	\$4,978.00
					7/17/2025	Check Amount:	\$4,978.00
PCB	78396	5107		Wright Specialty Insurance Agency, LLC		Check	
			E 01	005 940 000 000 340	Commercial Package Insurance		\$116,999.19
PO#:		Voucher #:	46431	Invoice	Invoice No: 542016	Paid Amt:	\$116,999.19
			E 01	005 940 000 000 340	Liability-Excess Insurance		\$2,311.00
PO#:		Voucher #:	46432	Invoice	Invoice No: 542248	Paid Amt:	\$2,311.00
			E 01	005 760 000 720 340	Commercial - Auto		\$16,675.00
PO#:		Voucher #:	46433	Invoice	Invoice No: 542246	Paid Amt:	\$16,675.00
					7/17/2025	Check Amount:	\$135,985.19
PCB	78397	1331		MID-STATE EDUCATION DIST		Check	
			E 01	005 400 000 000 394	ADMIN		\$5,840.90
			E 01	010 412 450 740 396	ECSE		\$4,885.50
			E 01	010 412 450 740 397	ECSE		\$914.65
			E 01	005 405 450 740 396	HEAR IMPAIRED		\$1,678.14
			E 01	005 405 450 740 397	HEAR IMPAIRED		\$346.17
			E 01	005 420 450 740 396	OT/PT		\$3,460.86
			E 01	005 420 450 740 397	OT/PT		\$1,180.69
			E 01	005 420 450 740 396	APE		\$1,493.05
			E 01	005 420 450 740 397	APE		\$311.73
			E 01	010 401 450 740 396	SPEECH/LANGUAGE		\$11,464.17

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	78397	1331		MID-STATE EDUCATION DIST		Check	
		E 01 010	401	450 740 397			\$2,000.09
		E 01 005	420	450 740 396	SPEECH/LANGUAGE		\$5,626.49
		E 01 005	420	450 740 397	Psych Service		\$572.51
		E 01 020	211	390 000 391	Telecommunication Access		\$1,896.60
PO#:	Voucher #:	46452	Invoice	Invoice No: 3956	7/24/2025	Paid Amt:	\$41,671.55
						Check Amount:	\$41,671.55
PCB	78398	4295		AMAZON CAPITAL SERVICES		Check	
		E 01 005	110	000 000 401	B003GSBA5C Scotch Transparent Tape, Clear		\$29.24
		E 01 005	110	000 000 401	B00RSB61E Scotch Heavy Duty Packaging Tap		\$8.44
		E 01 005	110	000 000 401	B01LW23E41 Universal UNV46065VP 2.2 oz. E		\$7.75
		E 01 005	110	000 000 401	B0C5HF24S6 Patelai 48 Pcs Plastic Folders wit		\$39.99
		E 01 005	110	000 000 401	Amazon Shipping Charge		\$0.00
PO#:	Voucher #:	46443	Invoice	Invoice No: 1JMC-QM9K-WV4F	7/31/2025	Paid Amt:	\$85.42
		E 01 020	211	000 000 430	B07L37QPDJ Stand Up Adjustable Height Lectr		\$176.32
		E 01 020	211	000 000 430	Amazon Shipping Charge		\$0.00
PO#:	Voucher #:	46488	Invoice	Invoice No: 1WVY-HKVL-6MH9	7/31/2025	Paid Amt:	\$176.32
		E 01 005	690	690 000 465	B078KSHVCS Made for Amazon, USB Power C		\$389.85
		E 01 005	690	690 000 465	Amazon Shipping Charge		\$0.00
PO#:	Voucher #:	46492	Invoice	Invoice No: 11N3-LHMV-9LHD	7/31/2025	Paid Amt:	\$389.85
		E 01 005	690	302 555	B078KSHVCS Made for Amazon, USB Power C		\$51.98
		E 01 005	690	302 555	B0D4FCG9MX Amazon Signage Stick - digital s		\$1,519.84
		E 01 005	690	302 555	Amazon Shipping Charge		\$0.00
PO#:	Voucher #:	46494	Invoice	Invoice No: 11HK-MYHV-GTXH	7/31/2025	Paid Amt:	\$1,571.82
		E 01 005	810	000 000 401	B07MRG2527 Nu-Calgon Special Hd Cal Clean		\$218.00
		E 01 005	810	000 000 401	B07TKKM1C9 HS Yellow Electrical Wire End C		\$20.89
		E 01 005	810	000 000 401	Amazon Shipping Charge		\$0.00
PO#:	Voucher #:	46471	Invoice	Invoice No: 1K3C-QKRM-XGYM	7/31/2025	Paid Amt:	\$238.89
						Check Amount:	\$2,462.30
PCB	78399	1025		APPLE INC.		Check	
		E 01 005	690	690 302 555	MW133LL/A 13-inch MacBook Air: Apple M4 chi		\$1,099.00
PO#:	Voucher #:	46495	Invoice	Invoice No: MB85565870	7/31/2025	Paid Amt:	\$1,099.00
						Check Amount:	\$1,099.00
PCB	78400	3868		BRITZ STORE EQUIPMENT, INC.		Check	
		E 01 005	810	000 000 401	Stainless Steel, Butyl, & Silicone		\$305.42
PO#:	Voucher #:	46496	Invoice	Invoice No: 116401	7/31/2025	Paid Amt:	\$305.42
						Check Amount:	\$305.42

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78401	3442		BROTHERS FIRE PROTECTION		Check	
			E 01	005 718 000 342 401	200 HID GLOBAL 1346LNSMN 26 BIT KEY FC		\$1,200.00
PO#:	6454	Voucher #:	46528	Invoice	Invoice No: W43152	7/31/2025	\$1,200.00
							Check Amount: \$1,200.00
PCB	78402	2016		BSN SPORTS		Check	
			E 01	020 294 054 000 350	Recond. Helmets		\$1,550.00
			E 01	020 294 054 000 350	Freight		\$160.00
PO#:	6443	Voucher #:	46462	Invoice	Invoice No: 930139779	7/31/2025	\$1,710.00
			E 01	020 294 054 000 412	Helmets		\$3,479.88
			E 01	020 294 054 000 412	Freight		\$96.00
PO#:	6444	Voucher #:	46463	Invoice	Invoice No: 930139780	7/31/2025	\$3,575.88
			E 01	020 292 000 000 401	Lifting Equipment		\$118.96
			E 01	020 292 000 000 401	Freight		\$11.90
PO#:		Voucher #:	46476	Invoice	Invoice No: 930033288	7/31/2025	\$130.86
							Check Amount: \$5,416.74
PCB	78403	1079		CENTRAL MN ALARMS INC		Check	
			E 01	005 865 000 363 305	Alarm Service 2025 3rd Quarter Elementary		\$159.00
PO#:		Voucher #:	46445	Invoice	Invoice No: 99550	7/31/2025	\$159.00
			E 01	005 865 000 363 305	Elevator/Lift Emergency Phone 3rd Quarter 202		\$93.00
PO#:		Voucher #:	46447	Invoice	Invoice No: 99552	7/31/2025	\$93.00
			E 01	005 865 000 363 305	Alarm Service 3rd Quarter Elementary		\$129.00
PO#:		Voucher #:	46446	Invoice	Invoice No: 99551	7/31/2025	\$129.00
			E 01	005 865 000 363 305	Alarm Service 3rd Quarter 2025 HS Daily Repor		\$171.00
PO#:		Voucher #:	46444	Invoice	Invoice No: 99554	7/31/2025	\$171.00
			E 01	005 865 000 363 305	Alarm Service 3rd Quarter HS 2025		\$159.00
PO#:		Voucher #:	46448	Invoice	Invoice No: 99553	7/31/2025	\$159.00
							Check Amount: \$711.00
PCB	78404	4396		CHRIS VOSEN AUTO REPAIR		Check	
			E 01	005 760 000 720 350	Van #23 Oil & Filter Change		\$102.13
PO#:		Voucher #:	46481	Invoice	Invoice No: 8227	7/31/2025	\$102.13
			E 01	005 760 000 720 350	Van #28 Oil & Filter Change, Rotate Tires		\$129.13
PO#:		Voucher #:	46482	Invoice	Invoice No: 8225	7/31/2025	\$129.13
			E 01	005 760 000 720 350	Van #29 oil, filter, brake pads & rotors, Labor		\$1,059.15
PO#:		Voucher #:	46483	Invoice	Invoice No: 8222	7/31/2025	\$1,059.15
							Check Amount: \$1,290.41
PCB	78405	4925		Dacotah Paper Co		Check	
			E 01	020 211 000 000 430	ND1202 FRP ORCH		\$79.29

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78405	4925		Dacotah Paper Co		Check
			E 01	020 211 000 430	ND1212 FRP BLUE	\$253.12
			E 01	020 211 000 430	ND1214 CANARY	\$189.84
			E 01	020 211 000 430	ND1215 FRP GOLD	\$126.56
PO#: 6318	Voucher #:	46479	Invoice	Invoice No: 66016	7/31/2025	Paid Amt: \$648.81
		E 01	010 203 000 430	MP851120-white copy paper	\$4,160.40	
		E 04	005 582 000 344	MP851120-white copy paper	\$693.40	
		E 01	005 110 000 401	MP851120-white copy paper	\$693.40	
		E 01	020 211 000 430	MP851120-White copy paper	\$4,160.40	
PO#: 6318	Voucher #:	46455	Invoice	Invoice No: 99928	7/31/2025	Paid Amt: \$9,707.60
						Check Amount: \$10,356.41
PCB	78406	1133		ECM PUBLISHERS INC		Check
			E 01	005 010 000 305	June 26 Special Minutes	\$55.00
PO#:	Voucher #:	46459	Invoice	Invoice No: 1058440	7/31/2025	Paid Amt: \$55.00
		E 01	005 010 000 305	June 18 Special Minutes	\$73.00	
PO#:	Voucher #:	46458	Invoice	Invoice No: 1058439	7/31/2025	Paid Amt: \$73.00
		E 01	005 010 000 305	June 9 Regular Minutes	\$231.00	
PO#:	Voucher #:	46460	Invoice	Invoice No: 1058441	7/31/2025	Paid Amt: \$231.00
						Check Amount: \$359.00
PCB	78407	4485		EDMENTUM, INC.		Check
			E 01	020 211 000 302	Apex Learning Courses Single enroll subscriptio	\$6,750.00
PO#:	Voucher #:	46449	Invoice	Invoice No: INV32630508	7/31/2025	Paid Amt: \$6,750.00
						Check Amount: \$6,750.00
PCB	78408	2851		FARM-RITE EQUIPMENT INC.		Check
			E 01	005 810 000 401	Bracket Striker	\$40.59
PO#:	Voucher #:	46450	Invoice	Invoice No: P90296	7/31/2025	Paid Amt: \$40.59
						Check Amount: \$40.59
PCB	78409	2295		GRANITE PEST CONTROL, LLC		Check
			E 01	005 810 000 305	PEST CONTROL SERVICE July-Sept 2025 Ar	\$967.00
PO#:	Voucher #:	46467	Invoice	Invoice No: 148991	7/31/2025	Paid Amt: \$967.00
						Check Amount: \$967.00
PCB	78410	1215		HILLYARD INC		Check
			E 01	005 810 000 401	Brush Assembly Clipper	\$287.65
PO#:	Voucher #:	46451	Invoice	Invoice No: 700665348	7/31/2025	Paid Amt: \$287.65
						Check Amount: \$287.65

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78411	3748		HUDL		Check
	E 01	020	294	054 000 305	FB	\$3,840.00
	E 01	020	296	058 000 305	VB	\$1,760.00
	E 01	020	294	055 000 305	BBB	\$1,920.00
	E 01	020	296	055 000 305	GBB	\$1,920.00
	E 01	020	292	000 000 305	ATHLETICS	\$5,760.00
	E 01	020	294	056 000 305	Wrestling	\$800.00
PO#:	Voucher #:	46491	Invoice	Invoice No: H00139279	7/31/2025	Paid Amt: \$16,000.00 Check Amount: \$16,000.00
PCB	78412	5111		Learning At The Primary Pond, Inc		Check
	E 04	005	582	000 344 430	Literacy Club Membership plus Math Library Mei	\$675.00
PO#: 6462	Voucher #:	46489	Invoice	Invoice No: 62604	7/31/2025	Paid Amt: \$675.00 Check Amount: \$675.00
PCB	78413	3662		MINNESOTA UI FUND		Check
	E 01	005	110	000 000 281	2nd Quarter Unemployment	\$26,238.25
	E 01	005	110	000 000 280	2nd Quarter Unemployment	\$236.74
PO#:	Voucher #:	46478	Invoice	Invoice No: 18170847	7/31/2025	Paid Amt: \$26,474.99 Check Amount: \$26,474.99
PCB	78414	2267		MN DRIVERS MANUALS		Check
	E 01	020	240	000 000 430	Box of MN Class D Driver's Manuals	\$258.59
PO#: 6451	Voucher #:	46475	Invoice	Invoice No: 5566	7/31/2025	Paid Amt: \$258.59 Check Amount: \$258.59
PCB	78415	1375		NAPA AUTO PARTS		Check
	E 01	005	760	000 720 401	Fuel Cap Bus 12-09 and Shop towels	\$22.48
PO#:	Voucher #:	46465	Invoice	Invoice No: 648846	7/31/2025	Paid Amt: \$22.48 Check Amount: \$22.48
PCB	78416	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check
	E 01	005	760	000 720 350	Repair Chair Lift	\$209.00
PO#:	Voucher #:	46464	Invoice	Invoice No: 811642	7/31/2025	Paid Amt: \$209.00 Check Amount: \$209.00
PCB	78417	4608		NORTH CENTRAL INT'L, LLC		Check
	E 01	005	760	000 720 350	Check Engine Light Bus #13-14	\$329.55
PO#:	Voucher #:	46466	Invoice	Invoice No: R220010702:01	7/31/2025	Paid Amt: \$329.55 Check Amount: \$329.55

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
PCB	78418	3644		POWERHOUSE OUTDOOR EQUIPMENT INC		Check	
			E 01	005 810 000 000 401 Spacer Flange and Gaskets			\$18.19
PO#:	Voucher #:	46480	Invoice #:	737304	7/31/2025	Paid Amt:	\$18.19
		E 01	005 810 000 000 401 Lawnmower oil and filters				\$176.56
PO#:	Voucher #:	46453	Invoice #:	736382	7/31/2025	Paid Amt:	\$176.56
						Check Amount:	\$194.75
PCB	78419	4682		Quizizz Inc		Check	
			E 01	005 690 690 000 406 Quizizz Renewal			\$3,437.50
PO#:	Voucher #:	46454	Invoice #:	32719	7/31/2025	Paid Amt:	\$3,437.50
						Check Amount:	\$3,437.50
PCB	78420	1463		RICE HARDWARE HANK		Check	
			E 01	005 810 000 000 401 DEG Elbow & Coupling			\$9.58
PO#:	Voucher #:	46490	Invoice #:	36536/3	7/31/2025	Paid Amt:	\$9.58
						Check Amount:	\$9.58
PCB	78421	4569		SmartPass LLC		Check	
			E 01	005 690 690 000 406 SmartPass Standard Annual Subscription 25-26			\$150.40
PO#:	Voucher #:	46470	Invoice #:	INV175744	7/31/2025	Paid Amt:	\$150.40
						Check Amount:	\$150.40
PCB	78422	1382		SOURCEWELL		Check	
			E 01	020 211 000 302 460 Prolific License			\$4,082.00
PO#:	Voucher #:	46497	Invoice #:	INV00004794	7/31/2025	Paid Amt:	\$4,082.00
						Check Amount:	\$4,082.00
PCB	78423	2464		SPEER CHIROPRACTIC, PA		Check	
			E 01	005 760 000 720 305 DOT PHYSICAL P Zimny			\$100.00
PO#:	Voucher #:	46461	Invoice #:	07.14.2025	7/31/2025	Paid Amt:	\$100.00
						Check Amount:	\$100.00
PCB	78424	5070		SysCloud		Check	
			E 01	005 690 690 000 405 SysCloud Google Workspace/Classroom Backu			\$3,100.00
PO#:	Voucher #:	46468	Invoice #:	IN2025070145	7/31/2025	Paid Amt:	\$3,100.00
						Check Amount:	\$3,100.00
PCB	78425	1559		TECH CHECK, LLC		Check	
			E 01	005 690 690 000 405 CIXA0U36AEREA Sophos Central Intercept X			\$5,950.00
PO#:	Voucher #:	46486	Invoice #:	62524	7/31/2025	Paid Amt:	\$5,950.00
		E 01	005 690 690 302 555 FAZ-VM-GB5 Fortinet FortiAnalyzer Virtual Appli				\$1,041.73
PO#:	Voucher #:	46485	Invoice #:	62542	7/31/2025	Paid Amt:	\$1,041.73

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PCB	78425	1559		TECHCHECK, LLC		Check
			E 01	005 690 000 405	VCF-VSP-STD-8 VMware VSphere v. 8 Standar	\$3,960.00
PO#: 6418	Voucher #:	46493	Invoice	No: 8558C	7/31/2025	Paid Amt: \$3,960.00
PO#: 6419	Voucher #:	46484	Invoice	No: 62485	7/31/2025	Paid Amt: \$1,318.00
						Check Amount: \$12,269.73
PCB	78426	1572		TIME FOR KIDS		Check
			E 01	010 203 000 460	Time for Kids, grade 4, Mr. Hanson	\$118.80
			E 01	010 203 000 460	Time for Kids, grade 4, Mrs. Polzine-Lust	\$118.80
			E 01	010 203 000 460	Time for Kids, grade 4, Ms. Thoma	\$118.80
PO#: 6363	Voucher #:	46469	Invoice	No: 03.13.2025	7/31/2025	Paid Amt: \$356.40
						Check Amount: \$356.40
PCB	78427	4206		T-MOBILE		Check
			E 01	005 810 000 320	Mobile Internet Acct 971799683	\$40.00
PO#:	Voucher #:	46487	Invoice	No: 07.21.2025	7/31/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
PCB	78428	1592		VERIZON WIRELESS		Check
			E 01	005 810 000 320	PHONE SERVICE	\$301.26
PO#:	Voucher #:	46457	Invoice	No: 6118285857	7/31/2025	Paid Amt: \$301.26
						Check Amount: \$301.26
PCB	78429	1611		XCEL ENERGY		Check
			E 01	005 810 000 440	Acct 51-4433400-5	\$371.80
PO#:	Voucher #:	46456	Invoice	No: 935487536	7/31/2025	Paid Amt: \$371.80
						Check Amount: \$371.80
PCB	78430	3757		Blue Cross Blue Shield		Check
			B 01	215 033	Vision Flex	\$89.79
			B 01	215 033	Adjustment	\$74.94
			B 04	215 033	Vision Flex	\$7.64
PO#:	Voucher #:	46527	Invoice	No: S2025242	7/31/2025	Paid Amt: \$172.37
			B 01	215 033	Vision Flex	\$33.89
			B 02	215 033	Vision Flex	\$2.49
			B 04	215 033	Vision Flex	\$2.49
PO#:	Voucher #:	46511	Invoice	No: S2026020	7/31/2025	Paid Amt: \$38.87
			B 01	215 033	Vision Flex	\$14.31
			B 02	215 033	Vision Flex	\$2.49
			B 04	215 033	Vision Flex	\$2.49
PO#:	Voucher #:	46400	Invoice	No: S2026010	7/31/2025	Paid Amt: \$19.29

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:
PCB	78430	3757		Blue Cross Blue Shield		Check	
			B 01	215 033	Vision Flex		\$89.79
			B 04	215 033	Vision Flex		\$7.64
PO#:	Voucher #:	46428	Invoice	Invoice No: S2025241	7/31/2025	Paid Amt:	\$97.43
PO#:	Voucher #:	46412	Invoice	Invoice No: S202524S0	7/31/2025	Paid Amt:	\$19.58
						Check Amount:	\$347.54
PCB	78431	4665		HARTFORD INSURANCE		Check	
			B 01	215 031	LTD		\$662.33
			B 04	215 031	LTD		\$21.96
PO#:	Voucher #:	46417	Invoice	Invoice No: S2025241	7/31/2025	Paid Amt:	\$684.29
			B 01	215 051	United Way		\$262.97
			B 04	215 051	Payroll Deductions		\$20.04
PO#:	Voucher #:	46420	Invoice	Invoice No: S2025241	7/31/2025	Paid Amt:	\$283.01
			B 01	215 032	Life		\$105.10
PO#:	Voucher #:	46404	Invoice	Invoice No: S202524S0	7/31/2025	Paid Amt:	\$105.10
			B 01	215 031	LTD		\$104.50
PO#:	Voucher #:	46405	Invoice	Invoice No: S202524S0	7/31/2025	Paid Amt:	\$104.50
			B 01	215 032	Life		\$194.95
			B 02	215 032	Life		\$9.98
			B 04	215 032	Life		\$3.00
PO#:	Voucher #:	46501	Invoice	Invoice No: S2026020	7/31/2025	Paid Amt:	\$207.93
			B 01	215 051	United Way		\$53.43
PO#:	Voucher #:	46408	Invoice	Invoice No: S202524S0	7/31/2025	Paid Amt:	\$53.43
			B 01	215 031	LTD		\$183.29
			B 02	215 031	LTD		\$6.18
			B 04	215 031	LTD		\$9.60
PO#:	Voucher #:	46502	Invoice	Invoice No: S2026020	7/31/2025	Paid Amt:	\$199.07
			B 01	215 051	United Way		\$69.51
			B 02	215 051	Payroll Deductions		\$8.48
PO#:	Voucher #:	46505	Invoice	Invoice No: S2026020	7/31/2025	Paid Amt:	\$77.99
			B 01	215 032	Life		\$78.85
			B 02	215 032	Life		\$9.98
			B 04	215 032	Life		\$3.00
PO#:	Voucher #:	46390	Invoice	Invoice No: S2026010	7/31/2025	Paid Amt:	\$91.83
			B 01	215 051	United Way		\$18.64

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount
PCB	78431	4665		HARTFORD INSURANCE		Check	
			B 02	215 051			\$8.48
PO#:	Voucher #:	46394	Invoice	S2026010	7/31/2025	Paid Amt:	\$27.12
		B 01	215 032	Life			\$402.63
		B 01	215 032	Adjustment			\$243.21
		B 04	215 032	Life			\$10.01
PO#:	Voucher #:	46515	Invoice	S2025242	7/31/2025	Paid Amt:	\$655.85
		B 01	215 031	LTD			\$662.33
		B 01	215 031	Adjustment			(\$1.66)
		B 04	215 031	LTD			\$21.96
PO#:	Voucher #:	46516	Invoice	S2025242	7/31/2025	Paid Amt:	\$682.63
		B 01	215 051	United Way			\$262.97
		B 01	215 051	Adjustment			\$208.45
		B 04	215 051	Payroll Deductions			\$20.04
PO#:	Voucher #:	46519	Invoice	S2025242	7/31/2025	Paid Amt:	\$491.46
		B 01	215 031	LTD			\$100.55
		B 02	215 031	LTD			\$6.18
		B 04	215 031	LTD			\$9.60
PO#:	Voucher #:	46391	Invoice	S2026010	7/31/2025	Paid Amt:	\$116.33
		B 01	215 032	Life			\$404.43
		B 04	215 032	Life			\$10.01
PO#:	Voucher #:	46416	Invoice	S2025241	7/31/2025	Paid Amt:	\$414.44
						Check Amount:	\$4,194.98
PCB	78432	4620		HealthPartners Inc		Check	
			B 01	215 030			\$11,349.34
			B 02	215 030			\$475.82
			B 04	215 030			\$1,041.76
PO#:	Voucher #:	46499	Invoice	S2026020	7/31/2025	Paid Amt:	\$12,866.92
		E 01	005 110	000 000 305 EAP			\$147.40
PO#:	Voucher #:	46531	Invoice	07.31.2025	7/31/2025	Paid Amt:	\$147.40
		B 01	215 030	Hospital			\$21,430.04
		B 04	215 030	Hospital			\$2,013.47
PO#:	Voucher #:	46414	Invoice	S2025241	7/31/2025	Paid Amt:	\$23,443.51
		B 01	215 035	Dental			\$124.02
PO#:	Voucher #:	46401	Invoice	S202524S0	7/31/2025	Paid Amt:	\$124.02
		B 01	215 030	Hospital			\$21,430.04
		B 04	215 030	Hospital			\$2,013.47

Royalton Public Schools

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check	
PCB	78432	4620		HealthPartners Inc				
			B 01	215 030			Adjustment	
PO#:	Voucher #:	46513	Invoice	Invoice No: S2025242	7/31/2025	Paid Amt:	\$40,172.26	
		B 01	215 035	Dental			\$319.88	
		B 02	215 035	Payroll Deductions			\$17.78	
PO#:	Voucher #:	46498	Invoice	Invoice No: S2026020	7/31/2025	Paid Amt:	\$337.66	
		B 01	215 030	Hospital			\$6,418.10	
		B 02	215 030	Hospital			\$475.82	
		B 04	215 030	Hospital			\$1,041.76	
PO#:	Voucher #:	46388	Invoice	Invoice No: S2026010	7/31/2025	Paid Amt:	\$7,935.68	
		B 01	215 035	Dental			\$1,050.26	
		B 04	215 035	Payroll Deductions			\$88.86	
PO#:	Voucher #:	46413	Invoice	Invoice No: S2025241	7/31/2025	Paid Amt:	\$1,139.12	
		B 01	215 035	Dental			\$1,050.26	
		B 04	215 035	Payroll Deductions			\$88.86	
		B 01	215 035	Adjustment			\$530.12	
PO#:	Voucher #:	46512	Invoice	Invoice No: S2025242	7/31/2025	Paid Amt:	\$1,669.24	
		B 01	215 035	Dental			\$195.51	
		B 02	215 035	Payroll Deductions			\$17.78	
PO#:	Voucher #:	46387	Invoice	Invoice No: S2026010	7/31/2025	Paid Amt:	\$213.29	
		B 01	215 030	Hospital			\$4,853.16	
PO#:	Voucher #:	46402	Invoice	Invoice No: S202524S0	7/31/2025	Paid Amt:	\$4,853.16	
							Check Amount:	\$92,902.26
							Report Total:	\$651,735.28

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	1096			COMMISSIONER OF REVENUE		Wire	
		B 01	215	013	State Tax		\$1,512.21
		B 02	215	013	State Tax		\$51.83
		B 04	215	013	State Tax		\$50.78
PO#:	Voucher #:	46393	Invoice	Invoice No: S2026010	7/16/2025	Paid Amt:	\$1,614.82
						Check Amount:	\$1,614.82
PCB	1096			COMMISSIONER OF REVENUE		Wire	
		B 01	215	013	State Tax		\$1,087.17
		B 02	215	013	State Tax		\$74.05
		B 04	215	013	State Tax		\$341.15
PO#:	Voucher #:	46407	Invoice	Invoice No: S202524S0	7/16/2025	Paid Amt:	\$1,502.37
						Check Amount:	\$1,502.37
PCB	1096			COMMISSIONER OF REVENUE		Wire	
		B 01	215	013	State Tax		\$5,202.40
		B 04	215	013	State Tax		\$172.83
PO#:	Voucher #:	46419	Invoice	Invoice No: S2025241	7/16/2025	Paid Amt:	\$5,375.23
						Check Amount:	\$5,375.23
PCB	1096			COMMISSIONER OF REVENUE		Wire	
		B 01	215	013	State Tax		\$9,301.74
		B 02	215	013	State Tax		\$89.76
		B 04	215	013	State Tax		\$402.54
PO#:	Voucher #:	46268	Invoice	Invoice No: S2025240	7/16/2025	Paid Amt:	\$9,794.04
						Check Amount:	\$9,794.04
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire	
		B 01	215	005	Tax Ann		\$1,368.54
PO#:	Voucher #:	46273	Invoice	Invoice No: S2025240	7/16/2025	Paid Amt:	\$1,368.54
		B 01	215	005	Tax Ann		\$10,517.55
		B 04	215	005	Payroll Deductions		\$62.26
PO#:	Voucher #:	46274	Invoice	Invoice No: S2025240	7/16/2025	Paid Amt:	\$10,579.81
		B 01	215	005	Tax Ann		\$145.76
PO#:	Voucher #:	46275	Invoice	Invoice No: S2025240	7/16/2025	Paid Amt:	\$145.76
		B 01	215	005	Tax Ann		\$237.50
PO#:	Voucher #:	46276	Invoice	Invoice No: S2025240	7/16/2025	Paid Amt:	\$237.50
		B 01	215	005	Tax Ann		\$682.95
PO#:	Voucher #:	46271	Invoice	Invoice No: S2025240	7/16/2025	Paid Amt:	\$682.95

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire	
PO#:	Voucher #:	46272	Invoice	Invoice No: S2025240	7/16/2025	Paid Amt:	\$150.00
						Check Amount:	\$13,164.56
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire	
PO#:	Voucher #:	46398	Invoice	Invoice No: S2026010	7/16/2025	Paid Amt:	\$212.50
		B 01	215 005	Tax Ann			
		B 01	215 005	Tax Ann			\$1,539.80
		B 04	215 005	Payroll Deductions			\$41.68
PO#:	Voucher #:	46396	Invoice	Invoice No: S2026010	7/16/2025	Paid Amt:	\$1,581.48
		B 01	215 005	Tax Ann			
PO#:	Voucher #:	46397	Invoice	Invoice No: S2026010	7/16/2025	Paid Amt:	\$145.84
						Check Amount:	\$1,939.82
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire	
PO#:	Voucher #:	46410	Invoice	Invoice No: S202524S0	7/16/2025	Paid Amt:	\$179.16
						Check Amount:	\$179.16
PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire	
PO#:	Voucher #:	46424	Invoice	Invoice No: S2025241	7/16/2025	Paid Amt:	\$983.50
		B 01	215 005	Tax Ann			
		B 01	215 005	Tax Ann			\$7,716.40
		B 04	215 005	Payroll Deductions			\$62.26
PO#:	Voucher #:	46425	Invoice	Invoice No: S2025241	7/16/2025	Paid Amt:	\$25.00
		B 01	215 005	Tax Ann			
PO#:	Voucher #:	46426	Invoice	Invoice No: S2025241	7/16/2025	Paid Amt:	\$407.95
		B 01	215 005	Tax Ann			
PO#:	Voucher #:	46422	Invoice	Invoice No: S2025241	7/16/2025	Paid Amt:	\$150.00
		B 01	215 005	Tax Ann			
PO#:	Voucher #:	46423	Invoice	Invoice No: S2025241	7/16/2025	Paid Amt:	\$150.00
						Check Amount:	\$9,345.11
PCB	4400			FEDERAL TAX PAYMENT		Wire	
		B 01	215 010	FICA			\$23,136.62
		B 04	215 010	FICA			\$809.92
		B 01	215 011	Federal Tax			\$9,013.13

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	4400			FEDERAL TAX PAYMENT		Wire	
		B 04	215	011		\$143.88	
PO#:	Voucher #:	46427	Invoice	Invoice No: S2025241	7/16/2025	Federal Tax	Paid Amt: \$33,103.55 Check Amount: \$33,103.55
PCB	4400			FEDERAL TAX PAYMENT		Wire	
		B 01	215	010		\$6,223.68	
		B 02	215	010		\$462.80	
		B 04	215	010		\$1,896.36	
		B 01	215	011		\$1,553.84	
		B 02	215	011		\$112.39	
		B 04	215	011		\$378.77	
PO#:	Voucher #:	46411	Invoice	Invoice No: S202524S0	7/16/2025	Federal Tax	Paid Amt: \$10,627.84 Check Amount: \$10,627.84
PCB	4400			FEDERAL TAX PAYMENT		Wire	
		B 01	215	010		\$4,598.16	
		B 02	215	010		\$258.98	
		B 04	215	010		\$376.70	
		B 01	215	011		\$3,212.04	
		B 02	215	011		\$85.21	
		B 04	215	011		\$98.30	
PO#:	Voucher #:	46399	Invoice	Invoice No: S2026010	7/16/2025	Federal Tax	Paid Amt: \$8,629.39 Check Amount: \$8,629.39
PCB	1415			PERA		Wire	
		B 01	215	017		\$1,968.96	
		B 02	215	017		\$275.78	
PO#:	Voucher #:	46392	Invoice	Invoice No: S2026010	7/16/2025	PERA	Paid Amt: \$2,244.74 Check Amount: \$2,244.74
PCB	1415			PERA		Wire	
		B 01	215	017		\$6,477.84	
		B 02	215	017		\$339.66	
		B 04	215	017		\$781.23	
PO#:	Voucher #:	46267	Invoice	Invoice No: S2025240	7/16/2025	PERA	Paid Amt: \$7,598.73 Check Amount: \$7,598.73
PCB	1415			PERA		Wire	
		B 01	215	017		\$4,203.69	
		B 02	215	017		\$264.00	

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
PCB	1415			PERA		Wire	
		B 04	215	017			\$689.67
PO#:	Voucher #:	46406	Invoice	Invoice No: S202524S0	7/16/2025	Paid Amt:	\$5,157.36
						Check Amount:	\$5,157.36
PCB	1415			PERA		Wire	
		B 04	215	017			\$170.20
PO#:	Voucher #:	46418	Invoice	Invoice No: S2025241	7/16/2025	Paid Amt:	\$170.20
						Check Amount:	\$170.20
PCB	1558			TEACHERS RETIREMENT ASSN		Wire	
		B 01	215	018			\$29,914.62
		B 04	215	018			\$919.62
PO#:	Voucher #:	46421	Invoice	Invoice No: S2025241	7/16/2025	Paid Amt:	\$30,834.24
						Check Amount:	\$30,834.24
PCB	1558			TEACHERS RETIREMENT ASSN		Wire	
		B 01	215	018			\$727.97
		B 02	215	018			\$202.91
		B 04	215	018			\$628.19
PO#:	Voucher #:	46409	Invoice	Invoice No: S202524S0	7/16/2025	Paid Amt:	\$1,559.07
						Check Amount:	\$1,559.07
PCB	1558			TEACHERS RETIREMENT ASSN		Wire	
		B 01	215	018			\$3,235.13
		B 04	215	018			\$534.30
PO#:	Voucher #:	46395	Invoice	Invoice No: S2026010	7/16/2025	Paid Amt:	\$3,769.43
						Check Amount:	\$3,769.43
PCB	1558			TEACHERS RETIREMENT ASSN		Wire	
		B 01	215	018			\$35,117.28
		B 02	215	018			\$127.87
		B 04	215	018			\$880.99
PO#:	Voucher #:	46270	Invoice	Invoice No: S2025240	7/16/2025	Paid Amt:	\$36,126.14
						Check Amount:	\$36,126.14
PCB	4614			WEX		Wire	
		B 01	215	084			\$7,343.95
		B 02	215	084			\$45.00
PO#:	Voucher #:	46264	Invoice	Invoice No: S2025240	7/16/2025	Paid Amt:	\$7,388.95
						Check Amount:	\$7,388.95

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Amount
PCB	4614			WEX		Wire	
		B 01	215 082	Daycare			\$208.33
PO#:	Voucher #:	46440	Invoice	Invoice No: 07.07.2025	7/17/2025	Paid Amt:	\$208.33
						Check Amount:	\$208.33
PCB	4614			WEX		Wire	
		B 01	215 082	Flex			\$10.00
PO#:	Voucher #:	46441	Invoice	Invoice No: 07.09.2025	7/17/2025	Paid Amt:	\$10.00
						Check Amount:	\$10.00
PCB	4614			WEX		Wire	
		B 01	215 084	HSA			\$1,618.20
		B 02	215 084	HSA			\$45.00
		B 04	215 084	Payroll Deductions			\$70.84
PO#:	Voucher #:	46389	Invoice	Invoice No: S2026010	7/17/2025	Paid Amt:	\$1,734.04
		B 01	215 084	HSA			\$4,848.21
PO#:	Voucher #:	46415	Invoice	Invoice No: S2025241	7/17/2025	Paid Amt:	\$4,848.21
						Check Amount:	\$6,582.25
PCB	4614			WEX		Wire	
		B 01	215 082	Flex			\$34.44
PO#:	Voucher #:	46442	Invoice	Invoice No: 07.18.2025	7/21/2025	Paid Amt:	\$34.44
						Check Amount:	\$34.44
PCB	4614			WEX		Wire	
		B 01	215 084	HSA			\$589.59
PO#:	Voucher #:	46403	Invoice	Invoice No: S202524S0	7/21/2025	Paid Amt:	\$589.59
						Check Amount:	\$589.59
PCB	4614			WEX		Wire	
		E 01	005 110 000 000 305	WEX monthly service fee			\$185.75
PO#:	Voucher #:	46532	Invoice	Invoice No: 46791	7/31/2025	Paid Amt:	\$185.75
						Check Amount:	\$185.75
PCB	1346			MINNESOTA POWER		Wire	
		E 01	020 810 000 000 331	Acct 0191115490			\$100.49
PO#:	Voucher #:	46533	Invoice	Invoice No: 019313921628	7/31/2025	Paid Amt:	\$100.49
						Check Amount:	\$100.49
PCB	1346			MINNESOTA POWER		Wire	
		E 01	020 810 000 000 331	Acct 0191115490			\$119.18
PO#:	Voucher #:	46534	Invoice	Invoice No: 019734979113	7/31/2025	Paid Amt:	\$119.18
						Check Amount:	\$119.18

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/25 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:	
PCB	1346	E 01 020 810 000 000 331		MINNESOTA POWER		Wire		
				Acct 6691032130 Elect			\$45.01	
PO#:	46535	Invoice		Invoice No: 669714944156	7/31/2025	Paid Amt:	\$45.01	
						Check Amount:	\$45.01	
PCB	1346	E 01 010 810 000 000 331		MINNESOTA POWER		Wire		
				Acct 4015125490 Electric			\$2,051.26	
PO#:	46536	Invoice		Invoice No: 401752598968	7/31/2025	Paid Amt:	\$2,051.26	
						Check Amount:	\$2,051.26	
PCB	1346	E 01 020 810 000 000 331		MINNESOTA POWER		Wire		
				Acct 5091115490 MS/HS			\$7,512.62	
PO#:	46537	Invoice		Invoice No: 509501206730	7/31/2025	Paid Amt:	\$7,512.62	
						Check Amount:	\$7,512.62	
PCB	1346	E 01 020 810 000 000 331		MINNESOTA POWER		Wire		
				Acct 811180000 Elect			\$398.91	
PO#:	46538	Invoice		Invoice No: 811263381733	7/31/2025	Paid Amt:	\$398.91	
						Check Amount:	\$398.91	
PCB	3113	E 01 005 810 000 000 330		REPUBLIC SERVICES #891		Wire		
				WASTE MANAGEMENT SERVICE			\$1,468.70	
PO#:	46539	Invoice		Invoice No: 0891-001460512	7/31/2025	Paid Amt:	\$1,468.70	
						Check Amount:	\$1,468.70	
PCB	3113	E 01 005 810 000 000 330		REPUBLIC SERVICES #891		Wire		
				WASTE MANAGEMENT SERVICE			\$1,605.41	
PO#:	46540	Invoice		Invoice No: 0891-001460513	7/31/2025	Paid Amt:	\$1,605.41	
						Check Amount:	\$1,605.41	
PCB	4370	E 01 020 298 151 000 401		CAPITAL ONE		Wire		
				Open PO for Care Closet			\$87.44	
PO#:	6143	Invoice		Invoice No: 06.02.2025	7/31/2025	Paid Amt:	\$87.44	
						Check Amount:	\$87.44	
							Report Total:	\$211,124.13

ROYALTON PUBLIC SCHOOLS ISD 485		ROYALTON PUBLIC SCHOOLS ISD 485				REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES		June 30, 2025				
REVENUE								June 30, 2025	June 30, 2024	June 30, 2023		
REVENUE CATEGORIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	June 30, 2024	June 30, 2023
STATE	8,726,391	8,907,760	9,993,360	10,732,541	10,940,821	9,830,999	901,542	91.6%	100.0%	100.0%	8,907,760	8,726,391
FEDERAL	692,715	162,840	120,000	164,000	164,000	88,493	75,507	54.0%	100.0%	100.0%	162,840	692,715
PROPERTY TAXES	-	781,703	838,060	847,745	849,335	843,841	3,904	99.5%	100.0%	#DIV/0!	781,703	-
LOCAL (FEES, INTEREST, ETC.)	1,474,767	726,681	515,475	524,822	423,252	776,182	(251,360)	147.9%	100.0%	100.0%	726,681	1,474,767
TOTALS	10,893,873	10,578,984	11,466,895	12,269,108	12,377,408	11,539,514	729,594	94.1%	100.0%	100.0%	10,578,984	10,893,873
EXPENDITURES								June 30, 2025	June 30, 2024	June 30, 2023		
OBJECT SERIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	June 30, 2024	June 30, 2023
SALARIES & WAGES	6,412,479	6,871,879	7,063,649	7,030,106	7,123,366	7,003,112	26,994	99.6%	100.0%	100.0%	6,871,879	6,412,479
EMPLOYEE BENEFITS	1,770,505	1,921,374	1,964,817	2,159,482	2,118,532	1,991,050	168,433	92.2%	100.0%	100.0%	1,921,374	1,770,505
PURCHASED SERVICES	1,775,820	2,065,906	1,443,836	1,879,742	1,804,297	1,786,685	93,057	95.0%	100.0%	100.0%	2,065,906	1,775,820
SUPPLIES	994,099	1,033,051	830,923	813,216	782,195	806,066	7,150	99.1%	100.0%	100.0%	1,033,051	994,099
EQUIPMENT	1,014,689	263,934	265,000	316,381	302,000	350,593	(34,212)	110.8%	100.0%	100.0%	263,934	1,014,689
OTHER EXPENDITURES	40,854	32,838	32,150	1,208	3,390	65,492	(64,284)	5421.6%	100.0%	100.0%	32,838	40,854
TOTALS	12,008,445	12,188,982	11,600,375	12,200,136	12,133,780	12,002,999	197,137	98.4%	100.0%	100.0%	12,188,982	12,008,445
PROGRAM SERIES								June 30, 2025	June 30, 2024	June 30, 2023		
PROGRAM SERIES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	June 30, 2024	June 30, 2023
SITE ADMINISTRATION	469,610	420,391	434,166	407,569	440,457	459,192	(51,623)	112.7%	100.0%	100.0%	420,391	469,610
DISTRICT ADMINISTRATION	284,088	283,238	277,291	277,682	293,253	277,098	583	99.8%	100.0%	100.0%	283,238	284,088
SUPPORT SERVICES	400,206	492,441	400,892	456,898	422,179	499,474	(42,576)	109.3%	100.0%	100.0%	492,441	400,206
REGULAR INSTRUCTION	4,536,030	4,775,970	4,712,269	4,757,005	4,740,070	4,699,094	57,910	98.8%	100.0%	100.0%	4,775,970	4,536,030
EXTRA-CURRICULAR ACTIVITES	692,591	666,687	429,602	589,329	594,834	662,681	(73,352)	112.4%	100.0%	100.0%	666,687	692,591
VOCATIONAL INSTRUCTION	235,669	310,868	326,338	313,781	338,810	321,019	(7,238)	102.3%	100.0%	100.0%	310,868	235,669
SPECIAL EDUCATION	1,478,983	1,877,037	1,690,515	1,876,174	1,849,677	1,764,381	111,793	94.0%	100.0%	100.0%	1,877,037	1,478,983
INSTRUCTIONAL SUPPORT	654,451	572,154	639,091	751,297	754,320	585,947	165,350	78.0%	100.0%	100.0%	572,154	654,451
PUPIL SUPPORT SERVICES	1,253,620	1,074,159	1,154,796	1,125,210	1,148,250	1,087,000	38,209	96.6%	100.0%	100.0%	1,074,159	1,253,620
FACILITIES	1,850,099	1,590,571	1,401,392	1,476,888	1,378,494	1,476,458	430	100.0%	100.0%	100.0%	1,590,571	1,850,099
OTHER FINANCING USES	153,098	125,466	134,023	168,304	173,435	170,654	(2,350)	101.4%	100.0%	100.0%	125,466	153,098
TOTALS	12,008,445	12,188,982	11,600,375	12,200,136	12,133,780	12,002,999	197,137	98.4%	100.0%	100.0%	12,188,982	12,008,445

ROYALTON PUBLIC SCHOOLS ISD 485		ROYALTON PUBLIC SCHOOLS ISD 485				REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES		June 30, 2025				
ACTIVITY - OTHER FUNDS								June 30, 2025 % of Budget Received	June 30, 2024 % of Actuals Received	June 30, 2023 % of Actuals Received		
REVENUE	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget	Received YTD	Budget Remaining				June 30, 2024	June 30, 2023
FOOD SERVICE	623,790	715,931	757,330	858,230	815,700	588,625	269,605	68.6%	100.0%	100.0%	715,931	623,790
COMMUNITY EDUCATION	434,712	523,279	507,413	544,104	516,030	511,839	32,265	94.1%	100.0%	100.0%	523,279	434,712
DEBT SERVICE	1,823,033	1,912,542	2,078,334	2,126,689	2,156,280	1,979,060	147,629	93.1%	100.0%	100.0%	1,912,542	1,823,033
EXPENDITURES								June 30, 2025 % of Budget Received	June 30, 2024 % of Actuals Received	June 30, 2023 % of Actuals Received		
EXPENDITURES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining				June 30, 2024	June 30, 2023
FOOD SERVICE	612,390	631,745	722,753	787,592	802,544	675,443	112,149	85.8%	100.0%	100.0%	631,745	612,390
COMMUNITY EDUCATION	431,797	556,484	581,470	554,009	493,007	519,449	34,560	93.8%	100.0%	100.0%	556,484	431,797
DEBT SERVICE	2,020,583	2,022,333	2,021,183	2,082,972	1,964,281	2,021,183	61,789	97.0%	100.0%	100.0%	2,022,333	2,020,583
SUMMARY - ALL FUNDS								June 30, 2025 % of Budget Received	June 30, 2024 % of Actuals Received	June 30, 2023 % of Actuals Received		
SUMMARY	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining				June 30, 2024	June 30, 2023
REVENUE	13,775,407	13,730,735	14,809,972	15,798,131	15,865,418	14,619,039	1,179,092	92.5%	100.0%	100.0%	13,730,735	13,775,407
EXPENDITURES	15,073,215	15,399,543	14,925,781	15,624,709	15,393,612	15,219,074	405,635	97.4%	100.0%	100.0%	15,399,543	15,073,215
SPENDING VARIANCE	(1,297,807)	(1,668,807)	(115,809)	173,422	471,806	(600,035)	N/A	N/A	N/A	N/A	(1,668,807)	(1,297,807)

Personnel Updates 08.11.2025

Hires:

Name	Position	Effective Date
Stephanie Otremba	LTS-Choir Teacher	08.19.2025
Britney Waytashek	Cook	09.02.2025
Carrie Boucher	Paraprofessional	08.26.2025
Alana Curtis-Nair	LTS-Science Teacher	08.25.2025
Ashley Dunlap	Special Education Teacher	08.19.2025
Dylan Merten	Bus Driver	07.15.2025

Resignations/Retirements:

Name	Position	Effective Date
None		

Royalton School District

Bid Results for 2025-26 - Fuel

Administrative recommendation is highlighted in Gold

FUEL

Current Provider: Centrasota Cooperative

Product:
#2 Diesel Dyed w/ Bio
Diessel Blend (40% #1, 60% #2)
Unleaded Regular 87 Oxy

CURRENT

2024-2025
<i>Centrasota Cooperative</i>
<i>Firm</i>
\$0.095
\$0.095
\$0.125

BIDS

2025-2026
<i>Centrasota Cooperative</i>
<i>Firm</i>
\$0.518 Over Rack
\$0.518 Over Rack
\$0.518 Over Rack

Football 2025 Fundraiser Proposal

Partner:

Fundraising University, Fund-U-Now

What is the Fundraiser?

FUND-U-NOW is a text-to-donate platform that helps connect athletes & teams with their supporters using a personalized direct text message, followed up by a personal phone call from the athletes, thanking them for their support. Each athlete will provide roughly 35 names or businesses to ask for donations.

Proceeds:

All donations go to the Football program

Fundraising goal:

\$4000

Proposed date of fundraiser:

One day after the approval of the fundraiser in August

Cost to us:

Nothing.

FUNDRAISING UNIVERSITY FUND-U-NOW - TEXT TO DONATE PLATFORM



FUND-U-NOW is a text to donate platform that helps connect athletes & teams with their supporters using a personalized direct text message, followed up by a personal phone call from the athletes, thanking them for their support...All within **SIXTY MINUTES!** Let our proven fundraising service help your program "Dream Big, Raise More"!

TOP 10 FUND-U-NOW GROUPS - 2023

- Arkansas - Football - \$56,150
- Kentucky - Football - \$55,469
- Indiana - Track - \$55,145
- Nebraska - Football - \$49,760
- Colorado - Football - \$49,165
- Kentucky - Football - \$48,563
- Florida - Baseball - \$45,060
- Kentucky - Football - \$44,873
- Soccer - Indiana - \$44,473
- Baseball - Kentucky - \$43,691
- Colorado - Baseball - \$42,041



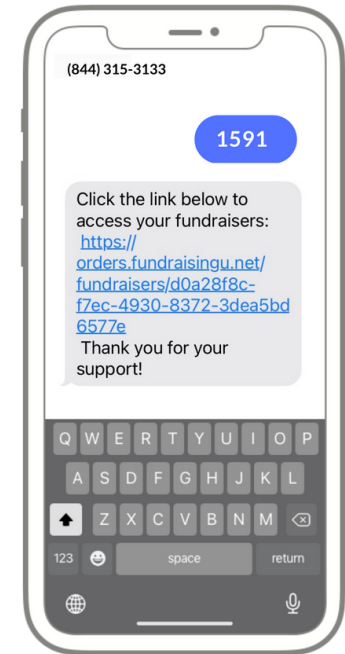
SCAN TO LISTEN TO ONE OF OUR MANY SUCCESS STORIES!
PS: THEY FINISHED AT JUST UNDER \$35K RAISED!!!

READY TO DREAM BIG?!
SCAN TO START YOUR FUNDRAISING UNIVERSITY FUNDRAISER TODAY!



WHY CHOOSE FUND-U-NOW?

- 1 GET YOUR FUNDS WITHIN DAYS OF THE FUNDRAISER ENDING! NOT WEEKS!
- 2 CONNECT WITH YOUR SUPPORTERS DIRECTLY VIA PERSONALIZED TEXT & CALLS
- 3 SUPPORTERS RECEIVE A GIFT FROM FUNDRAISING UNIVERSITY FOR SUPPORTING YOUR PROGRAM!
- 4 FEE TRANSPARENCY - NON TIPPING MODEL
WHY? BECAUSE TIPPING MONIES GO STRAIGHT TO THE PROVIDERS & NOT THE SCHOOLS!
- 5 RECOGNIZED AS THE TOP FUNDRAISING FRANCHISE IN THE UNITED STATES!





2025-2026
Royalton High School/Middle School
Behavior Intervention Guideline



This Code of Conduct is a guide to student behavior expectations and student behavior interventions. The Royalton Public Schools, ISD 485, Board of Education creates and adopts policies to guide the actions of everyone in the district. The district team develops procedures to show how these policies will be implemented throughout Royalton Public Schools and the superintendent, principals and program administrators can then add specific school guidelines and expectations. Teachers and other staff work with students to set and follow the expectations for how they will work together in each classroom. Adult staff members are held to high standards of behavior and are subject to all applicable laws, Board of Education policies, and Human Resources' rules and practices.

This Code of Conduct applies to incidents and situations that occur on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists. This document may also apply to incidents that occur off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

A safe and positive learning environment is essential. Knowing and complying with the district's expectations and procedures will support students in making positive choices. When students are disruptive or act inappropriately, they will be held accountable for their actions. When students do not follow the rules, school staff are expected to respond appropriately and consistently.

This Code of Conduct has been adapted from ISD 47(Sauk Rapids-Rice) and ISD 748(Sartell).



2025-2026
Royalton High School/Middle School
Behavior Intervention Guideline



RHS/MS Code of Conduct– Levels of Behavior

LEVEL 1 (L1)- A level one behavior is a minor behavior infraction that is generally managed by the adult in the setting of the infraction. The staff's response teaches correct, alternative behavior so students can learn and demonstrate safe and expected behaviors. Staff members are expected to employ a variety of teaching and management strategies. Note: With the consideration of a student's age and understanding, a recurring behavior infraction may be treated as an infraction at a higher level. Administrative actions may result in removal from instruction.

LEVEL 2 (L2)- A level two behavior is a repeated minor behavior infraction that is generally managed with a brief intervention by an adult in that setting. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in the class. A level two behavior may include contact with support staff or an administrator and will result in a documented Discipline Referral. Note: With the consideration of a student's age and understanding, a recurring behavior infraction may be treated as an infraction at a higher level. Administrative actions may result in removal from instruction.

LEVEL 3 (L3)- A level three behavior is a major behavior infraction that disrupts the educational setting, targets others, and/or impacts the safety of others. A level three behavior will result in an Office Discipline Referral and may result in removal from instruction for part of a day, an entire school day, or multiple school days. Note: With the consideration of a student's age and understanding, a recurring behavior infraction may be treated as an infraction at a higher level.

LEVEL 4 (L4)- A level four behavior is a major behavior infraction that significantly disrupts the educational setting, targets others, and/or impacts the safety of others and is distinguishable by its repetitiveness and/or severity. A level four behavior results in a Discipline Referral, may result in dismissal from school for one or more days and may result in notification to law enforcement. Note: With the consideration of a student's age and understanding, a recurring behavior infraction may be treated as an infraction at a higher level. Administrative actions may result in removal from instruction.

LEVEL 5 (L5)- A level five behavior is a behavior infraction that involves the removal of the student from the school environment because of the severity of the behavior. Interventions focus on maintaining the safety of the school community and ending self-destructive and/or dangerous behavior. Level five behaviors are identified as expellable offenses. Note: With the consideration of a student's age and understanding, a recurring behavior infraction may be treated as an infraction at a higher level. Administrative actions may result in removal from instruction (for example: out-of-school dismissal from instruction for five (5) up to ten (10) days or up to fifteen (15) days if there is a recommendation for expulsion; possible recommendation for expulsion; and/or a consultation with or referral to local law enforcement).



2025-2026
 Royalton High School/Middle School
 Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p>ACADEMIC DISHONESTY (Major)</p> <table border="1" data-bbox="25 755 415 885"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td>•</td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•	•	•		<ul style="list-style-type: none"> • Conference with teacher to develop Plan for Success • Conference with School Counselor • Conference with School Administrator • Conference with parent/guardian 	<ul style="list-style-type: none"> • Teacher communicates behavior with parent/guardian (email or phone) • Student is written up in Skyward. • Student is removed from honor roll consideration for semester • Students may receive zero credit or the opportunity to redo or complete a subsequent assignment for partial/full credit 	<ul style="list-style-type: none"> • Teacher and administrator communicates with parent/guardian • Students may receive zero credit, with teacher discretion, the opportunity to redo or complete a subsequent assignment for credit • Student is removed from honor roll consideration for semester. 	<ul style="list-style-type: none"> • Administrative action with possible failure of course, detention, and/or suspension.
L1	L2	L3	L4	L5										
•	•	•	•											



2025-2026

Royalton High School/Middle School
Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p>ALCOHOL (Major)</p> <table border="1" data-bbox="25 698 415 828"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td>•</td> <td>•</td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5			•	•	•	<ul style="list-style-type: none"> • Consult with/refer to local law enforcement • Conference with School Administrator • Conference with parent/guardian • Conference with School Counselor or Social Worker 	<ul style="list-style-type: none"> • Refer to local law enforcement • Student and parent/guardian conference with School Administrator • Removal from instruction up to 3 days (OSS) • Re-Entry plan created 	<ul style="list-style-type: none"> • Refer to local law enforcement • Student and parent/guardian conference with School Administrator • Removal from instruction up to 4 days • Re-Entry plan created 	<ul style="list-style-type: none"> • Refer to local law enforcement • Student and parent/guardian conference with School Administrator • Removal from instruction 5 or more days / 10 or more days if there is a recommendation for expulsion
L1	L2	L3	L4	L5										
		•	•	•										
<p>ARSON (Major)</p> <table border="1" data-bbox="25 1128 415 1258"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td></td> <td>•</td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5				•	•		<ul style="list-style-type: none"> • Student and parent/guardian conference with School Administrator • Refer to local law enforcement • Removal from instruction 4 days or up to 10 days if there is a recommendation for expulsion 		
L1	L2	L3	L4	L5										
			•	•										



2025-2026

Royalton High School/Middle School
Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p>ASSAULT - SEXUAL (Major)</p> <table border="1" data-bbox="25 714 415 844"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td></td> <td>•</td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5				•	•	<ul style="list-style-type: none"> • Consult with/refer to local law enforcement • Conference with School Social Worker • Conference with School Administrator • Conference with parent/guardian 	<ul style="list-style-type: none"> • Student and parent/guardian conference with School Administrator • Consult with/refer to local law enforcement • Removal from instruction up to 4 days 	<ul style="list-style-type: none"> • Student and parent/guardian conference with School Administrator • Consult with/refer to local law enforcement • Possible recommendation for expulsion • Removal from instruction 5 or more days 	<ul style="list-style-type: none"> • Student and parent/guardian conference with School Administrator • Consult with/refer to local law enforcement • Removal from instruction 5 or more days / 10 or more days if there is a recommendation for expulsion
L1	L2	L3	L4	L5										
			•	•										
<p>ASSAULT - PHYSICAL (Major)</p> <table border="1" data-bbox="25 1112 415 1242"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td></td> <td>•</td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5				•	•	<ul style="list-style-type: none"> • Consult with/refer to local law enforcement • Conference with School Social Worker • Conference with School Administrator • Conference with parent/guardian • Restorative Circle 	<ul style="list-style-type: none"> • Student and parent/guardian conference with School Administrator • Consult with/refer to local law enforcement • Removal from instruction up to 4 days 	<ul style="list-style-type: none"> • Student and parent/guardian conference with School Administrator • Consult with/refer to local law enforcement • Removal from instruction up to 5 days or more 	<ul style="list-style-type: none"> • Consult with/refer to local law enforcement • Removal from instruction 5 or more days / 10 or more days if there is a recommendation for expulsion
L1	L2	L3	L4	L5										
			•	•										



2025-2026
 Royalton High School/Middle School
 Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p style="text-align: center;">BOMB THREAT (Major)</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td>•</td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5				•	•		<ul style="list-style-type: none"> • Possible recommendation for expulsion • Consult with/refer to local law enforcement • Removal from instruction 5 or more days / 10 days if there is a recommendation for expulsion 		
L1	L2	L3	L4	L5										
			•	•										
<p style="text-align: center;">BULLYING / CYBER - BULLYING (Major)</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td>•</td> <td>•</td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5			•	•	•	<ul style="list-style-type: none"> • Conference with School Social Worker • Conference with School Counselor • Student and parent/guardian conference with the School Administrator • Restorative Circle • Personal Electronic Device Restrictions • Consult with/refer to local law enforcement 	<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Consult with/refer to local law enforcement • Removal from instruction up to 3 days • Readmission plan created 	<ul style="list-style-type: none"> • Student and parent/guardian in person conference with School Administrator • Consult with/refer to local law enforcement • Removal from instruction up to 4 days • Readmission plan created 	<ul style="list-style-type: none"> • Student and parent/guardian in person conference with School Administrator • Consult with/refer to local law enforcement • Removal from instruction 5 or more days / 10 or more days if there is a recommendation for expulsion
L1	L2	L3	L4	L5										
		•	•	•										



2025-2026
 Royalton High School/Middle School
 Behavior Intervention Guideline



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Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p style="text-align: center;">Cell Phone Policy Violation (Minor or Major)</p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">L1</td> <td style="width: 20px; text-align: center;">L2</td> <td style="width: 20px; text-align: center;">L3</td> <td style="width: 20px; text-align: center;">L4</td> <td style="width: 20px; text-align: center;">L5</td> </tr> <tr> <td style="text-align: center;">•</td> <td style="text-align: center;">•</td> <td style="text-align: center;">•</td> <td style="text-align: center;">•</td> <td style="background-color: #cccccc;"></td> </tr> </table> <p>*Refusal to hand over device will result in immediate referral to office</p>	L1	L2	L3	L4	L5	•	•	•	•		<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Restorative Practices -Restitution -Personal Electronic Device Restrictions -Plan for Success -Check In/Out Procedure • Detention 	<p><u>1st Offense</u></p> <ul style="list-style-type: none"> • Staff / Student Conference regarding cell phone policy • Staff confiscates the phone until end of period. • Staff documents in Skyward <p><u>2nd Offense</u></p> <ul style="list-style-type: none"> • Same as above • The staff confiscates the phone to be brought to the office until end of school day <p><u>3rd Offense</u></p> <ul style="list-style-type: none"> • Same as above • Admin / Student Conference office regarding cell phone policy expectations • Plan for Success 	<p><u>4th Offense</u></p> <ul style="list-style-type: none"> • Staff / Student Conference regarding cell phone policy • The staff confiscates the phone to be brought to the office until the end of school day • Admin / Student Conference office regarding technology expectations • Lunch detention 	<p><u>5th & Subsequent</u></p> <ul style="list-style-type: none"> • Staff / Student Conference regarding cell phone policy • Staff confiscates the phone and will be turned in to the office and must be picked up by the student's parent/guardian. • Staff documents in Skyward • Detention
L1	L2	L3	L4	L5										
•	•	•	•											



2025-2026
 Royalton High School/Middle School
 Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p style="text-align: center;">DRESS CODE VIOLATION (minor)</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td></td> <td></td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•				<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Plan for Success • Alternative Clothing 	<ul style="list-style-type: none"> • Staff / Student conference privately regarding dress • Conference with parent/guardian • Student will be asked to address and remedy the dress concerns • Refusal may result in non-compliance consequences 	<ul style="list-style-type: none"> • Staff / Student conference privately regarding dress • Conference with parent/guardian • Student will be asked to address and remedy the dress concerns • Refusal may result in non-compliance consequences 	<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Student will be asked to address and remedy the dress concerns • Refusal may result in non-compliance consequences
L1	L2	L3	L4	L5										
•	•													
<p style="text-align: center;">ILLEGAL DRUGS - POSSESSION (Major)</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td>•</td> <td>•</td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5			•	•	•	<ul style="list-style-type: none"> • Consult with/refer to local law enforcement • Conference with School Social Worker • Conference with School Counselor • Conference with parent/guardian 	<ul style="list-style-type: none"> • Conference with School Administrator • Phone or in-person conference with parent/guardian • Consult with/refer to local law enforcement • Removal from instruction up to 5 days • Readmission plan created 	<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Consult with/refer to local law enforcement • Removal from instruction up to 5 days • Readmission plan created 	<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Consult with/refer to local law enforcement • Removal from instruction 5 or more days / 10 or more days if there is a recommendation for expulsion
L1	L2	L3	L4	L5										
		•	•	•										



2025-2026

Royalton High School/Middle School
Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p>ILLEGAL DRUGS - DISTRIBUTION (Major)</p> <table border="1" data-bbox="25 747 415 876"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5					•		<ul style="list-style-type: none"> • Removal from instruction 5 or more days 10 days if there is a recommendation for expulsion • Conference with School Administrator • Phone or in-person conference with parent/guardian • Possible recommendation for expulsion • Consult with/refer to local law enforcement 		
L1	L2	L3	L4	L5										
				•										
<p>FORGERY (Minor)</p> <table border="1" data-bbox="25 1120 415 1250"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td></td> <td></td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•				<ul style="list-style-type: none"> • Conference with student • Conference with parent/guardian 	<ul style="list-style-type: none"> • Conference with student • Phone conference with parent/guardian 	<ul style="list-style-type: none"> • Conference with student • Phone conference with parent/guardian • May result in a detention 	
L1	L2	L3	L4	L5										
•	•													



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Royalton High School/Middle School
Behavior Intervention Guideline



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Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p style="text-align: center;">GAMBLING (Minor)</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td></td> <td></td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•				<ul style="list-style-type: none"> • Conference with School Social Worker • Conference with School Counselor • Conference with School Administrator • Conference with parent/guardian • Referral for counseling • Consult with/refer to local law enforcement 	<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Consult with/refer to local law enforcement 		
L1	L2	L3	L4	L5										
•	•													
<p style="text-align: center;">HARASSMENT (Major)</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td>•</td> <td>•</td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5			•	•	•	<ul style="list-style-type: none"> • Conference with School Social Worker • Conference with School Counselor • Conference with School Administrator • Conference with parent/guardian • Restorative Circle • Consult with/refer to local law enforcement 	<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Consult with/refer to local law enforcement • Removal from instruction up to 3 days • Readmission plan created 	<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Consult with/refer to local law enforcement • Removal from instruction up to 5 days • Readmission plan created 	<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Consult with/refer to local law enforcement • Removal from instruction 5 or more days / 10 or more days if there is a recommendation for expulsion
L1	L2	L3	L4	L5										
		•	•	•										



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Royalton High School/Middle School
Behavior Intervention Guideline



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Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p>HAZING (Major)</p> <table border="1"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td>•</td> <td>•</td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5			•	•	•	<ul style="list-style-type: none"> • Conference with School Social Worker • Conference with School Counselor • Conference with School Administrator • Conference with parent/guardian • Restorative Circle 	<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Consult with/refer to local law enforcement • Removal from instruction duration decided depending on severity 		
L1	L2	L3	L4	L5										
		•	•	•										
<p>INAPPROPRIATE LANGUAGE (Minor or Major)</p> <table border="1"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td></td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•	•			<ul style="list-style-type: none"> • Conference with School Counselor • Conference with School Administrator • Conference with parent/guardian • Restorative Circle • After School Detention or Lunch Detention 	<ul style="list-style-type: none"> • Staff / Student Conference privately regarding behavior and expectations • Staff communicates behaviors with parent/guardian *If a major refer to third offense(directed towards another person) 	<ul style="list-style-type: none"> • Staff / Student Conference privately regarding behavior and expectations • Plan for Success • Staff communicates behaviors with parent/guardian *If a major refer to third offense(directed towards another person) 	<ul style="list-style-type: none"> • Admin communicates behaviors with parent/guardians • Removal from instruction up to 3 days • Readmission plan created
L1	L2	L3	L4	L5										
•	•	•												



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Royalton High School/Middle School
Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p>LEFT GROUNDS (Major)</p> <table border="1"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td>•</td> <td>•</td> <td></td> </tr> </table>	L1	L2	L3	L4	L5			•	•		<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • After School Detention 	<ul style="list-style-type: none"> • Conference with School Administrator • Phone conference with parent/guardian • Consult with/refer to local law enforcement • Removal from instruction up to 1 days • Readmission plan created 	<ul style="list-style-type: none"> • Conference with School Administrator • Phone conference with parent/guardian • Consult with/refer to local law enforcement • Removal from instruction up to 4 days • Readmission plan created 	
L1	L2	L3	L4	L5										
		•	•											
<p>MAJOR SCHOOL DISRUPTION (Major)</p> <table border="1"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td>•</td> <td>•</td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5			•	•	•	<ul style="list-style-type: none"> • Conference with School Social Worker • Conference with School Administrator • Conference with parent/guardian • Restorative Circle • Plan for Success • Before/After School Detention 	<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Consult with/refer to local law enforcement • Removal from instruction duration decided depending on severity • Readmission plan created 		
L1	L2	L3	L4	L5										
		•	•	•										



2025-2026
 Royalton High School/Middle School
 Behavior Intervention Guideline



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Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
NON-COMPLIANCE (Major) <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">L1</td> <td style="padding: 2px 5px;">L2</td> <td style="padding: 2px 5px;">L3</td> <td style="padding: 2px 5px;">L4</td> <td style="padding: 2px 5px;">L5</td> </tr> <tr> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="text-align: center;">•</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> </table>	L1	L2	L3	L4	L5			•			<ul style="list-style-type: none"> Conference with staff to develop Plan for Success Reteach desired behavior Conference with School Counselor Conference with parent/guardian Conference with School Social Worker Restorative Circle Plan for Success Conference with School Administrator 	*Recorded as (minor) disruptive or work refusal behavior	*Recorded as (minor) disruptive or work refusal behavior	<ul style="list-style-type: none"> Admin or designee to conference with the student Admin communicates behaviors with parent/guardian Removal from instruction up to 1 day Readmission plan created
L1	L2	L3	L4	L5										
		•												



2025-2026
 Royalton High School/Middle School
 Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p style="text-align: center;">OTC - MEDICATIONS (Minor or Major)</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td style="background-color: #cccccc;"></td> <td>•</td> <td>•</td> <td>•</td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5		•	•	•	•	<ul style="list-style-type: none"> • Conference with School Staff/Nurse • Conference with School Social Worker • Conference with School Counselor • Conference with School Administrator • Conference with parent/guardian • After School Detention 	<ul style="list-style-type: none"> • Conference with School Administrator • Removal from instruction up to 1 day • Readmission plan created 	<ul style="list-style-type: none"> • Conference with School Administrator • Removal from instruction up to 4 days • Readmission plan created 	<ul style="list-style-type: none"> • Conference with School Administrator • Consult with/refer to local law enforcement • Removal from instruction 5 or more days / 10 or more days if there is a recommendation for expulsion
L1	L2	L3	L4	L5										
	•	•	•	•										
<p style="text-align: center;">PARKING LOT VIOLATION/ DRIVING OFFENSES (Minor or Major)</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td style="background-color: #cccccc;"></td> <td>•</td> <td>•</td> <td>•</td> <td style="background-color: #cccccc;"></td> </tr> </table>	L1	L2	L3	L4	L5		•	•	•		<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • After School Detention 	<ul style="list-style-type: none"> • Conference with School Administrator 	<ul style="list-style-type: none"> • Conference with School Administrator 	<ul style="list-style-type: none"> • Conference with School Administrator • Parking privileges revoked • Vehicle will be "booted" • Referred to local law enforcement
L1	L2	L3	L4	L5										
	•	•	•											



2025-2026

Royalton High School/Middle School
Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p style="text-align: center;">PHYSICAL AGGRESSION/FIGHTING (Major)</p> <table border="1" data-bbox="25 747 415 885"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">•</td> <td style="text-align: center;">•</td> <td style="text-align: center;">•</td> </tr> </table>	L1	L2	L3	L4	L5			•	•	•	<ul style="list-style-type: none"> • Consult with/refer to local law enforcement • Conference with School Social Worker • Conference with School Counselor • Conference with School Administrator • Conference with parent/guardian • Restorative Circle • After School Detention 	<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Consult with/refer to local law enforcement • Removal from instruction up to 3 days • Readmission plan created 	<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Consult with/refer to local law enforcement • Removal from instruction up to 4 days • Readmission plan created 	<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Consult with/refer to local law enforcement • Removal from instruction 5 or more days / 10 or more days if there is a recommendation for expulsion • Readmission plan created
L1	L2	L3	L4	L5										
		•	•	•										



2025-2026

Royalton High School/Middle School
Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p>PHYSICAL CONTACT (Minor or Major)</p> <table border="1" data-bbox="25 721 415 857"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td>•</td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•	•	•		<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Restorative Circle • After School/ Lunch Detention 	<ul style="list-style-type: none"> • Staff / Student Conference privately regarding behavior • Staff communicates behaviors with parent/guardian 	<ul style="list-style-type: none"> • Staff / Student conference privately regarding behavior • Conference with parent/guardian • Removal from instruction duration decided depending on severity 	<ul style="list-style-type: none"> • Conference with the School Administrator and student • Conference with parent/guardian • Removal from instruction duration decided depending on severity • Readmission plan created
L1	L2	L3	L4	L5										
•	•	•	•											
<p>PROPERTY MISUSE (Minor or Major)</p> <table border="1" data-bbox="25 1127 415 1263"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td></td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•	•			<ul style="list-style-type: none"> • Consult with/refer to local law enforcement • Conference with School Administrator • Conference with parent/guardian • Restorative Practices • After School / Lunch Detention 	<ul style="list-style-type: none"> • Staff / Student Conference privately regarding behavior • Staff communicates behaviors with parent/guardian • Restitution if applicable 	<ul style="list-style-type: none"> • Staff / Student conference privately regarding behavior • Staff phone conference with parent/guardian • Restitution if applicable 	<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Removal from instruction duration decided depending on severity • Readmission plan created • Restitution if applicable
L1	L2	L3	L4	L5										
•	•	•												



2025-2026

Royalton High School/Middle School
Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p>Skippping Class/ Unexcused Absences (Minor or Major)</p> <table border="1" data-bbox="25 766 415 898"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td></td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•	•			<ul style="list-style-type: none"> • Conference with staff to develop Plan for Success • Conference with School Social Worker • Conference with School Counselor • Conference with School Administrator • Conference with parent/guardian • Conference with Truancy Officer • After School Detention 	<ul style="list-style-type: none"> • Staff / Student Conference privately regarding behavior • Staff communicates behavior with parent/guardian 	<ul style="list-style-type: none"> • Staff / Student Conference privately regarding behavior • Staff communicates behavior with parent/guardian 	<ul style="list-style-type: none"> • Conference with School Administrator • Removal from Instruction up to 1 day
L1	L2	L3	L4	L5										
•	•	•												
<p>TARDINESS (Minor or Major)</p> <table border="1" data-bbox="25 1196 415 1328"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td></td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•	•			<ul style="list-style-type: none"> • Staff records tardiness for all periods. • Reteaching of expectations 	<ul style="list-style-type: none"> • Under 5 Tardies per quarter: Staff / Student Conference privately regarding attendance expectations • Staff communicates behaviors with parent/guardian 	<ul style="list-style-type: none"> • At 5 Tardies per quarter: Staff / Student conference privately regarding attendance expectations • Staff communicates behaviors with parent/guardian • After School Detention 	<ul style="list-style-type: none"> • 6 or more Tardies per quarter: Conference with School Administrator • Conference with parent/guardian • After School Detention
L1	L2	L3	L4	L5										
•	•	•												



2025-2026

Royalton High School/Middle School
Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p>TEASING (Minor)</p> <table border="1" data-bbox="25 662 415 792"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td></td> <td></td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•				<ul style="list-style-type: none"> • Conference with School Social Worker • Conference with School Counselor • Conference with School Administrator • Conference with parent/guardian • Restorative Circle • Detention 	<ul style="list-style-type: none"> • Staff / Student Conference privately regarding behavior • Reteach desired behavior • Staff communicates behaviors with parent/guardian 	<ul style="list-style-type: none"> • Staff / Student Conference privately regarding behavior • Reteach desired behavior • Staff communicates behaviors with parent/guardian 	<p>*Record a (major) bullying or harassment *harassment only if protected class</p>
L1	L2	L3	L4	L5										
•	•													



2025-2026

Royalton High School/Middle School
Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p>TECHNOLOGY MISUSE (Minor or Major)</p> <table border="1" data-bbox="25 787 415 917"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td>•</td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•	•	•		<ul style="list-style-type: none"> • Conference with School Administrator • Conference with parent/guardian • Restorative Practices -Restitution -Laptop Restrictions -Plan for Success -Check In/Out Procedure • Detention 	<ul style="list-style-type: none"> • Staff / Student Conference regarding technology expectations • Confiscated Laptop returned to student at end of the class period • Computer Restrictions for 2 weeks 	<ul style="list-style-type: none"> • Staff / Student Conference regarding technology expectations • Confiscated Laptop will be brought to the office until end of the school day • Admin / Student Conference in office regarding technology expectations • Computer Restrictions for 4 weeks 	<ul style="list-style-type: none"> • Staff / Student Conference regarding technology expectations • Admin, Parent/Guardian, and Student meeting held to make a plan to restrict laptop misuse in school (Daily Check In, or No laptop privileges) • Computer Restrictions for remainder of the semester or 8 weeks, whichever is longer.
L1	L2	L3	L4	L5										
•	•	•	•											



2025-2026

Royalton High School/Middle School
Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p>THEFT (Minor or Major)</p> <table border="1"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td>•</td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•	•	•		<ul style="list-style-type: none"> • Consult with/refer to local law enforcement • Conference with School Administrator • Conference with parent/guardian • Restorative Practices <ul style="list-style-type: none"> • Restitution • Detention 	<ul style="list-style-type: none"> • Consult with/refer to local law enforcement • Conference with School Administrator • Restitution • Removal from instruction duration decided depending on severity • Readmission plan created 	<ul style="list-style-type: none"> • Consult with/refer to local law enforcement • Conference with School Administrator • Restitution • Removal from instruction duration decided depending on severity • Readmission plan created 	<ul style="list-style-type: none"> • Consult with/refer to local law enforcement • Conference with School Administrator • Restitution • Removal from instruction duration decided depending on severity • Readmission plan created
L1	L2	L3	L4	L5										
•	•	•	•											
<p>THREATS (Major)</p> <table border="1"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td>•</td> <td>•</td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5			•	•	•	<ul style="list-style-type: none"> • Consult with/refer to local law enforcement • Conference with School Social Worker • Conference with School Counselor • Conference with School Administrator • Conference with parent/guardian • Restorative Circle • Detention 	<ul style="list-style-type: none"> • Conference with School Administrator • Reteach desired behavior • Create plan to repair harm • Consult with/refer to local law enforcement • Removal from instruction decided depending on severity / 10 or more days if there is a recommendation for expulsion • Conference with parent/guardian • Readmission plan created 		
L1	L2	L3	L4	L5										
		•	•	•										



2025-2026

Royalton High School/Middle School
Behavior Intervention Guideline



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Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p>TOBACCO & TOBACCO - RELATED DEVICES (Major)</p> <table border="1" data-bbox="25 698 415 828"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td>•</td> <td>•</td> <td></td> </tr> </table>	L1	L2	L3	L4	L5			•	•		<ul style="list-style-type: none"> • Consult with/refer to local law enforcement • Conference with School Social Worker • Conference with School Counselor • Conference with School Administrator • Conference with parent/guardian 	<ul style="list-style-type: none"> • Conference with School Administrator • Removal from instruction up to 3 days • Readmission plan created • Consult with/refer to local law enforcement 	<ul style="list-style-type: none"> • Conference with School Administrator • Removal from instruction up to 4 days • Readmission plan created • Consult with/refer to local law enforcement 	<ul style="list-style-type: none"> • Conference with School Administrator • Removal from instruction up to 5 days • Readmission plan created • Consult with/refer to local law enforcement
L1	L2	L3	L4	L5										
		•	•											
<p>TRESPASSING (Minor or Major)</p> <table border="1" data-bbox="25 1055 415 1185"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td>•</td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•	•	•		<ul style="list-style-type: none"> • Consult with/refer to local law enforcement 	<ul style="list-style-type: none"> • Conference with School Administrator • Not allowed on school district premises • Referred to local law enforcement 	<div style="background-color: #cccccc; height: 100%;"></div>	<div style="background-color: #cccccc; height: 100%;"></div>
L1	L2	L3	L4	L5										
•	•	•	•											



2025-2026

Royalton High School/Middle School
Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense										
<p>VANDALISM (Minor or Major)</p> <table border="1"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td>•</td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5	•	•	•	•	•	<ul style="list-style-type: none"> Consult with/refer to local law enforcement Conference with School Administrator Conference with parent/guardian Restorative Practices <ul style="list-style-type: none"> Restitution Detention 	<p>*If minor:</p> <ul style="list-style-type: none"> Staff / Student conference privately regarding behavior Reteach desired behavior Restitution (if applicable) Staff will communicate behaviors with parent / guardian (email or phone) 	<ul style="list-style-type: none"> Conference with School Administrator Conference with parent/guardian Removal from instruction duration decided depending on severity Readmission plan created 	<ul style="list-style-type: none"> Conference with School Administrator Conference with parent/guardian Removal from instruction duration decided depending on severity Readmission plan created
L1	L2	L3	L4	L5										
•	•	•	•	•										
<p>VERBAL ABUSE (Minor or Major)</p> <table border="1"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td>•</td> <td></td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•	•			<ul style="list-style-type: none"> Consult with/refer to local law enforcement Conference with School Social Worker Conference with School Counselor Conference with School Administrator Restorative Circle Detention 	<ul style="list-style-type: none"> Staff / Student conference privately regarding behavior Reteach desired behavior Create plan to repair harm Staff will communicate behaviors with parent / guardian Removal from instruction up to 3 days 	<ul style="list-style-type: none"> Conference with School Administrator Create plan to repair harm Conference with parent/guardian Removal from instruction up to 4 days 	<ul style="list-style-type: none"> Conference with School Administrator Create plan to repair harm Conference with parent/guardian Removal from instruction up to 5 days
L1	L2	L3	L4	L5										
•	•	•												



2025-2026

Royalton High School/Middle School
Behavior Intervention Guideline



Behavior Intervention Guidelines: All behaviors are documented as a referral in Skyward. Actions assigned to behaviors are at the discretion of the school administration and will be based on the circumstances related to the incident.

Offense	Restorative Non-Exclusionary Intervention options to be used throughout progressive intervention	First (1st) Offense	Second (2nd) Offense	Third (3rd) Offense																				
<p style="text-align: center;">WEAPON (Major)</p> <p>Firearm:</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>•</td> </tr> </table> <p>Other:</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td></td> <td></td> <td>•</td> <td>•</td> <td>•</td> </tr> </table>	L1	L2	L3	L4	L5					•	L1	L2	L3	L4	L5			•	•	•		<ul style="list-style-type: none"> • Conference with School Administrator • Removal from instruction 5 or more days 10 days if there is a recommendation for expulsion • Readmission plan created • Possible recommendation for expulsion • Consult with/refer to local law enforcement 		
L1	L2	L3	L4	L5																				
				•																				
L1	L2	L3	L4	L5																				
		•	•	•																				
<p style="text-align: center;">Work Refusal (Minor)</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>L1</td> <td>L2</td> <td>L3</td> <td>L4</td> <td>L5</td> </tr> <tr> <td>•</td> <td>•</td> <td></td> <td></td> <td></td> </tr> </table>	L1	L2	L3	L4	L5	•	•				<ul style="list-style-type: none"> • Conference with staff to develop Plan for Success • Reteach desired behavior • Conference with School Counselor • Conference with parent/guardian • Conference with School Social Worker • Conference with School Administrator 	<ul style="list-style-type: none"> • Staff / Student conference privately regarding behavior • Reteach desired behavior • Staff will communicate behaviors with parent/guardian 	<ul style="list-style-type: none"> • Staff / Student conference privately regarding behavior • Reteach desired behavior • Staff will communicate behaviors with parent/guardian 	<ul style="list-style-type: none"> • Staff / Student conference privately regarding behavior • Reteach desired behavior • Staff will communicate behaviors with parent/guardian 										
L1	L2	L3	L4	L5																				
•	•																							



2025-2026
Royalton High School/Middle School
Behavior Intervention Guideline



Royalton Elementary & Early Childhood Center School Handbook 25-26

Royalton Elementary School
119 North Driftwood
Royalton, MN 56373
(320) 584-4100

Early Childhood Center
120 South Hawthorn
Royalton, MN 56373
(320) 584-4002

High Levels of Learning for All Students

"A shared commitment to create a caring community where every child is valued and curiosity, creativity, and the desire to learn is encouraged."



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

Royalton Elementary School

ROYALTON DISTRICT CALENDAR 2025-2026

JULY

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

AUGUST

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

Open House MS/HS-Aug. 27 - 5:30-7:30 pm
ES Parent/Teacher Conf.-Aug. 27 - 12:00-7:45 pm

SEPTEMBER

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

1st Day of School Grades 6-8 - Sept. 2
1st Day of School Grades K-5 & 9-12 - Sept. 3
ES/Parent Teacher Conferences - Sept. 2 8:00-4:00 pm

OCTOBER

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

MS/HS Conferences Oct. 20 & 23 - 5:00-8:30 pm
ES Conferences Oct. 28 & 30 - 4:00-7:30 pm
ES End of 1st Quarter - Oct. 31
HS Mid-Semester 1 - Oct. 31

NOVEMBER

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

DECEMBER

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

JANUARY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

ES End of 2nd Quarter - Jan. 16
MS/HS End of Semester - Jan. 16

FEBRUARY

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

MS/HS Conferences Feb. 19 - 5:00-8:30 pm
MS/HS Conferences Feb. 23 - 1:00-8:30 pm

MARCH

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

ES End of 3rd Quarter - March 27
ES Conferences March 3 & 5 - 4:00-7:30 pm
HS Mid-Semester 2 - March 27

APRIL

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

MAY


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


Graduation - May 29
Student's Last Day - May 29


JUNE

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

 Teacher Day - No School

 Comp Day - No School

 No School

 Early Out

Semester Length:

1st Semester
September 2-January 16
2nd Semester
January 20-May 29

<u>School Days</u>	<u>STUD</u>	<u>TCHR</u>
August	0	6
September	21	21
October	21	21
November	16	18
December	17	17
January	19	20
February	17	18
March	20	21
April	19	20
May	20	20
June	0	1
	170	183

"A World of Knowledge"

Vision: A shared commitment to create a caring community where every child is valued and curiosity, creativity, and the desire to learn is encouraged."

Royalton Elementary School Goals

- Instill a Love for Learning
- Achieve Academic Excellence through Active Learning
- Integrate the Arts and Promote Creativity
- Discover Individual Strengths, Talents, and Interests
- Value Relationships and Personal Wellness
- Honor Diversity and Individuality
- Establish Digital Technology Proficiency
- Develop Global Awareness, Understanding, and Skills
- Support Environmental and Outdoor Education
- Acquire Critical Thinking and Problem Solving Skills through Inquiry, Questioning Skills, and Project Based Learning
- Form Partnerships with Peers, Parents, Community, and the Larger World to Advance the Common Good

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Welcome to Royalton Elementary School!

Dear Parents,

Welcome to a new school year at Royalton Elementary School. We are very excited about working with you and your children. Our goal is to provide an exceptional education in a caring and nurturing environment. We will do everything possible to ensure that each child has a positive and successful experience at our school.

Throughout the year, many valuable learning opportunities will be offered to your children. These will range from core instruction in essential academic skills to enrichment activities such as field trips, assemblies, Reading is Fundamental (RIF) book distributions, environmental learning activities, Kids Heart Challenge, reading buddies, after school programs, and special events. Royalton Elementary is committed to providing a comprehensive education that meets the needs of the whole child.

This handbook provides an overview of our school's goals, expectations, and policies. Please read through the information carefully so that you will have a fuller understanding of the entire scope of our program. It will also be a valuable guide if questions or concerns should arise. Your input on the content of our handbook is welcome.

As principal, my goal is to provide excellent leadership in maintaining and improving the quality of our elementary school program. I am committed to encouraging everyone in the school community to work together for the benefit of the children. Our school and parent community partnership is what makes us strong.

Thank you for the many important ways you support your children's education. I look forward to a rewarding, productive, and successful school year for everyone.

Sincerely,

Mr. Anthony Neumann, Principal

SCHOOL PHILOSOPHY

The staff at Royalton Elementary School believe each student is a special person entrusted to our care. Our goal is to nurture each child's unique talents through a positive climate that motivates students to enjoy learning. We view parents as the primary caregivers, and we will act in cooperation with them to provide their children with a quality education.

We are committed to the development of the whole child and will work to meet their academic, social, emotional, and physical needs. Beyond a strong basic education, we will provide enrichment activities to match students' individual interests and creative talents.

We are also dedicated to teaching our students good citizenship and civic responsibility. A concern, tolerance, and respect for others are values we will teach by example and instruction. The atmosphere at our school will reflect dignity, and we will provide reasonable limits to maintain an orderly environment.

We will strive to establish an open relationship with the entire community. Parent involvement, volunteer activity, and community service projects are encouraged. We also believe in the continuing education of our school staff through professional development and ongoing review of effective policy and practice.

SCHOOL HOURS

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

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

ARRIVAL TIME – ROYALTON ELEMENTARY SCHOOL

Children who do not ride a bus should not come to school until **after 8:00 a.m.** (bus arrival time). We do not have adequate supervision for the children until after that time. Children who arrive before 7:45 a.m. will be required to go to the morning MAP program. Families will be charged for 30 minutes of supervision. Children who arrive after 7:45 a.m. will be required to sit in the cafeteria until 8:00 a.m. The school day for students begins at 8:25 a.m. Elementary, K-5, attendance calls should be directed to the attendance secretary at (320) 584-4161.

ARRIVAL TIME – EARLY CHILDHOOD CENTER

The school day for Kindergarten is at 8:25 a.m. until 3:05 p.m. Kindergarten students can be dropped off at 8:00 a.m. and breakfast will be available from 8:00 a.m. to 8:25 a.m. If the children are early, we will have supervision from 7:45 a.m. – 8:00 a.m. If you need to drop your kindergarten children off earlier, they will need to be dropped off at morning MAP at the elementary school and then students will be bussed. Kindergarten attendance calls, bus passes, and/or change in daily routine notes, etc. should be communicated to the Elementary Attendance Secretary at (320) 584-4161.

DISMISSAL TIME

Official dismissal time for our students is 3:05 p.m. All students will be asked to leave the building at this time unless they have been given special permission from a teacher to remain after school. Any student not picked up by 3:10 p.m. will be brought to the attendance office where a phone call will be made home to pick up your child.

Students are supervised while loading the bus. Written permission is required from the parent along with approval from the transportation director before a student is allowed to ride a bus other than his/her regular bus or getting off anywhere other than their normal stop.

CHANGE IN CHILD'S ROUTINE

Your child's end-of-day routine should be as "routine" as possible. On the rare occasion when you must change your child's end of the day destination, you must send a note with your child to school. It will be necessary for you to send a separate note with each of your children to give to their classroom teacher. Please do not list more than one student on each note. The child's teacher will initial the note and have your child bring it to the office. Your note must include:

- Date
- Your child's teacher's name
- Your child's name
- Emergency telephone number where you can be reached; and
- Your child's destination (specific name or place).

The school telephones are for school business and emergencies only (this statement is not intended to discourage calls to teachers about classroom concerns). Telephone messages cause disruption for the students in the classroom. The telephones are not to be used to change your child's after school arrangements, unless it is an emergency. An emergency is defined as:

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

Please call the school and do not send an email as to where your child should go after school. We could have network issues, substitutes, or increased lag time to respond and get the message out to those that need it.

STUDENT PICK UP/CHECK IN/CHECKOUT

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

1. Elementary School: Park on the south side of the building. Buses pick up on the East side of the building.

Early Childhood Center: Park on the south side of the building and enter through Door 2. Buses pick up on the West side of the building. Please do not park in the bus parking area to wait for your child, you will be asked to move your vehicle.

2. For the children's safety they are not allowed to walk home during the school day. Please make arrangements to pick your child up if early dismissal is necessary.

3. **Use the Elementary south office (Door 1) for:**

- *Checking in/out students in grades 1-5 when coming in late or leaving early
- *Volunteers and classroom visitors
- *Lunchtime visitors – if eating lunch they will need to pay for lunch at the office before eating
- *People dropping off forms for distribution
- *Field trip chaperones
- *School visitors – copy repairman, kitchen inspectors, electrical inspectors, etc.
- *Midstate staff
- *Parents dropping off students' band instruments, lunches, birthday treats, etc.
- *Payments for MAP or Community Ed.

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- Use the Early Childhood Center office (Door 2) for:**

- *Parents checking in/out students in Kindergarten coming in late or leaving early
- *Someone is picking up a student at the end of the day, other than a parent or usual pick-up person
- *Volunteers and classroom visitors
- *Lunchtime visitors – if eating lunch they will need to pay for lunch at the office before eating
- *People dropping off forms for distribution
- *Field trip chaperones
- *School visitors – copy repairman, kitchen inspectors, electrical inspectors, etc.
- *Midstate staff
- *Parents dropping off students' lunches, birthday treats, etc.

4. Parents picking up sick students will come to the Elementary south office or the Early Childhood Center office and get their students from the nurse's office and sign them out.

5. Substitute staff will check in/out in the Elementary Main office or Early Childhood Center.

AFTER SCHOOL PICK UP PROCEDURE - ELEMENTARY

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

WALKER INFORMATION

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

- All** Elementary School walkers must have a **note** that is **SIGNED** and **DATED** stating that parent or guardian gives permission for their child to walk home.

- If your child will be walking home **every day** you can just write **one note** stating that.

- If your child has an **every other week schedule** to walk home please **send us a monthly note at the beginning of each month** so the office, their teacher, and the after school staff walkers know what days they can be walking home.
- If your child is a walker on certain days but decides to **walk on a not scheduled day, then they need a note from their parent/guardian stating that "yes" they give permission for their child to walk today.** *For example if the student who is scheduled walk Wednesday and Thursday of the week decides to walk home on a Tuesday, then they need a note from the parent/guardian stating that they can walk that day.*

- According to school policy **all** children who are walking home need to walk to their destination. For example: Your child can't make the decision to play at the playground before going home; they actually have to go where they are supposed to go after school first, then they are more than welcome to come back to the elementary school.
- According to school policy **all** children need to dress for the weather in the winter months which consists: **Jacket/Coat/Hat/Mittens/Gloves/Boots.**
- All** walkers need to follow school rules while waiting to be dismissed to walk home.
 - If a walker decides not to follow the school rules then the walking staff will talk to the walker.
 1. We give warnings to let the walker know what they are doing is not acceptable.
 2. If a walker receives **more than three** warnings in one week the student will be written up and the slip given to Mr. Neumann with a copy to the student's teacher.

If a walker decides to make an **unsafe decision** that will put **he/she or others in immediate danger**, the walker will be written up and the slip given to Mr. Neumann with a copy to the student's teacher.

- While we wait for the buses to pass, we expect the students to act respectfully. For example, we do not allow the students to eat food, chew gum, bully, use their iPad, toss footballs, etc. The students can drink water; other beverages are not allowed.

MAP INFORMATION

Before and after school MAP will still be held at the Royalton Elementary School for Preschool (age 4) through Grade 5. Early Childhood students who attend morning MAP will be bused to the Early Childhood Center shortly after 8:00 a.m.

Kindergarten students attending MAP after school will be bused to the Royalton Elementary School from the Early Childhood Center.

USE OF THE TELEPHONE

Children will be permitted to use the school telephone only in emergency situations.

ATTENDANCE POLICY (Policy 503)

MINNESOTA STATE LAW REQUIRES ALL STUDENTS TO ATTEND SCHOOL FROM AGE SEVEN TO SIXTEEN.

Satisfactory progress in school requires regular attendance. Absences create problems for both students and teachers. Students who are absent frequently get behind in their lessons and tend to lose interest in school. It is almost impossible to give the student individually what he/she has missed in class discussion and group work. In the event your child is absent for more than three days because of illness, please contact the school office regarding make-up work.

When your child will be absent, please call the Royalton Elementary School attendance secretary at 320-584-4161 or Early Childhood Center 320-584-4002 by 8:00 a.m. This call should be made every day your child is absent. You can leave a message 24 hours a day if there is no answer. Please give your name, student's name and the reason why your child will not be at school.

For those parents who do not call, someone from the school will call you from 8:30 - 9:30 a.m. We are willing to make these calls, but things will go much better if you call the school before 8:00 a.m. If phone contact is not made, a written note must be sent when your child returns to school or the absence will be counted as unexcused.

Under Minnesota Law (MS 260A.02), a child who misses three days of school without a valid excuse is considered continuing truant. If this should occur, the parents will be formally notified by the school in writing. A child who is absent without valid excuse for seven days is considered (by law) habitually truant (MS 120.01) and the school will file a report of educational neglect.

Students who are tardy must be signed in by their parent at the office before going to their class. If a student is not signed in at the office, he/she may be counted absent for the entire day.

Students who become ill during the school day and are going home must sign out in the office. Parents should not take students out of school without notifying the school first.

When student absences are excessive, the school may require medical slips to be excused. If a student is absent five days in a row, a doctor's note may be required for those absences to be excused.

CELL PHONE AND ELECTRONIC DEVICES POLICY

Student cell phones, smart watches (other than for keeping time) and other personal electronic devices are not to be used during the day without staff permission, even during recess. If a student has a cell phone, the expectation is that the device is in their locker, secured in their backpack and powered off. Devices should not be used in the hallways or while waiting for parent pick up. If there is an emergency, please call the school office. Devices used without permission during the day will be brought to the office, where they can be claimed by the student's parent or guardian. Again, the expectation is that student cell phones are to be kept in their lockers and secured in their backpacks.

DRESS POLICY (Policy 504)

Good grooming is essential to a proper teaching-learning environment. Students are encouraged to dress appropriately for school activities.

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

- Clothing appropriate for the weather
- Clothing that is neat, clean and in good taste at all times.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (e.g. physical education or classroom).

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

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is vulgar, obscene or inappropriate for school.
- Any clothing or footwear that would damage school property.
- Hats are not to be worn in the building except with the approval of the building principal (e.g. student undergoing chemotherapy, medical situations or designated special days).
- Shoes shall be worn at all times except for activities with teacher/principal approval.

COLD WEATHER POLICY

The children go outside for recess daily. They must have clothes appropriate for the weather. Hats and gloves are required in the winter. Students will need to wear boots to play in snow areas. Temperature guidelines for going out for recess in the winter are –5 degrees Fahrenheit or –10 degrees Fahrenheit wind chill.

Winter Clothing Recommendations

Under 60 degrees:

Sweatshirt or coat, shoe covering whole foot

Under 40 degrees:

Coat, snow pants*/long pants, snow boots/shoes covering whole foot
*snow pants required for playing in snow

Under 20 degrees:

Winter coat, hat, mittens/gloves, snow pants/long pants, snow boots
*snow pants required for playing in the snow

GYM SHOES

Students are required to have gym shoes for physical education as a safety precaution.

SCHOOL MEALS (Policy 534)

The Royalton School District follows Minnesota’s new Free Meals Program. According to state law, Royalton enrolled students in grades K-12 are provided TWO free meals per day, but are limited to ONE free breakfast and ONE free lunch. We are able to provide free breakfast and lunches to our students because we are a part of the National School Lunch program. Additional items must be paid for through student lunch accounts. For example: If a student brings a cold lunch but wants milk from the school, the student’s meal account has to be charged for the price of the milk.

Royalton Public Schools has a computerized lunch tracking system. Students in K-12 will be issued an ID card and given a lunch number that will be computer monitored. When going through the food service line, the student will enter their lunch number. This process allows the district to get reimbursed for the cost of the lunch and/or breakfast from the state of Minnesota. You are encouraged to come and eat lunch with your student. All non-Royalton enrolled students must pay the price for a student lunch. Adult breakfast price is \$2.65; Adult lunch and non-enrolled Royalton students price is \$5.00. Breakfast is served in the cafeteria from 8:00 a.m. – 8:20 a.m.

MILK TICKETS

Milk tickets for milk breaks not during lunch can be purchased in the office at \$10.00 for 20 milks, grades 1-5 only. Kindergarten milk for break time is free.

RECESS EXPECTATION

If students are well enough to attend school, they are expected to go outside for recess, if we are able to be outside for recess.

CHAIN OF COMMUNICATION

Parents with concerns or questions are encouraged to directly contact teachers first. After contact with the teacher, if there is no resolution, contact the building principal. Bus concerns should be directed to the District Transportation Supervisor at (320) 584-4255.

MEDICAL INFORMATION

Royalton schools provide the service of a licensed nurse. The school nurse provides screening, referrals, teaching, and emergency care in the areas of health that enable students to be better learners. When the school nurse is unavailable, health services are shared among the school staff.

IMMUNIZATIONS - State of Minnesota law requires that every child attending school must have received a minimum number of doses of the following vaccinations: DPT, POLIO, MMR, Hepatitis B and chicken pox. The school must have a complete record of your child's immunization status when school starts in the fall.

Parents have the option of exempting a child from having the immunizations. Parents may choose to not have their child immunized, if it is their conscientiously held belief or if for medical reasons it would be harmful for the child to receive the vaccine. A legally notarized conscientious or medical exemption needs to be on file with the school. *If your child is not up to date with their immunizations when school begins, they will not be allowed to attend school until they are fully vaccinated.*

CHILD ABUSE/NEGLECT - Minnesota statute requires that any school personnel who suspects child abuse or neglect report it to law enforcement or the local social services agency. The report will be made in good faith. Follow up on such reports is the responsibility of social services and law enforcement.

VISION AND HEARING SCREENING - The Minnesota Department of Health recommends vision and hearing screenings. Screenings are conducted as follows: Vision screening done on K-5, 7, 10. Hearing screening is conducted in K-5, 8, and 11. This is not a requirement, but most schools do try to follow certain screening guidelines in their district to meet the needs of the students. As part of the school health program, the school nurse is responsible to see that the appropriate referrals or follow-up is done on those students who have identified concerns in these areas. A screening can also be done in these areas on a personal basis with a phone call requesting it.

LATEX – Latex balloons and gloves are prohibited from display and use in the Royalton Elementary School and Early Childhood Center.

DISPENSING OF MEDICATIONS – The school nurse or trained school personnel can dispense medications (prescription or over-the-counter) to students if the medication is accompanied by the correct completed forms. For prescription medication, this form requires a doctor's and parent's signature. For over-the-counter medication, only a parent's signature is required. Forms are available by calling the school or asking your healthcare provider. Acceptable over-the-counter medications are as follows: Tylenol (acetaminophen), Motrin (Ibuprofen, Advil). Cold/cough medicines and cough drops will be acceptable, however, only on a short term basis of 7 days. For short term medications such as antibiotics, the district recommends those to be given at home if possible. School personnel may not administer aspirin or other over-the-counter medications to students unless written doctor and parent permission is on file.

When a child is being administered medication by school staff, please send medication to be given in a container pharmacy-labeled for that medication. For your convenience, you may request a second container labeled for the medication, dosage, etc. from your pharmacist to be left with school staff. We cannot give medication that isn't properly labeled, does not have the appropriate signatures, or is expired. Medications should not be sent to and from school with children. The medication needs to be brought in by a parent or guardian. Those with allergies requiring an epinephrine pen must have one at school along with an allergy action plan from their physician. These rules must be followed in order to keep the children safe in our school.

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

HEALTH POLICIES AND PROCEDURES

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

Exclusions from School:

Students exhibiting one or more of the following symptoms should be kept home from school. If these symptoms appear while the child is in school, parents will be asked to take their child home.

1. Temperature over 100 degrees F. Do not give fever reducing medications if a fever is present and send your child to school when it lowers. If a fever is present the child should remain home until 24 hours after the fever is gone, WITHOUT the use of fever reducing medication such as acetaminophen/Tylenol or ibuprofen.
2. Vomiting - may return 24 hours after the last vomiting episode.
3. Diarrhea – may return 24 hours after the last diarrhea episode.
4. New or worsening suspicious rash/contagious disease (e.g. chicken pox/hand, foot and mouth disease/shingles).
5. Impetigo - may return 24 hours after starting medication.
6. Sore throat accompanied by a fever.
7. New or worsening cough accompanied by a fever.

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

*Pink Eye: Per MDH, there is NO exclusion from school for Pink Eye

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

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

Parents are asked to provide us with the names of two other people they authorize to care for their children should we be unable to reach them.

Health Room Procedure:

When a student becomes ill or injured while in school, he/she will be taken to the nurse's room. The nurse, office staff or principal will assess the student's needs. In each case the student will receive care as needed. If the student is exhibiting any of the above symptoms, parents will be notified. If symptoms are minor, the student may stay in the nurse's room and rest up to 30 minutes. After that time a decision will be made as to whether the student is able to return to class or call the parents.

Absences:

The school secretary or school nurse will contact parents of students who are absent. They will inquire about your child's health status and care. All students under medical care and those with communicable diseases should be reported to the nurse for follow-up.

Physical Education Excuses:

In order to be excused from physical education for more than two days, the student must present a written order from the family physician. This should include a list of activities the child may participate in. When the student is allowed to participate again, another written statement from the doctor is required.

FORGOTTEN ITEMS

The following are the guidelines to follow when a student forgets an item in his or her classroom.

1. To get something from the classroom, the teacher must be available to assist in locating what was forgotten.
2. Teacher schedules vary. If the teacher is not available or has left for the day, you will have to wait until the next morning. Generally, teachers are not going to be available after 3:30pm. When necessary, teachers can be contacted by email or phone.
3. Please do not make requests of the custodians. The custodial staff has been instructed not to assist students and/or adults in retrieving classroom items. They have been told not to open classroom doors.

These guidelines are necessary because in some circumstances students have taken items that did not belong to them. Also, custodial staff schedules are busy, and we need to keep their interruptions to a minimum. If you feel there is a legitimate emergency in which you need help that cannot wait until the morning, you can contact Mr. Neumann. His office phone is 584-4163.

LOST AND FOUND

Many articles of clothing remain unclaimed at the close of the school year. Marking clothing may be helpful in cutting down on the number of unclaimed articles at the end of the year. There is a lost and found area located in the hallway by the cafeteria. Lost and found materials are also collected in the office.



BUS RULES

1. The bus driver is in full charge of the bus and the riders. Students must obey the driver promptly and without question. If a student has a question about instructions of the driver, he/she should ask that question of the school principal after he/she has complied with the driver's instructions.
2. Bus safety patrols may be assigned on each bus and riders will obey and respect the instructions of the patrols.
3. Riders will enter the bus only on designated stops and in single file order. Under no conditions will the emergency door be used for any but emergency exits. Anyone violating the above rule will be suspended from the bus until such time that the parent(s) meet with school authorities and assure compliance with the rules.
4. Riders must be on time at their designated stops. The bus cannot wait for those who are tardy.
5. Students shall not stand or play in the roadway while waiting for the bus.

6. Windows may be opened only with the permission of the driver. At no time shall windows be opened more than halfway. Arms, heads, or objects shall not be extended from the windows.
7. Students are to remain seated while the bus is in motion. Exit movement may begin only after the bus has come to a full stop.
8. When loading and leaving the bus, students are to observe the instructions of the bus driver or the bus safety patrol.
9. Students who are required to cross the street or road after leaving the bus shall pass in front of the vehicle, making certain that no traffic is approaching from either direction before crossing.
10. Students are to leave the bus only at their regular stations, unless they have a written permit slip from the parent(s) or teacher. The permission slip is to be presented to the driver by the rider.
11. Students may be assigned a seat in which he/she will be seated unless permission is given by the driver to change seating. Riders may not save a seat for another person. Each rider is entitled to one space only.
12. Books and personal belongings must be kept out of the aisle.
13. Classroom type conduct must be observed at all times. Rowdy behavior or indecent language is not acceptable.
14. Because of safety concerns, conversation with the driver and other possible distractions shall be kept to a minimum.
15. Students must have nothing in their possession that may cause injury to another person. Items such as sticks, any type of firearms, straps, or pins extending from clothing are not allowed.
16. Riders are to assist in keeping the bus clean by not leaving waste paper or other refuse in the vehicle.
17. Anyone damaging the bus will be assessed the full repair cost.
18. Drivers will report students guilty of violations of these conduct and safety rules. Failure to obey the driver or safety patrols will result in disciplinary action by your principal and may result in being prohibited from riding the school bus.
 1. Upon first report, the student will meet with the driver and school administration. Parents will receive a written report and possibly a phone call following the report.
 2. Upon the second offense, the student will meet with the driver and the principal and will be removed from the bus for two days. Parent attendance at this meeting is encouraged. A written report will be made to the parent(s) following this step.
 3. Upon third offense, the student will be removed from the bus for two weeks. Subsequent reported offenses will result in removal from the bus for the balance of the school year. Parents will receive written notification and when possible, phone follow-up on each of these steps.

FIELD TRIPS

Educational field trips are planned periodically to provide experiences correlated with classroom subjects. Students are required to have written permission from a parent or guardian prior to going on a field trip. Permission will not be granted over the telephone. All trips are chaperoned by school personnel.

There may be a request for additional parental/guardian chaperones to come on the field trip. Additional chaperones will be chosen by the grade level and those parents/guardians will be contacted directly from the grade level. The grade level will compile a list of chaperones and contact our Human Resources for background checks (these are valid for three years). Please do not contact Human Resources directly for a background check as this results in miscommunication.

For all additional Field Trip Chaperones, parents or legal guardians will only be considered. Grandparents, Aunts/Uncles, cousins, siblings will not be considered for chaperones.

STUDENT RESPECT OF FACULTY/STAFF

Students are expected to act respectfully to all staff members. If a student is verbally or physically abusive to a staff member, consequences may include after school detention, in-school suspension, out-of-school suspension, or expulsion.

SCHOOL PROPERTY

All educational needs from textbooks to playground equipment are furnished to the children to use while attending school. Any child who damages, loses, or defaces property belonging to the school will be held accountable.

CONSEQUENCES

1. If a student receives three minor reports in a quarter or a major report at any time, the student will need to visit with the principal.
2. REMINDER of correct rule and/or behavior
3. TIME OUT for attitude adjustment
4. LOSS OF PRIVILEGES
5. CONFERENCE - student, teacher, principal
6. CONFERENCE - student, teacher, principal, and parents
7. Consequences may include after school detention, in-school suspension, out-of-school suspension, or expulsion.

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

Possession or consumption of alcohol, drugs, and other illegal substances are strictly prohibited. Consequences may include after school detention, in-school suspension, out-of-school suspension, or expulsion.

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

SPECIAL SERVICES

Special services are available at Royalton Elementary School and Early Childhood Center. These services include:

Title I (Grade 1 – 5 only)
Special Education/Preschool program
Speech Therapy
Developmental/Adapted Physical Ed.
Special Education Services

Parents will be notified if a child is recommended to receive any of these services and the program will be explained to each parent upon request. According to State and Federal law it is necessary that parents or guardians sign permission slips for their child to participate in Special Education Services.

SCHOOL RULES – PAWS MATRIX

	Classroom Setting	Cafeteria Setting	Restroom Setting	Playground Setting	Hallway Setting
P Personal Best	Try your best Be helpful Accept others Use please and thank you	Be polite to others Share a smile Sit with someone who needs a friend	Be considerate of others	Include others Try something new Have fun	Smile Greet others Be helpful Be considerate
A Act Responsibly	Follow directions Accept consequences Be on time Complete assignments	Return tray and silverware Throw garbage away Eat your own food Listen to adults	Go, Flush, Wash, Leave Clean up after yourself Use planned bathroom breaks	Line up when signal is given Follow directions Throw away trash and litter Put away equipment	Keep hallways clean Walk directly to your destination
W Work and Play Safely	Keep hands and feet to yourself Stay in assigned location Use supplies as intended	Walk Make healthy choices Keep hands and feet to yourself	Wash and dry hands Use property as intended	Know and follow playground rules and expectations Use equipment as intended Get help for self and others	Walk on the right Allow others space to move
S Show Respect	Raise your hand Use listening ears Use kind words Respect personal space	Use kind words Use a quiet voice Be patient when waiting Say please and thank you Follow directions given by adults	Keep bathroom clean Respect privacy of others Treat property with respect Use a quiet voice	Listen to adults Take care of the equipment Use kind words Take turns Be a good sport Solve problems with respect and fairness	Walk Hands and feet to yourself Use lockers appropriately and quietly Use a quiet voice Follow adult directions

TESTING

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

Test results are shared with parents and kept in each student’s cumulative file. Please contact the Elementary Principal if you have any questions. There is an Opt-Out for MCA tests for your child if you so choose. If that is something you would like to explore, please contact Nicole Koll at 320-584-4263.



PROGRESS REPORTS - PARENT/TEACHER CONFERENCES

Your child's progress will be reported to you by means of quarterly report cards and two Parent/Teacher/Student conferences. Parents may request additional conferences at any time by contacting the elementary office.

CUMULATIVE RECORDS

A cumulative record is kept for each student at Royalton Elementary School and at the Early Childhood Center for Kindergarten students. Upon completion of the fifth grade, student records are transferred to the High School. Any parent/guardian wishing to review their child's records may make a request through the elementary office.

CLOSINGS

In the event that weather conditions or other circumstances make it necessary to close school for all or part of the day, notice will be given over the following stations:

KCLD	104.7	FM	KNSI	1450	AM
WHMS	101.7	FM	WJON	1240	AM
KFML	94.1	FM	KLTF	960	AM
KCML	99.9	FM	WVAL	660	AM
WILD	98.9	FM			
WYRQ	92.1	FM			

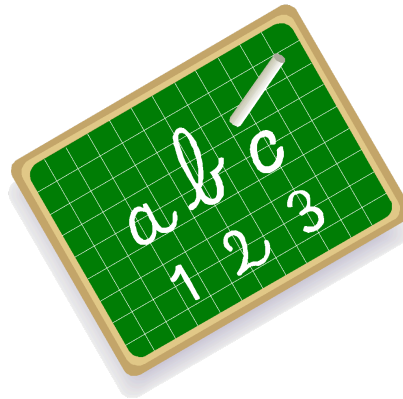
WCCO-TV4
KSTP –TV5
KARE –TV11

The School Reach system will attempt to be used to notify you of late starts and cancellations.

KINDERGARTEN

To be eligible to enter Kindergarten, a child must have reached the age of five years on or before September 1st of the year in which he/she enters Kindergarten. All children entering Kindergarten are required to produce a birth certificate and an updated immunization record. A physical examination is suggested, but it is not mandatory.

Kindergarten Information Night is held in the Spring for students who will enter Kindergarten the following school year. Parents meet with school personnel to get a preview of the various school programs.



HARASSMENT AND VIOLENCE (Policies 525 and 526)

The Royalton School District has a written policy that protects all children and adults from Religious, Racial, or Sexual Harassment and Violence. The complete policy in detail is available through the district office and/or school office. All suspected cases of Harassment or Violence should be reported to your building administrator. Consequences may include after school detention, in-school, out-of-school suspension, or expulsion.

REASONABLE FORCE

State law allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment.

NEWSLETTERS

A weekly newsletter from the elementary school will be emailed to parents at the end of each week highlighting some of the special activities at the school.

A district newsletter is sent to all residents to inform you of the activities in both the elementary and the high school. If you do not receive the district newsletter, contact the district office.

TREATS

Minnesota Department of Health regulations forbid the distribution of homemade treats in school. We suggest that you send treats, such as commercial bakery items, ice cream treats, wrapped treats, raisins, popcorn or fruit. Classroom parties are held at the discretion of each teacher. Please be aware that there are some dietary restrictions in classrooms including but not limited to nut allergies or other allergies.

VOLUNTEER PROGRAM

Royalton Elementary welcomes volunteers into our school to help with on campus events: parties, assist in classrooms, or to be of service with other tasks. If you would like to volunteer on a consistent basis, please first get in contact with your child's classroom teacher and secondly visit www.royaltonpublicschools.org/donate-volunteer to fill out a volunteer application and someone will be in contact with you. Please see our District Volunteer policy #451 at www.royaltonpublicschools.org/policies

VISITING SCHOOL (Policy 903)

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk of the main office and to wear a "visitor badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time (see volunteer section above). 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.

Frequently, we have parents/guardians/grandparents come to eat lunch with their special student. We encourage this, however, food brought into the school is to only be consumed by the student and visitor. We have a wide range of dietary restrictions and there is a safety concern if food or treats are passed to other students.

If you would like to meet with a particular teacher about an individual or personal concern, contact the teacher and arrange a time to meet when the teacher does not have a scheduled class. Visitors to the elementary school, other than parents, are not permitted except in special circumstances, for example; a new student moving into the district. That visit must be pre-arranged in advance with the principal.

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

YOUNGER BROTHERS, SISTERS, AND VISITING RELATIVES THAT ARE NOT ENROLLED STUDENTS ARE ROYALTON PUBLIC SCHOOLS ARE NOT TO ACCOMPANY YOUR STUDENT TO SCHOOL. We discourage this type of visit and ask for your cooperation.

ISD 485 SCHOOLS POLICY ON SMOKE/TOBACCO FREE ENVIRONMENT (Policy 419)

Smoking and use of tobacco products or nicotine delivering devices, such as but not limited to vape devices, shall be prohibited on school district property. This shall include school buildings, grounds, and school-owned vehicles. Possession and/or use of tobacco products or nicotine delivering devices by students on school property shall be prohibited. Possession or use of any type of tobacco product or nicotine delivering device by a student is not allowed at school, on school grounds, or at school sponsored activities.

(See District Tobacco-Free Environment, Possession and Use of Tobacco-Related Devices and Electronic Delivery Services policy 419 located on the District Website or contact the elementary office for a full description.)

- STUDENTS

Any violation of this policy by students will be referred to the building principal. The building principal reserves the right to modify consequences based on individual circumstances and student grade level.

- STAFF

Any violation will be referred to the appropriate supervisor. On the first offense, the employee will receive a verbal and written reprimand with a copy placed in the district file. On the second offense, the employee will be suspended for one day without pay and a written reprimand placed in the district file. Further violations will be subject to procedure of MINNESOTA STATUTE 125.12 (reason for termination), which will be considered insubordination.

- CITIZEN

Any violation of this policy by a citizen will be referred to an administrator or designee. On the first offense, the citizen will be asked to refrain from tobacco use. On the second offense the citizen will be asked to leave school property. A further violation will result in seeking law enforcement aid, and the offender will be banned from all school district activities for the remainder of the year.

COMMUNITY EDUCATION ELEMENTARY ACTIVITIES

Royalton Community Education in cooperation with the High School Athletic Department will be sponsoring after school and Saturday activities for elementary age students. Look for information in the Community Education section of the District Newsletter as to the what, when, where, and cost (if any) of participation.

PROMOTION/RETENTION POLICY

Children shall be developmentally placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of children from grade to grade with children spending one year in each grade. Our objective is to assist in the prevention, identification, and positive intervention on behalf of children in our district.

WEAPONS AND HARMFUL ARTICLES POLICY (Policy 501)

Possession of a weapon (e.g. gun, knife, or other lethal objects) is not allowed at school, on school grounds, or at school sponsored activities. Toy weapons are also not permitted. Articles that are illegal, nuisances, or that may cause harm to others (e.g. laser pointers, fireworks, lighters, matches, explosives, ammunition, projectiles of any kind) are similarly prohibited. Weapon possession violations are extremely serious. Consequences may include after school detention, in-school suspension, out-of-school suspension, or expulsion.

(See District School Weapons policy 501 located on the District Website or contact the elementary office for a full description.)

SECTION 504 POLICY (Policy 521)

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance.

It is the policy of Royalton School District not to discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities. Questions or concerns regarding this policy should be directed to the elementary school principal.

HAZING POLICY (Policy 413)

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

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Consequences may include in-school suspension, out-of-school suspension, or expulsion.

(See District Harassment and Violence policy 413 located on the District website or contact the elementary office for a full description.)

BULLYING POLICY (Policy 514)

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

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

DISTRICT DISCIPLINE POLICY (Policy 506)

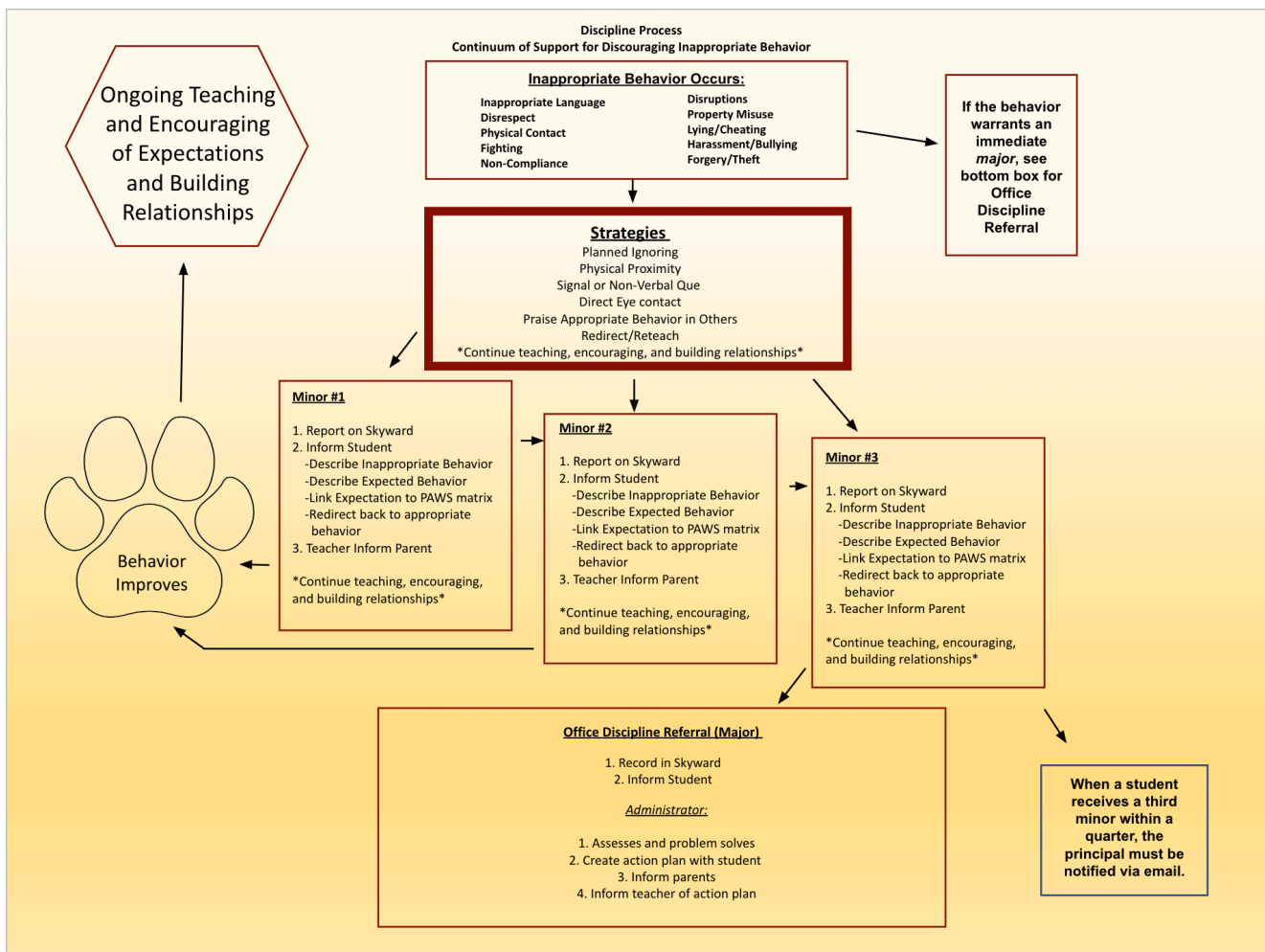
The discipline procedures contained in this student handbook are based upon School District Policy #506, Student Discipline. The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. The policy can be found on the school website and upon request in the Elementary Office as well as with the building principal.

It is the right of every teacher to teach and the right of every student to learn in an orderly environment. Rules are necessary for the day to run smoothly and ensure everyone’s safety. Please use common sense in your actions and to treat others with kindness and respect.

The student code of conduct, behavior expectations, disciplinary procedures and actions, and student removal from class procedures and actions are located in School District Policy 506, Student Discipline.

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete Student Discipline Policy #506 in the appendix.



STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS (POLICY 529)

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Specific teachers and staff members will be notified about the placement of students with a history of violent behavior as outlined in Royalton School District Policy 529

SUICIDE PREVENTION

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

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

TITLE IX (Policy 522)

Title IX is Federal legislation that prohibits Federal grants to schools or programs that discriminate on the basis of gender. The Royalton School District promotes gender equity and does not discriminate based on an individual's gender. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official. If you have a concern, please contact the elementary school principal.

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

Our Title IX Coordinator is Kaitlyn Arnzen and can be reached at kaitlyn.arnzen@isd485.org or 320-584-4257

Appendix

Policies Listed

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

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

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

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

413 HARASSMENT AND VIOLENCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

[NOTE: In 2023, the Minnesota legislature amended the definition of "sexual orientation" in the Minnesota Human Rights Act as reflected in subpart 6 below.]

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

D. Protected Classifications

1. "Disability" means, with respect to an individual who
 - a. has 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;
 - c. is regarded as having such an impairment; or
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
2. "Familial status" means the condition of one or more minors having legal status or custody with:
 - a. the minor's parent or parents or the minor's legal guardian or guardians; or
 - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. 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.

[NOTE: The 2024 Minnesota legislature revised the definition of "familial status."]

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 to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

[NOTE: The 2023 Minnesota legislature redefined 'sexual orientation' in the Minnesota Human Rights Act.]

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

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual

favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

- 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

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

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence

directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building

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

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

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

G. In the District

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

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

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

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

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

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

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

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

V. INVESTIGATION

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

- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

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

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

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

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

Cross References: Royalton Policy 102 (Equal Educational Opportunity)
Royalton Policy 401 (Equal Employment Opportunity)
Royalton Policy 402 (Disability Nondiscrimination Policy)
Royalton Policy 406 (Public and Private Personnel Data)
Royalton Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Royalton Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Royalton Policy 506 (Student Discipline)
Royalton Policy 514 (Bullying Prohibition Policy)
Royalton Policy 515 (Protection and Privacy of Pupil Records)
Royalton Policy 521 (Student Disability Nondiscrimination)
Royalton Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
Royalton Policy 524 (Internet Acceptable Use and Safety Policy)
Royalton Policy 525 (Violence Prevention)
Royalton Policy 526 (Hazing Prohibition)



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



General Statement of Policy Prohibiting Harassment, Violence, and Hazing

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

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

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

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

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

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



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

List any witnesses that were present _____

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

(Complainant Signature)

(Date)

Received by _____

(Date)

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

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

IV. GUIDELINES

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

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

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

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

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

VI. PROCEDURES

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

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

VII. DISCIPLINARY ACTION

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

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

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

IX. IMPLEMENTATION

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

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

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

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

Adopted: December 11, 2006

MSBA/MASA Model Policy 506

Orig. 1995

Revised: May 23, 2022

Rev. July 2025

506 STUDENT DISCIPLINE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative

education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

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

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. A teacher, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

For the purpose of Minnesota Statutes, section 121A.582 (Student Discipline; Reasonable Force), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c) is not a school employee or agent of the district.

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the

behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
 - 3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

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

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;

- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper

- activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
 22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
 23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
 24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
 25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
 26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
 27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
 28. Possession or distribution of slanderous, libelous, or pornographic materials;
 29. Violation of the school district's Bullying Prohibition Policy;
 30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
 31. Criminal activity;
 32. Falsification of any records, documents, notes, or signatures;
 33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
 34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
 35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
 36. Violation of the school district's Harassment and Violence Policy;
 37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district

personnel, or other persons;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 1. a student causes or is likely to cause serious physical harm to other students or staff;
 2. the student's parent or guardian specifically consents to the use of recess detention; or

3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
 - E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
 - F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
 - G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

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

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

- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

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

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

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

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

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

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

[Note: The following Sections C. - J. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences. School districts may consider developing and inserting procedures identified in Sections K-N.]

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

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

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

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

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

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

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

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

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

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

H. Students with a Disability; Special Provisions.

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

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

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

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

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

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

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

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

XII. DISMISSAL

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

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

The school district shall not dismiss any student without attempting to use

nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

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

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

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

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to

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

3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in

another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.

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

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by

an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

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

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

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

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

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

XV. STUDENT DISCIPLINE RECORDS

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

XVI. STUDENTS WITH DISABILITIES

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

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did

not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

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

XVII. OPEN ENROLLED STUDENTS

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

XVIII. DISCIPLINE COMPLAINT PROCEDURE

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

The Discipline Complaint Procedure must, at a minimum:

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

6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

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

XX. REVIEW OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; And Certain Physical Holds)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.611 (Recess and Other Breaks)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: Royalton Policy 413 (Harassment and Violence)
Royalton Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
Royalton Policy 501 (School Weapons)
Royalton Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

Royalton Policy 503 (Student Attendance)
Royalton Policy 505 (Distribution of Nonschool-Sponsored
Materials on School Premises by Students and Employees)
Royalton Policy 507.5 (School Resource Officers)
Royalton Policy 514 (Bullying Prohibition Policy)
Royalton Policy 524 (Internet Acceptable Use and Safety Policy)
Royalton Policy 525 (Violence Prevention)
Royalton Policy 526 (Hazing Prohibition)
Royalton Policy 527 (Student Use and Parking of Motor Vehicles; Patrols,
Inspections, and Searches)
Royalton Policy 610 (Field Trips)
Royalton Policy 709 (Student Transportation Safety Policy)
Royalton Policy 711 (Video Recording on School Buses)
Royalton Policy 712 (Video Surveillance Other Than on Buses)

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 - 1. on the school premises, at the school functions or activities, on the school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age,

marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

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

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school

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

- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

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

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct

and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

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

V. SCHOOL DISTRICT ACTION

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

to the extent permitted by law.

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

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

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

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

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

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

protection and privacy of pupil records policy (Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

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

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

III. IMPLEMENTATION OF POLICY

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

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

IV. PREVENTION STRATEGIES

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

[Note: The school board can adopt any of the prevention strategies that it intends to implement in its schools, including some or all of the following sample strategies.]

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- D. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory

reporting requirements under the Maltreatment of Minors Reporting Act.

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

V. STUDENT SUPPORT

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

VI. PERSONNEL

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

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

18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References:

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

526 HAZING PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- 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.
- 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 Harassment, Violence and Hazing Report Form can be found in the Middle/High School Office or online.

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

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

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or 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.

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

Cross References: Royalton School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Royalton School District Policy 413 (Harassment and Violence)
Royalton School District Policy 506 (Student Discipline)
Royalton School District Policy 514 (Bullying Prohibition Policy)
Royalton School District Policy 525 (Violence Prevention [Applicable to Students and Staff])



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



General Statement of Policy Prohibiting Harassment, Violence, and Hazing

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

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

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

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

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

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



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



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

List any witnesses that were present _____

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

(Complainant Signature)

(Date)

Received by _____

(Date)

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses substantiated information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

- A. Administration
"Administration" means the superintendent, building principal, or other designee.
- B. Classroom Teacher
"Classroom teacher" means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.
- C. History of Violent Behavior
 - 1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
 - 2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.
- D. Incident(s) of Violence
"Incident(s) of violence" means willful conduct in which a student endangers or causes

physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

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

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

F. School Staff Member

“School staff member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be

given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

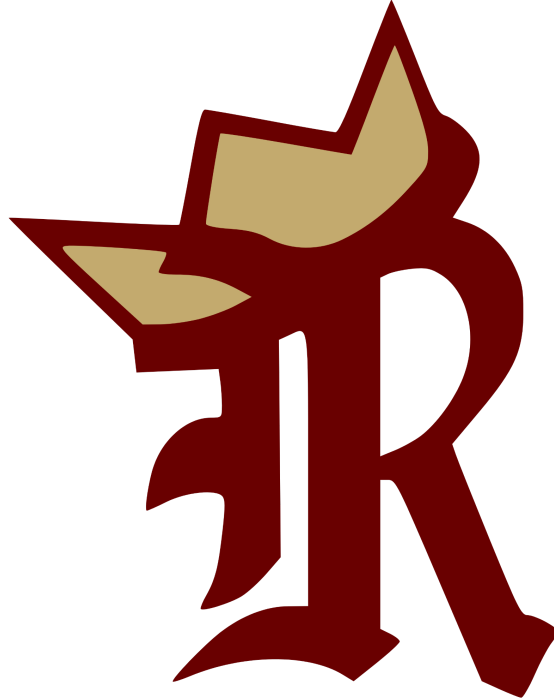
Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (Compulsory Instruction))
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification; Teachers' Legitimate Educational Interest)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: Royalton School District Policy 515 (Protection and Privacy of Pupil Records)

ROYALTON MS/HS

STUDENT HANDBOOK 2025-26



Principal: Joel Swenson
jswenson@isd485.org
320-584-4200

Front Office:
Dawn Towle, Admin. Asst. to Principal
dtowle@isd485.org
320-584-4240

Amy Kasella, Attendance Secretary
akasella@isd485.org
320-584-4241

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

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

Robyn Popp-Bartkowicz, CRC Sec.
robyn.bartkowicz@isd485.org
320-584-4200

Joann Weir, Social Worker
joann.weir@isd485.org
320-584-4200

Part I, Information and Arrival

Welcome to Royalton MS/HS

The information contained in this handbook is designed to help the school run smoothly so that you will have a successful year at Royalton MS/HS. Not all rules/procedures/protocols will be found in this handbook. The principal of the building has the authority to make or amend rules/procedures as needed to ensure efficient and safe management of the school.

Your teachers are eager to help you prepare for a successful adult life. Along with your studies, get involved in extracurricular activities. These activities are designed to help you enjoy school life. Remember that your success is directly related to your efforts! Thank you for your support and trust.

Royalton Schools Student Mission/Vision Statement:

Mission: Create a welcoming and safe environment where all students and staff are empowered and challenged to achieve their personal best.

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

Equal Educational Opportunities (Policy 102)

Every pupil in this district will have equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, marital status, or status with regard to public assistance or disability. No student shall be excluded on such basis from participation in, or having access to, any course offerings, athletics, counseling, employment assistance, and/or extra-curricular activities.

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

Pregnant and/or married students shall not be excluded from any educational program or activity except when that student requests voluntarily to participate in a separate portion of the program or activity.

VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION

The Royalton School District offers a variety of vocational opportunities through the Business Education, Industrial Technology and Vocational Agriculture Departments. The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses.

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

Section 504 Coordinator:

Leah Roske
Royalton High School
120 S Hawthorn St
Royalton, MN 56373
320.584.4246

Title IX Coordinator:

Kaitlyn Arnzen
Royalton Public Schools
120 S Hawthorn St
Royalton, MN 56373
320.584.4257

Data Privacy (Policy 515)

All school information regarding a student is considered private and confidential except "Directory Information." The Royalton School Board of Education has classified the following as Directory Information:

- Student name
- Name, address & telephone number of student's parent/legal guardian
- Address
- Telephone number
- Electronic mail address
- Date and place of birth
- Dates of attendance
- Grade level
- Enrollment status (e. g. full-time, part-time)
- Major field of study
- Participation in officially recognized activities & sports
- Weight & height of athletic team members
- Photograph(s)
- Degrees
- Honors & awards received
- Most recent previous educational institution attendee

Parents or students 18 years or older may opt out of the directory information classification by providing written notice to the middle school/ high school principal.

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy.

Tennessee Warning for Students & Families

An individual asked to supply private or confidential data concerning the individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 7, to a law enforcement officer."

Minnesota law requires that the school district provide the following warning or notice to parents and students. Parents and students should be advised that:

1. Students or parents are not required by any law or regulation to supply the information requested. However, the school district expects that students will participate fully in their educational program by completing homework assignments and tests, and participating in classroom discussions and activities, and that students and parents will participate fully by providing information relating to either athletic or extracurricular activities or academic performance or behavior. The consequences for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or, in the case of a school district employee's investigation into the student's behavior, may result in action being taken without complete information.
2. School administration is responsible for maintaining a safe and secure school environment and it is often necessary to question students in regards to assaults, thefts, etc. Although students may choose not to answer questions, students are expected to cooperate in all school investigations. Students may choose not to share information with staff.
3. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

Policy Information

A copy of this student handbook and all school district policies can be viewed at: <http://royaltonpublicschools.org>. Hard copies of this student handbook and school district policies can be obtained at Royalton Middle/High School, 120 South Hawthorn Street, Royalton, MN 56373.

Suicide Prevention

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

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

Arrival and Dismissal Hours

Royalton Middle/High School building hours are 7:15 am to 3:30 pm when school is in session. Exceptions to these times may occur due to late starts, early dismissals or cancellations due to weather or other extreme circumstances.

Daily Class Schedule:

Royalton Middle/High School class schedule hours are from 8:15 am to 3:10 pm on regularly scheduled school days. Students in grades 6 through 12 are scheduled in classes in an A/B Block Schedule with certain Wednesdays being a 7-period day. Credit for classes is awarded for the successful completion of a class.

Students may be in the building on days that classes are scheduled beginning at 7:15 am. Students must be in the commons area (MS) or Lion's Den (SH) between 7:15 am and 8:15 am. During this time if a student is in the building in any other area other than the commons they must be under the supervision of a Royalton Middle/High School staff member.

At the conclusion of the school day students must be out of the building 15 minutes after the last school bus has departed from the high school/middle school unless the student is part of a supervised, school sponsored activity.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be obtained at the main office at Royalton Middle/High School and on the school district's website at <http://royaltonpublicschools.org>

Class Assignments

Students are registered for classes in the spring of the preceding school year. Student class schedules are not directory information and therefore cannot be shared with anyone other than the specific student and/or their parent/guardian.

Class Dues Policy

Dues for the 2025-26 school year are:

6 th , 7 th , 8 th , 9 th	\$20.00	11 th grade	\$25.00
10 th grade	\$25.00	12 th grade	\$30.00

Class dues are established and published in the student handbook. A class may not lower or eliminate class dues. If, at the end of their senior year, there are funds remaining in their account the class will determine by majority vote what will be done with those funds. Foreign exchange students are exempt from paying class dues if they are enrolled at Royalton Middle/High School for one school year or less.

Dues are to be paid to the HS office by October 1st. If dues are not paid, students will not be able to attend or participate in the following:

- Homecoming activities, Snowball/Survivor week activities, Prom, or any special events paid for by class dues.
- Students may not be selected as class attendants or royalty candidates for any event such as Homecoming, Snowball/Survivor week activities or other similar activities.
- Students may not participate in any class trips paid for by class dues.

If payment of the class dues poses an economic hardship on the family, please call the high school/middle school office.

Complaints (Policy 103)

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

Equal Access to School Facilities (Policy 902)

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

Family/Student Account Numbers

Each family has been assigned a family lunch account number, along with a personal lunch I. D. number for each student. Family and student ID numbers will follow the family/student through their years of school. Student ID numbers need to be kept confidential. Remind your child(ren) not to share their ID numbers with friends.

Fees

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

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

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

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved by the administration and school board in advance of the fundraising effort. Fundraising proposals are presented for Board approval twice during the year. (Once in the summer, and once mid-school year.) Participation in non-approved fundraising activities is a violation of school policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

Due to lunch program mandates and the school district's Wellness Policy #533 schools cannot promote, distribute or sell items, which interfere with the lunch program during the school lunch period. All fundraising items sold must comply with the school district's wellness policy. The proceeds from any fundraiser will be considered the property of the entire organization unless prior approval is received from the administration. Students not turning in money earned from the fundraiser will be subject to disciplinary and/or legal actions.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value (less than \$5.00). Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal. Parents will be contacted if there is a chance their student will not be graduating with his/her class.

Interviews of Students by Outside Agencies (Policy 519)

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy. This does not include college or military recruiters, college athletic coaches. Students may be interviewed by the news media under circumstances deemed appropriate by administration.

Library and Media Center

The library/media center is open at 8:00am on regularly scheduled school days. Students may use the library/media center during the school day and before and after school only when a supervisor is present. All materials removed from the media center must be checked out by a staff member. Fines for lost, stolen, or damaged materials will be assessed accordingly.

Lockers and Personal Possessions within a Locker (Policy 502)

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

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

School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

Lunch/Breakfast (Policy 534)

Lunch/Breakfast is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students will be notified of any changes prior to the beginning of a new semester. Students may purchase lunch/breakfast at school or bring a prepared lunch/breakfast from home. Milk will be available for purchase to supplement lunches/breakfasts brought from home.

Royalton High School operates as a closed campus and students are not allowed to leave school for lunch. Leaving during lunch will require parent and principal permission and will be granted only on a very limited basis. PSEO Students and college students with an online college class are allowed to leave campus for lunch as long as it does not interfere with other high school classes they are scheduled in. Students should not have visitors bringing in food from the outside without expressed consent of the high school principal. This should be limited to special occasions.

Lunch Program Guidelines

The following applies to the cafeteria (Commons/Cafetorium), school lunch program and the school lunch periods:

- Students receive a free breakfast and free lunch due to changes in legislation. Second entrees, extras, or ala carte items are not free and will be charged to the students lunch account. Students must have a positive balance in their lunch account to purchase second entrees, extras, or ala carte items. Students must request seconds/extras ticket at the beginning of the lunch line verifying they are eligible to purchase those items before being served.
- Money for meals can be deposited at the office before the first morning bell. Families are encouraged to use Skyward to put money into their students' lunch accounts.
- Students are not allowed to order food for delivery to school during the school day.
- Students who desire to carry lunch may do so, but are required to eat at a table in the cafeteria.
- Students are to walk to the cafeteria. No shoving, "horseplay", or line breaking will be allowed in the serving line.
- Please help keep the lunchroom clean. Students are to clean and remove all waste food or materials from their table before leaving.
- According to federal government rules students may not share or give food to students who are not participating in the school lunch program.
- Students may go into the gym if there is adult supervision and the space is available for use. All other areas of the building are restricted to prevent distractions to classes in session. Game activities must be of a non-contact nature.

<u>Prices for 2025-26</u>	<u>Breakfast</u>		<u>Lunch</u>	
	K-6	\$.00	K-5	\$.00
	7-8 th grade	\$.00	6-12	\$.00
	9-12 th grade	\$.00	Adult	\$ 5.00
	Adult	\$ 2.65		

An extra lunch entrée for students will be \$2.00, an additional half pint carton of milk is \$.50.

MDE requirements may cause adult lunch prices to change.

Payments

The School District's computer system operates as a prepaid program. Regular weekly or monthly payments to the family food service account will assure your child(ren) the ability to use this system. Checks should be made payable to ISD #485 Food Service. Payment may be sent to school with your child or mailed to our office at:

ISD #485 Food Service
120 S. Hawthorn St.
Royalton, MN 56373

Lunch payments may be made online by visiting our website at <http://royaltonpublicschools.org>

Lunch Account Guidelines

The procedures are followed for all students in grades 6 through 12 who use the breakfast and hot lunch programs at Royalton Middle School/ High School:

1. Payments should be brought to the office for processing or can be completed through our online payment system through Skyward. Receipts for lunch payments are available.
2. Payments are collected throughout the day and entered in the computer every day.
3. Payments are entered into the school's computer student management program under the child's name.
4. Nightly, computer generated phone calls will be made to all students in grades 6-12 reminding families of low or negative lunch balances.
5. Student lunch account balances are subject to collections actions if families fail to pay off their lunch balances.
6. **STUDENTS WILL NOT BE DENIED LUNCH FOR HAVING A NEGATIVE LUNCH ACCOUNT BALANCE.**
7. Families are responsible for keeping necessary funds in their family lunch account.
8. Students are able to see a current balance every day when they input their lunch code. If a parent has any concerns regarding their balance, a statement can be printed for review.

The computerized ticket system offers complete confidentiality to students that participate in the free and reduced meals program. The student's lunch ID number is entered into the computer system the same as students purchasing full-priced meals.

If you have any questions, comments, or concerns regarding the food service program at the Royalton Public Schools, please contact Superintendent Wayne LePard. Account balances can be monitored in real time by utilizing Skyward Family Access.

Taking seconds or extras is not covered by the new legislation in 2023 and extras/ala carte items will be charged to the student's lunch account for the amount of each extra/second item purchased. Students must have a positive balance in their lunch account to purchase second entrees, extras, or ala carte items. Students must request a seconds/extras ticket at the beginning of the lunch line verifying they are eligible to purchase those items before being served. It is the responsibility of the parents to make sure their children abide by family rules regarding taking seconds/extras. Free and reduced price eligibility forms are available at the school district office located at 120 South Hawthorn Street. These forms are also available online. For more information regarding food service, please contact the district office at 584-4000 or the high school office at 584-4200.

Messages to Students

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

A telephone is available in the main office for limited, necessary student use. Students will not be called out of class to answer the telephone, except under extreme circumstances. The secretaries will take a message and the student will be given the message in between classes. Students will not be allowed to use classroom phones at any time.

Nondiscrimination (Policy 521, 522)

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

Notice of Violent Behavior by Students (Policy 529)

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

Parent and Teacher Conferences

Parent and teacher conferences will be scheduled periodically throughout the year. For more information, contact the school office or visit the district website/calendar for exact dates and times.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms and in our extra and co-curricular programs. To volunteer in the school district, parents/guardians should fill out the online volunteer form on the website under the "District" tab. The form will be reviewed and routed to the appropriate supervisor or building principal. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Parking Lot and Driving (Policy 527)

Student parking will be limited to the student parking lot on the northeast side of the building within the designated parking areas. Students can park anywhere in the northeast parking lot on the north side of the school. Students should not park in the west parking lot. Students are to park in an orderly fashion. Drivers should never park their car in a manner that blocks: another car, the entrance to the bus garages, or the entrance to the parking lots. The district has the authority to restrict the privilege of driving on school property to anyone who abuses the privilege.

Responsibilities of Classes/Organizations

Junior-Senior Prom

Juniors are responsible for the Junior and Senior Prom. Advisors are to submit a schedule for decorating one week in advance.

Homecoming

The Student Council sponsors and is in charge of the planning for all homecoming week activities. Homecoming week activities typically include homecoming coronation, games/contests, homecoming parade, homecoming olympics, homecoming football game, and homecoming dance or activity night.

Minnesota Honor Society

The Royalton Chapter of the Minnesota Honor Society is an honorary organization of students in grades 10, 11 and 12 who have been selected because of their scholarship, character, leadership and service. At Royalton Middle/High School, a committee made up of teaching staff selects those students for membership who meet the guidelines. Once this criterion has been made, each student is further evaluated on the basis of service, leadership, and character before the final selection process is made.

Search of the Interior of a Student's Motor Vehicle (Policy 527)

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

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person (Policy 502, 527)

School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

Pledge of Allegiance (Policy 531)

Students will recite the Pledge of Allegiance to the flag of the United States of America. The Pledge of Allegiance will be recited on the first day of the school week at the beginning of first period. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Posting of Signs (Policy 505)

The posting of signs, advertising, decorative posters, or signage must be pre-approved by the building principal and affixed with principal signature and date of posting on the back of the sign. Any signage must be school related. Signs must be secured to wall surfaces in such a manner as to not damage the surface to which it is secured. Signage may not be posted for more than two weeks unless special permission is received from the building principal. Removal of signage is the responsibility of the student organization, class, or agency to which permission was granted. Any damage done to school property as a consequence of the posting or removal of the signage will be the responsibility of the student organization, class or agency posting the signage.

School Activities

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

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

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

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

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

Academic Eligibility for Activities

Students must maintain passing grades in all classes at mid-term grade checks and at the quarterly grade checks to be eligible for extra-curricular activities and certain competitive co-curricular activities during the school year. Extra-curricular and co-curricular activity eligibility does carry over from one academic year to the next. For more information about the MSHSL rules and student eligibility requirements, contact Ms. Kaitlyn Arnzen, Activities Director.

School Closing Procedures

School may be canceled when the superintendent or his/her designee believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent or his/her designee will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be shared with various local media outlets, on the school website, school facebook, and will be sent out via the School Messenger program.

Searches (Policy 502, 527)

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy #506, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

School-Sponsored Student Publications

The law protects from censorship anything that is "prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in a school district or charter school," which is "distributed or generally made available to students in the school" and "prepared by a student journalist under the supervision of a student media adviser." This includes newspapers, broadcast channels, audio or video programs, literary magazines, and other forms of media that may evolve in the future, but excludes yearbooks.

School officials may only prohibit student media that:

- Is defamatory;
- Is profane, harassing, threatening, or intimidating;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or state law;
- Causes a material and substantial disruption of school activities; or
- Is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with section 121A.03 or 121A.031

Student Records (Policy 515)

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

records, please see the appendix. A complete copy of the school district's Protection and Privacy of Pupil Records Policy #515 policy may be obtained at 120 South Hawthorn Street in the main office.

Student Surveys (Policy 520)

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. When required by law, permission will be obtained from parents/guardians or students who are under the age of 18 for participation in or opting out of a survey administered at school. This does not apply to a survey conducted by a teacher that is a part of the regular curriculum of that instructor's class or a survey conducted by the school district.

Transportation of Public School Students (Policy 719)

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school or those students who could encounter traffic, drug or crime hazards, etc. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardian. The school district's Transportation Pick Up/Drop Off Policy #719 can be obtained upon request at 120 South Hawthorn Street, Royalton in the main office or by visiting the school website.

Rules at the Bus Stop

1. Be at the bus stop 5 minutes before the scheduled pick up time. The school bus will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use or possession of alcohol, tobacco (in any form), or drugs.

Bus Rules of Conduct

1. The bus driver is in charge of the bus and the pupils. Pupils must obey the driver immediately and without question.
2. Pupils will enter and exit the bus only at designated stops in single file order, through the front door. Under absolutely no condition will the emergency door be used for anything but emergency exits.
3. Pupils are to remain seated facing forward while the bus is in motion.
4. Talk quietly and use appropriate language. Classroom conduct is required.
5. Unnecessary conversation with the bus driver is prohibited.
6. Pupils are to assist in keeping the bus clean.
7. Do not open a window without permission from the driver. At no time will windows be opened more than half way.
8. Keep all parts of your body inside the bus.
9. Pupils are to leave the bus only at their regular stops, unless they have a written permit slip from parents or teachers, which is to be presented to the bus driver as they board the bus. Pupils need a note from parents in order to ride on a different bus.
10. Pupils may be assigned seats by the driver.
11. Pupils may not save a seat for another person.
12. Aisles must be kept free and clear at all times.
13. Keep your arms, legs and belongings to yourself.
14. No fighting, harassment, intimidation or horseplay.
15. Do not throw any object within or out of the bus.

16. No eating, drinking, or use or possession of tobacco or drugs.
17. Do not bring any weapon, flammable liquid, animals, or dangerous or objectionable objects on the school bus.
18. Do not damage the bus.

Bus Discipline (Policy 506)

The following procedure will be used when students fail to obey the district's transportation rules of conduct: 1) upon the first report, the student will meet with the driver and school administration. Parents will be notified of the content of this discussion; 2) upon second offense the student will meet with the driver and the principal and will be removed from the bus for two (2) days. Parent attendance at this meeting is encouraged; 3) upon third offense the student will be removed from the bus for eight (8) school days. Students may be suspended for longer periods of time, including the remainder of the school year for severe or continued problems.

Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office

Extracurricular Transportation

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

Video- and Audio-Taping

School Buses

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

Places Other Than Buses

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

Part II, Academics and Educational Opportunities

Alternative Educational Opportunities (Policy 620)

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

Alternative Learning Center/Program (ALC/P), Graduation & Participation Policy

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

Alternative Learning Center/Program students will not be included in the RHS annual if they have not been a member of the student body at the time of the picture deadline, approximately December 1st.

Alternative Learning Center/Program students attending CEC in Little Falls will be able to attend class functions such as the senior class trip. They may attend prom if they are a date of a current RHS junior or senior.

Alternative Learning Center/Program students will not be included in GPA ranking for the class or on any scholarship lists distributed or considered by a committee at school.

Area Learning Centers/Programs (ALC/P) by statute must offer the option to the student of receiving their high school diploma from their district of residence or the district in which the ALC is located. If a student wishes to receive a Royalton High School diploma, they must meet the Royalton High School graduation requirements. If an ALC student meets the RHS graduation requirements and receives a RHS diploma, the student may participate in the RHS graduation ceremony.

Students re-enrolling at Royalton Middle/High School during the school year will follow all RHS student policies. Students will be allowed to re-enroll only at semester breaks and only at full-time status.

Credit Recovery/Summer School

Students who are missing credits or have failed a course may be eligible to recover those credits through our online APEX Learning Program.

Eligibility Requirements:

- **Failed Courses**: To be eligible for APEX credit recovery for a failed course, students must have earned a final grade of 40% or higher in that course.
- **Missing Credits (No Prior Grade)**: Students needing to make up missing credits (e.g., due to transfers or incomplete schedules) may use APEX regardless of prior course grades.
- Grades for credit recovery courses taken during the school year will appear on the report card and transcript of the semester the credit recovery course is taken.

When APEX Can Be Used:

- **During the School Year**: Credit recovery through APEX is available throughout the academic year. These classes can be scheduled either as a regularly scheduled class or can be completed outside of the regular academic day.
- **During Summer School**: Students may also use APEX to recover credits during summer school. To be eligible, students must attend and successfully complete the summer school program.

Summer School APEX Deadline:

- Summer school APEX courses must be completed by September 15 of the following school year.
- All summer credit recovery grades will appear on the first semester report card and will be reflected on the student's official transcript.

For questions about eligibility or enrollment, please contact the school counseling office.

Cheating and Plagiarism

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

Course Drop/Add

Course offerings are based on course registration numbers, so approval for schedule changes will be very limited. Students may only drop/add a class for the following reasons:

- 1) Scheduling error
- 2) Student wants to add a PSEO course
- 3) Credit Recovery course is required
- 4) Medical reasons
- 5) Student wants to add a class to an open period
- 6) Teacher/Administrator recommended course change

Early Graduation (Policy 613)

A four-year program (grades 9-12) is the norm for most high school students. It will be a distinct advantage for most students to accumulate as many high school credits as possible prior to graduation.

However, Royalton High School recognizes the individual differences that exist among students and the need of a few to complete their high school program in a period of less than four years.

Therefore, Royalton High School has established the following Early Graduation Policy. In order to be eligible for early graduation students must meet the following criteria:

- Successful completion of seven semesters of high school. A student will not be considered for early graduation prior to the end of the first semester of the individual's senior year.
- Must have successfully completed all necessary Royalton Middle/High School and state graduation requirements.
- Must have a valid reason for wanting to graduate early.
- If the above criteria are met an application for early graduation must be requested in the CRC by November 1st of his/her senior year.
- The completed early graduation application must be presented to the guidance office no later than November 10th of the student's senior year.
- If approved the student would be able to graduate at the end of the 1st semester of his/her senior year.
- Since the student would then be considered a graduate of Royalton High School, he/she would no longer be allowed to participate in high school curricular or extracurricular activities (athletics, etc.). However, they would be allowed to participate in graduation ceremonies and attend the class trip and Grad Bash.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information, contact the guidance counselor Ms. Monica Flakus at 584-4245.

Family Access

The school district provides an Internet student information program for families. The program allows parents/guardians to view report cards, grades, discipline, lunch accounts, and lunch activity for their child via the Internet. Parents must have their own computer and Internet service and a login name and password to access the program. Login names and passwords can be obtained by contacting the high school/middle school office. If you do not have access to a computer, you may stop in the high school office at any time to get family access information on your student.

Field Trips (Policy 610)

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

Grades

Official credit bearing report cards with awarded credit and official GPA (used for honor roll) will be issued after each academic semester in January and June. Grades can be checked via Family Access at any time. Please note that the grades in Family Access are maintained at the discretion of the teacher and should only be used as a periodic check of student grades by those using Family Access.

Grading System

Royalton HS/MS officially posts grades at the end of each semester. The credit bearing grade for a semester class is posted at semester break.

Royalton HS/MS has an 80%/20% grading system that bases grades off of what students know, understand, and can demonstrate. This system awards a maximum of 20% of the grade for completing homework. Grades will be based on homework, assessments of learning including, but not limited to, tests, quizzes, daily checks of understanding, projects, and various other activities that demonstrate student knowledge of the content being taught.

Royalton High/Middle School uses a common grading scale for all classes. Different classes will have different academic requirements for earning a certain grade in a class.

100%-93.0%--	A	77.9%-73.0%--	C
92.9%-90.0%--	A-	72.9%-70.0%--	C-
89.9%-88.0%--	B+	69.9%-68.0%--	D+
87.9%-83.0%--	B	67.9%-63.0%--	D
82.9%-80.0%--	B-	62.9%-60.0%--	D-
79.9%-78.0%--	C+	59.9% and below--	F

Grade of Incomplete

Students who, for extenuating reasons, are not able to complete the required work for a class will receive a grade of "I" (Incomplete). Grades of "I" shall be allowed for incomplete work only and not for the purpose of allowing a student to improve class work that has already been completed. The principal or his/her designee may give permission that a student be eligible to receive a grade of "I" if:

- The student has missed a substantial amount of class time or class material.
- Examples of legitimate reasons for being eligible for a grade of "I" include but are not limited to severe illness or death within the family.
- The student provides written documentation (which may include doctor's letters of verification, etc.) of the cause of the extenuating circumstance.
- The principal or his/her designee will make a determination within two (2) school days of the end of a grading period (quarter or semester).

- Students will have ten (10) school days after the determination of eligibility to complete all work. In the case of extreme circumstances the principal or his/her designee may extend the ten (10) days as deemed necessary.
- Students who are found to be eligible to receive a grade of "I" will have the prescribed time to complete ALL necessary work. At the end of the incomplete eligibility time the student will be assigned a grade. If a student does not complete the necessary work within the prescribed incomplete eligibility time the student will receive the grade they would have received at the end of the grading period for the class.
- Students who receive a grade of "I" will not be included in the published "A" or "B" honor rolls because a grade point average cannot be calculated with a grade of "I" on a report card.
- Seniors who receive an "I" in a required course at the end of 2nd semester will not be eligible to participate in the graduation ceremony. In the event of a severe illness or other factors beyond the control of the student preventing completion of a required course for graduation, the principal or his/her designee may allow seniors to participate in the graduation ceremony but not receive the diploma until grad requirements are satisfied.

Deficiency Notices

At any time during the semester a deficiency notice may be sent to parents or guardians to report those students who are in danger of failing. Teachers are encouraged to contact parents at any time during the school year if the student is having academic or behavior difficulties in the classroom.

Honor Roll and Class Rank

All grades will be considered when determining the honor roll. The Honor Roll will be published at the end of each semester grading period. To be on the "A" Honor Roll a student must have a GPA between 3.700 and 4.0. To be on the "B" Honor Roll a GPA between 3.0 and 3.699 is required. Students with Incompletes are not eligible for the honor roll. Students who have been caught cheating will be excluded from the Honor Roll.

All students who are registered as full time students for grades 6 through 12 are eligible to be recognized for the semester A and B honor rolls.

Valedictorian, Salutatorian, and Honors Status

Valedictorian and Salutatorian students for a graduating class will be determined based on the cumulative grade point average of students at the conclusion of the first semester of their graduation year. Honors for graduation will also be determined with 1st semester final grades during senior year.

Cumulative Grade Point Average and Class Rank

Students qualify for class rank graduation recognition based on their cumulative grade point average (GPA) for grades 9 through 12. Final GPA for recognition is calculated at the completion of the first semester of a student's senior year. Students who are eligible for academic recognition based on class rank is limited to students who are registered full time students and who have not received any final grades for any class that were calculated based on modified curriculum and/or modified testing procedures and/or modified grading procedures.

Senior Graduation Academic Recognition

Graduating seniors are recognized for academic achievement with high honors, honors and honor/honor status. Recognition is based on a student's cumulative grade point average (GPA), for four years of high school as a full time student. To qualify for academic recognition the following criteria must be met:

- No failing grades in any classes taken in grades 9 through 12.
- Honors/Honors: top ten and 3.510-4.0 according to the class rank.
- High Honors: a cumulative GPA of 3.510-4.0 (not in top ten)
- Honors: a cumulative GPA of 3.260 - 3.509

Graduation Requirements (Policy 613)

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Royalton High School.

SENIOR HIGH CURRICULUM (not all courses listed below are offered each school year)**

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

SENIOR HIGH AGRICULTURE CURRICULUM

Electives:

<u>NAME OF CLASS</u>	<u>CREDITS</u>
AG100 Ag, Pizza, and You	.5
AG101 Small Engines I	.5
AG102 Welding I	.5
AG103 Get Wired	.5
AG104* Food Science I	.5
AG105* Greenhouse Management	.5
AG106 Woods I	.5
AG107 Residential Building Construction	.5
AG108 Ready Set Grow: Growing Green	.5
AG109 Artistic Creations: Floral Design	.5
AG110 Landscaping	.5
AG111* Small Companion Animal Care	.5
AG112 American Restoration	.5
AG113 Power Mechanics/General Auto Care	.5
AG114 Applied Business Management	.5
AG115 Manufacturing	.5
AG116 Introduction to Engineering DesignA/B	1.0
AG117 Large and Small Animal Care	.5
AG118 Natural Resource Exploration	.5
AG119 Floral and Landscape Design	.5
AG120 Fix-It 101	.5
AG121 Food Prep for Your Future	.5
AG122 Life Skills	.5
AG123 Wildlife Management	.5
AG124 Forestry 101	.5
AG125 Greenhouse Management II	.5
AG200 Ag Leadership	.5
AG201 Small Engines II	.5
AG202 Welding II	.5
AG203 Accelerated Metals	.5

AG204 Woods II	.5
AG205* Large Animal Vet Science	.5
AG206 Advanced Woods	.5
AG207 Advanced Agriculture Studies	.5
AG208 Food Science II	.5
AG300* Computer Integrated Manufacturing A/B	1.0
AG301 Work-Based Learning	1.0
AG302 Youth Apprenticeship	Varied
AG500 Independent Agriculture Class	.5

SENIOR HIGH ART CURRICULUM

Students are required to have a minimum of one credit in fine or performing arts. The credit can be earned through Art or Music. The classes listed below may not be offered every year.

Art Electives:

<u>NAME OF CLASS</u>	<u>CREDITS</u>
AR103 Introduction to Ceramics + Sculpture	.5
AR105 Introduction to Digital Art + Photography	.5
AR107 Introduction to Drawing + Painting	.5
AR201 Drawing I	.5
AR203 Ceramics I	.5
AR205 Advanced Digital Art + Photography	.5
AR206 Drawing II	.5
AR209 Ceramics II	.5
AR210 Advanced Painting + Studio Art	.5
AR211 Studio Art	.5
AR212 Royal Yearbook I	1.0
AR302 *Community Art	.5
AR303 Royal Yearbook II	1.0
AR401 Royal Yearbook III	1.0
AR500 Independent Art	.5
AR501 Independent Yearbook	.5

SENIOR HIGH BUSINESS CURRICULUM

Electives:

<u>NAME OF CLASS</u>	<u>CREDITS</u>
BU101 Web Page Design	.5
BU103 Workplace Communication Tools	.5
BU104 Workplace Data Tools	.5
BU105 Introduction to Business	.5
BU106 Business Law	.5

BU200 Personal Finance	.5
BU204 Financial Accounting	1.0
BU205 Entrepreneurship	.5
BU206 Sports/Entertainment Marketing	.5
BU207 Hospitality/Tourism Marketing	.5
BU208 Sales & Marketing	.5
BU300 Work Experience A/B	1.0
BU500 Independent Business	.5
CBU204 CIS Accounting Accounting Principles	1.0

SENIOR HIGH ENGLISH CURRICULUM

In order to meet English graduation requirements four credits are required. English electives may be taken in addition to minimums required, but may not be taken instead of required courses. The exception is a college English class. College classes may count for required classes.

<u>NAME OF CLASS</u>	<u>CREDITS</u>
EN100 English 9 A/B	1.0
EN101 Reading Rocks A/B	1.0
EN102 Creative Writing	.5
EN103 Drama Performance	.5
EN104 Drama Production	.5
EN105 Interpersonal Communications	.5
EN106 Gothic Literature I	.5
EN107 Genres in Literature	.5
EN109 Royals TV A/B	1.0
EN110 Royals TV II A/B	1.0
EN200 English 10 A/B	1.0
EN300 English 11 A/B	1.0
EN400 English 12 A/B	1.0
EN500 Independent English	.5
CEN300 CIS Composition I	1.0
CEN400 CIS Composition II	1.0

SENIOR HIGH MATHEMATICS CURRICULUM

3.5 credits of Math are required. Electives may be taken in addition to the required classes, but may not be taken instead of required courses. A fourth-year of college-prep math will be required effective with students seeking admission for fall 2015 and later to the Twin Cities, Duluth, Morris, and Rochester campuses of the University of Minnesota.

<u>NAME OF CLASS</u>	<u>CREDITS</u>
MA100 Algebra I A/B	1.0

MA101 Math Rocks A/B	1.0
MA102 Accelerated Geometry A/B	1.0
MA200 Geometry A/B	1.0
MA201 Accelerated Algebra II A/B	1.0
MA202 Intro to College Algebra (HS)	.5
MA203 College Algebra (HS)	.5
MA300 Algebra II A/B	1.0
MA400 Algebra III A	.5
MA401 Statistics & Probability A	.5
MA 500 Independent Math	.5
CMA202 CIS Intro to College Algebra	.75
CMA203 CIS College Algebra	.75
CMA 400 CIS Pre-Calculus	1.25
CMA401 CIS Calculus	1.25

SENIOR HIGH MUSIC CURRICULUM

Students are required to have a minimum of 1 credit of fine or performing arts. The credit can be earned through Art and/or Music courses.

Music Electives:

<u>NAME OF CLASS</u>	<u>CREDITS</u>
MU100 Senior High Concert Choir A/B	1.0
MU101 Senior High Band A/B	1.0
MU102 Pop Culture Through the Ages I	.5
MU103 Musical Theatre	.5
MU104 Pop Culture Through the Ages II	.5
MU106 Music in the Making	.5
MU201 History of Rock and Roll	.5
MU500 Independent Music	.5
CMU101 CIS Central Lakes Wind Symphony (Band)	.5

SENIOR HIGH PHYSICAL EDUCATION/HEALTH CURRICULUM

Students are required to earn one credit in Physical Education and one credit in Health.

<u>NAME OF CLASS</u>	<u>CREDITS</u>
PH100 Physical Education	.5
PH101 Lifetime Recreation	.5
PH102 Weight Training	.5
PH103 Fitness For Life	.5
PH104 Team Sports	.5
PH105 Weight Training & Fitness for Girls	.5
PH200 Health	.5

PH203 Adv. Weight Training & Conditioning	.5
PH500 Independent Physical Education	.5
PH 501 Independent Health	.5

SENIOR HIGH SCIENCE CURRICULUM

3.5 Science credits are required. The state requirements change beginning with the Class of 2015. Electives may be taken in addition to the required classes, but may not be taken instead of required courses. Courses marked with (*) count as elective science courses even though they are offered through other departments.

<u>NAME OF CLASS</u>	<u>CREDITS</u>
SC100 Earth Science A/B	1.0
SC101 Meteorology	.5
SC102 Ecology	.5
SC103 Natural Disasters	.5
SC104 Science in Action	.5
SC105 Forensic Science/Microbiology	.5
SC106 Earth Science	.5
SC107 Zoology	.5
SC109 Exercise Science & Nutrition	.5
SC110 Science in Action: Chemistry	.5
SC111 Science in Action: Physics	.5
SC200 Biology A/B	1.0
SC300 Chemistry A/B	1.0
SC400 Physics A/B	1.0
SC500 Independent Science	.5
SCS300 CIS Human Biology	.75

SENIOR HIGH SOCIAL STUDIES CURRICULUM

Four credits of Social Studies are required. (Includes .5 Geography & .5 Economics) Electives may be taken in addition to the required classes, but may not be taken instead of required courses.

<u>NAME OF CLASS</u>	<u>CREDITS</u>
SO100 American History II A/B	1.0
SO101 Current Events	.5
SO102 Sociology	.5
SO103 Law and Justice	.5
SO104 History vs. Hollywood	.5
SO200 Human Geography	.5

SO201 Economics	.5
SO300 World History	1.0
SO301 Psychology	.5
SO302 Sport & Activity Psychology	.5
SO400 Civics A/B	1.0
SO500 Independent Social Studies	.5

SENIOR HIGH WORLD LANGUAGE CURRICULUM

Students are encouraged to take at least two years of a single World Language if they are planning to go to a 4-year college or university.

Electives:

<u>NAME OF CLASS</u>	<u>CREDITS</u>
WL100 Spanish I	1.0
WL200 Spanish II	1.0
WL300 Spanish III	1.0
WL400 Spanish IV	1.0
WL500 Independent Spanish	.5
CWL300 CIS Intermediate Spanish I	1.0
CWL400 CIS Intermediate Spanish II	1.0

Course Credits Required (Policy 613)

In order to receive a diploma, students must successfully complete the required amount of credits, pass all state-mandated tests, and comply with the following high school level course requirements:

Graduation & Commencement

- To receive a Royalton High School diploma students must successfully complete:
 - All required classes.
 - The total number of credits required by the District for graduation.
 - Any state-mandated testing required to graduate.
 - Senior Portfolio Completion.
- For any class needed to qualify for a Royalton High School diploma, all coursework and grades must be completed and turned into teachers by the end of the last school day senior students are in session in order to participate in the commencement ceremony.

Homework/Practice

Homework/Practice assignments are made by the teachers. The amount of homework/practice varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. Homework/practice is expected to be completed for students to gain an understanding of the material being presented in class. Students will receive a maximum of 20% of their final grade as homework.

Independent Study Courses

Independent study programs may be established for students who wish to pursue a program in depth beyond the available curriculum offered. Students electing independent study courses shall have demonstrated both interest and success. Requests for independent courses must detail course expectations and grading, and must be approved in advance by the principal.

Seniors who have not completed independent study courses from another institution by the end of their final semester and who are making satisfactory progress towards graduation will be allowed to participate in commencement exercises but will not receive a diploma until the school receives verification that all course work has been completed.

The attendance policy guidelines apply to independent study courses offered by Royalton High School.

Parent Right to Know

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

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

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

Post-Secondary Enrollment Options (Policy 620)

Any student classified as an 11th or 12th grader and accepted by a post-secondary institution may enroll either full or part time in courses or programs at the post-secondary institution. (See your counselor for specific admission procedures & requirements).

A 10th grade student may enroll in career or technical education courses offered by a Minnesota state college or university. A 10th grade student applying for enrollment in a career or technical education course must have received a passing score on the 8th grade Reading MCA as a condition of enrollment.

9th and 10th grade students can also access PSEO courses on a more limited basis. Access to PSEO for 9th and 10th grade students is limited to college in the schools, and only when more students are needed to offer a course after 11th and 12th grade students have applied.

Interested students must fill out an application form and submit it to the guidance counselor, Ms. Monica Flakus by March 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the guidance counselor, Ms. Monica Flakus.

Part III, Rules and Discipline (Policy 506)

Rules for Student Behavior

The discipline procedures contained in this student handbook are based upon School District Policy #506, Student Discipline. The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. The policy can be found on the school website. The Royalton HS/MS [Student Code of Conduct](#) can be found as an addendum to this Student Handbook.

It is the right of every teacher to teach and the right of every student to learn in an orderly environment. Rules are necessary for the day to run smoothly and ensure everyone's safety. Please use common sense in your actions and to treat others with kindness and respect.

The student [Code of Conduct](#), behavior expectations, disciplinary procedures and actions, and student removal from class procedures and actions are located in School District Policy 506, Student Discipline.

Discipline (Policy 506)

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete Student Discipline Policy #506 and the RHS/MS [Student Code of Conduct](#) in the appendix.

Dance Rules

- Royalton Middle/High School dances are for Royalton students only, unless special permission is received. If out-of-school guests are allowed, they must be signed up in the principal's office prior to the dance. This list must be approved by the principal.
- Once a student leaves the dance he or she may not return to the dance.
- Students will not be admitted to dances one hour after the dance begins. Most dances will end between 11:00 pm-midnight. For the prom, juniors and seniors may ask dates from other schools in grades 11th or 12th, or from RHS in grades 10th – 12th.

The following is a list of rules for class meetings, parties and dances.

1. Class meetings, when necessary, will be held by arrangement with the principal and scheduled with the front office staff.
2. Only advisors are to schedule class meetings with the front office and meetings are to be scheduled at least one week prior to time desired for the meeting unless there is a need for an emergency meeting. All meetings are to be on the weekly calendar.
3. All class meetings must be approved and attended by an advisor.
4. Any party or event planned by a class and approved by advisors must have at least one advisor in attendance on the scheduled date.
5. All supplies are to be requisitioned through the general office. In case of emergency, supplies may be purchased locally by purchase order and signed by the class advisor.
6. Class parties, picnics and other social affairs may be held at the discretion of the advisors with the approval of the administration.
7. All school dances must have approval by the school administration.
8. Advisors are to see that all properties for any activity sponsored by a group are cleaned up and returned on the day following the activity.

Acts of Affection

Students are encouraged to maintain a publicly acceptable standard of behavior with regard to school relationships. Public displays of affection beyond holding hands are inappropriate before, during, and after school or at school functions.

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

Attendance Policy (Policy 603)

Attendance is an important factor in a student's success at school. RHS/MS would like to encourage students to be in attendance each day so that they may receive the maximum benefit from their education. Some absences from school are unavoidable and we place the responsibility on students and their parents to make sure those absences are infrequent, when necessary, and that proper procedure has been followed.

A student must be in attendance all day in order to participate in a scheduled extra-curricular practice, event or competition. Students must have an exempted absence to be eligible to practice or participate in an event. The principal may grant permission due to extenuating circumstances.

Definitions

Excused absence. A student is absent from school all or part of a school day. A parent/guardian presents reasonable justification to the principal's office for their child's absence. Excused absences count toward attendance totals.

Unexcused absence. A student is absent from school all or part of a school day. A parent/guardian has not given a reasonable excuse for their child's absence or administration has made the determination that the absence is unexcused. Skipping classes and "sleeping in" are typical examples of an unexcused absence. Unexcused absences count towards attendance totals.

Exempt absences. An exempt absence is an absence excused due to a note from a doctor, dentist, lawyer, or any reason deemed appropriate by the principal. AN EXEMPT ABSENCE DOES NOT COUNT IN A STUDENT'S ATTENDANCE TOTALS. Other examples of exempt absences may include absences due to:

- Medical appointments, verified in writing by the medical office.
- Dental appointments, verified in writing by the dental office.
- Required court appearance or legal appointments verified in writing by the court or law office.
- Funerals
- College visits as well as visits to armed forces facilities or recruiting offices. Students are generally allowed two visits in 11th grade and two in 12th grade. Arrangements can be made with the principal to approve additional college visit days. All college and armed forces visits should be arranged through the Career Resource Center. Parent permission should be received prior to the college visit. Students must provide evidence from the college of the visit to the attendance secretary upon their return to school. Absences due to school approved college visits are exempt absences.
- Authorized religious holidays/observances
- A one-time family trip, per school year, requiring more than two school days with prior approval from the principal's office. In order to receive an exemption for a family trip, the principal must be notified at least one week in advance and students must complete a family vacation request form. The request form must be returned to the principal and approved prior to the student leaving for the family trip. **Family trip requests will NOT be granted during the MCA Testing window which usually occurs in mid-April.**
- The school district encourages families to plan trips around school breaks. There are several times throughout the school year when school is not in session before and after weekends. Family trips that are planned around days that school is not in session may be less than two school days in length. Students and parents must still complete the requirements listed in the previous paragraph.

Attendance Procedures

When a student is absent:

1. Parents should call the school attendance line at 584-4241 any time before 9:00 a.m. and leave a message on the attendance voice mail with the reason for their child's absence. If the school has not been contacted regarding an absence, a phone call will be made home or to the place of employment of the parent.

2. Parents should write a note explaining why their child was absent. The student should report to the student attendance secretary upon their return to school and present the note to the attendance secretary prior to going to class.
3. If you forget a note or your parents cannot be contacted, you will receive an unexcused absence.
4. Students who are absent for more than 15 minutes will be counted absent for that period.

When a student must leave the school during the school day:

1. If you become ill during the day, you need to get a pass from the classroom teacher and report to the office. The office will contact the parent to determine if the student will be excused to leave school. **Students who call parents from cell phones without first being seen in the nurse's office will not be exempted.**
2. If you need to leave during the day for any other reason, you must have a parent call or send a note with the reason for the absence and time you must leave and pick up a pass in the office to show your teacher. In addition, when deemed necessary by the administration, (crisis situation) students may be required to be picked up by their parents(s) or guardian(s) or a signed note from a parent must be faxed to the high school principal before a student will be allowed to leave the school.
3. Sign out in the office before leaving and check back in when you return. If a student fails to sign out prior to leaving school the student will be assigned detention.
4. Leaving school without permission will be unexcused and will result in detention or in-school suspension.
5. A parent may pick up his/her child at school in person at any time. A phone call in advance will speed up this checkout procedure.
6. Royalton High School/Middle School operates as a closed campus and students are not allowed to leave school for lunch. Leaving during lunch will require parent and principal permission and will be granted only on a very limited basis.

Absence Limit

To ensure that each student gains the maximum benefit from classroom instruction and to help ensure that teachers do not spend an inordinate amount of time assisting absent students to "catch up" on missed work, a limit on the number of times a student can be absent has been set. At five excused absences in any class during a semester a letter will be sent home to parents indicating the importance of school attendance and its relationship to academics. After eight absences in any class during a semester, another letter will be sent indicating that **after eight absences all absences must meet the requirements of exempted absences or absences will be marked unexcused.** Students will be subject to other disciplinary actions, including but not limited to truancy, detention, and suspension.

If You Are Going To Be Gone From School for a School Activity

Field trip permission slips should be returned to the coach or advisor before the activity.

Students who will be gone for school activities should complete homework before they are gone. It is the responsibility of the advisor/coach and teacher to make sure students complete the assignments since students will not be given absence slips.

Names of students that will be absent should be given to teachers by advisors/coaches in advance through a list in their mailboxes and by email. Students will not be allowed to drive themselves to or from a school trip.

In order to participate in a school-sponsored field trip a student cannot have accumulated 15 or more discipline points during the previous quarter and/or the quarter in which the field trip occurs. Those points are defined as:

- Out-of-school suspension, 10 points per day of OSS,
- Full Day In-School Suspension, 7.5 points per full day of ISS
- Half Day In-School Suspension, 5.0 points per half day of ISS
- Detention, 2.5 points per detention.
- Morning Detention, 1.25 points per morning detention.

- Lunch Detention, 1 point per lunch detention.

The principal has the right to make the final decision on whether any student may or may not participate in any school-sponsored field trip.

Tardiness

If a student is late for class for an excused reason such as meeting with a teacher, that teacher should give the student a pass to class. When the student is tardy, the student should report to the office for a pass. The student will receive detention after five tardies in a quarter. When a student first arrives at school and they are more than fifteen (15) minutes late or tardy, it will be counted as an absence. Students will receive detention for every five tardies they receive during one of the four tardy windows listed below. All tardy counts are reset at the beginning of each of these tardy windows.

Tardy Timeframes for each school year. Tardy counts will reset at the start of each of the 4 sessions during the year:

Start of School through November 1st

November 2nd through end of 1st semester

Start of 2nd semester through March 31st.

April 1st through the end of the school year.

Make up Work:

- Students will be given one day for every day absent to make up work.
- If a student is gone for more than one day, they will be given the equal number of days to complete the make-up work.
- If the student was told about a test or project that was due before they were gone, the teacher may require they take the test or turn in the assignment on the day they return.

Truancy

Truancy is being absent from class or school without the approval of the school. Skipping class will result in detention or in-school suspension for an unexcused absence.

Fifteen consecutive days of unexcused absence for a student who is 16 years old will result in being dropped from school enrollment. Students under the age of 16 who are truant will be reported to the county attorney. Truancy enforcement is based upon the county of residency. According to state law, students who accrue three unexcused absences are considered a “continuing truant”. Students who reach seven unexcused absences in a year are considered a “habitual truant” and will have truancy papers filed on them with the county attorney in the student’s county of residence.

Administration and School Board

The administration has the right to make the final decision on whether an absence will be excused, exempted or unexcused.

The School Board reserves the right to act on any and all violations. The only exceptions granted to this policy are those days excused and exempted with verification stating the date of the absence, the reason for not attending school and when the student should return to school.

Perfect Attendance

To qualify for perfect attendance recognition a student must be in attendance every day, every hour school is in session. The only absences that are allowed are days a student would be absent from the building due to participating in a school sponsored activity. Examples of these activities include but are not limited to school sporting events, extra-curricular activities, state testing, etc. Any tardiness to class will disqualify a student for being recognized for perfect attendance.

Bullying Prohibition (Policy 514)

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. For detailed information regarding the school's policies, procedures and actions regarding bullying see the district's Bullying Prohibition Policy, #514 located in the appendix of this handbook. A copy of the policy is available upon request at the school office located at 120 South Hawthorn Street, Royalton.

Cameras

Cameras should only be used in school for academic purposes as a general rule during the school day. The personal use of cameras on cell phones and iPads must not be used in a manner that exploits other students or contributes to bullying or harassment. Students will have their phone/iPad/camera device confiscated if found to be using it in a negative manner and it will be turned into the HS/MS office.

Care of School Property - Fees and Fines

The school district is accountable for property purchased by our taxpayers and that property should be viewed as "loaned" to students. Therefore students are expected to keep school property in good condition. Students are responsible for damage to any texts, materials, uniforms, equipment, or property.

Cellular Telephones and iPad/iPods (Policy 524)

Students can use their phones in the locker bank during passing times. Phones are not allowed at lunch, hallways, or in class. Students can carry their phones if they choose, but should not be looking, checking them, or doing anything with them in areas and times where they are not allowed. Students are encouraged to keep them in their locker if they feel they are going to be tempted to use it.

1st Offense—Teacher keeps phone until end of period, and writes up student in Skyward.

2nd Offense-- Teacher turns phone into the office, writes up student in Skyward, and contacts parents about use of the phone. Phone returned to student at the end of the school day.

3rd Offense-- Teacher turns phone into office, writes up the student in Skyward. Phone returned at the end of day. Student will complete a plan for managing cell phone use while in school.

4th Offense-- Teacher turns phone into the office. Phone is returned at the end of the day, Teacher writes up student in Skyward. Student will receive lunch detention on the next available day.

5th & Subsequent Offenses—Teacher turns phone into the office and writes it up in Skyward. **Parent must pick up phone.** Student receives detention.

Failure/Refusal to turn over the device to staff upon request will result in immediate in-school suspension or removal from school for the day. (The student will not be allowed to keep their device and remain in class). If the student decides to turn the phone over, they will be allowed to return to class and the device will be returned to them or their parent/guardian at the end of the school day (depending on how many cell phone offenses they have).

The building principal, with reasonable suspicion, may review the contents of a cell phone if s/he has reason to believe there is the possibility that the cell phone may have been used to violate the privacy or civil rights of another student or school district personnel or; the phone was used to cheat, take pictures of students, teachers, school district personnel or; used for the purpose of perpetrating any act of violence, terroristic threat or physical threat or assault or; used to violate any school district policy or regulation.

Detention/Lunch Detention

Students will be assigned detention by a teacher or the principal. Detention will be on Tuesday or Thursday from 3:15 - 4:45 p.m. The office will assign the night and notify the student. If a student misses/skips a detention, the student will have 1/2 day in-school suspension assigned for the next available ISS day. Students who receive two or more detentions before completion of their assigned detention will receive in-school suspension or out-of-school suspension. Students can also be assigned lunch detention for less severe rules violations. Lunch detentions will take place during the student's lunch period.

**** A student who wishes to switch an assigned detention may do so once. A telephone call or a note from a parent, requesting the change is required. The principal may also approve a switch in detention assignments.**

Dress and Appearance (Policy 504)

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

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

- Clothing appropriate for the weather.
- Clothing that is neat, clean and in good taste at all times.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

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

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing deemed not appropriate.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Hats/caps are allowed to be worn in the building during the school day. The hats/caps must be school appropriate and not interfere with safety and/or the educational process of the classroom and school. Teachers may disallow hats in their classroom at their discretion. Students are expected to know and follow these rules at all times. Hoods are not allowed to be worn in school at any time.
- Shoes shall be worn at all times except for activities with teacher/principal approval.
- All skirts and pants must be at least mid-thigh or longer in length.
- All shirts and/or tops must have at least two straps; one per shoulder and all undergarments must be covered. Exception: teacher approved clothing for physical education classes that are worn for that class only.

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

Drug-Free School and Workplace (Policy 418)

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited (this includes e-cigarettes with or without the nicotine chemicals). The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance.

Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition (Policy 413, 525)

The school district strives to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. For detailed information on the school district's Harassment and Violence Prohibition Policy #413 & #525 located in the appendix of this handbook.

Hazing Prohibition (Policy 526)

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's Hazing Prohibition Policy # 526 in the appendix.

Internet Acceptable Use (Policy 524)

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

Royalton Schools Communications Technology Acceptable Use Policy (Policy 524)

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents, and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. The Royalton School District supports and respects each family's right to decide whether or not to allow their child to apply for access to the telephone, video, and computer networks we provide.

Rules and Responsibilities

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Electronic communications are often public in nature. General school rules for behavior and communications apply.

The Royalton School District is providing for students and staff various technology materials to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in the document, the school administrators or their designated representatives may close an account at any time. The administration, faculty, and staff of the Royalton School District may deny, revoke, or suspend specific user accounts.

Individual users of the telephones, video networks, and computer networks are responsible for their own actions. Their behavior must be in support of education and must be consistent with the academic expectations of the school district. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or State regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

The user is expected to abide by the following rules of etiquette:

- Be polite. Do not communicate abusive messages.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal the personal address or phone number of yourself or other students.
- Do not communicate any personal credit card number, bank account number, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system DO have access to all mail. Inappropriate messages can result in the suspension of privileges.
- Do not use the telephone, video network, or computer network in such a way that would disrupt the use of these resources by other users.
- Vandalism—any malicious attempt to harm or destroy the data of another user—will not be tolerated.
- Any questionable action will result in the cancellation of user privileges.

Violation of any of the above rules and responsibilities will result in a loss of access. Also, violations will be reported to the appropriate administrator for possible further disciplinary and/or legal action.

Technology Usage Policy (Policy 524)

Inappropriate Logins

Students who use another student's login name and/or give their name or password to other students.

Inappropriate Computer Activities

Students who play games; do personal web surfing; tamper with equipment; send unauthorized email; visit chat rooms; print unauthorized documents; restricted sites or joke sites; download unauthorized audio, video or image files.

Installing Software, visiting inappropriate sites, chat, email, etc.

Students who visit porn, hate or violence advocating sites; install unauthorized software; deface or use technology equipment in a destructive manner.

Students will receive the following consequences for inappropriate technology use.

- A. 1st Offense – Student will be put on a restricted filter policy for 2 weeks
- A. 2nd Offense – Student will be put on a restricted filter policy for 4 weeks
- B. 3rd Offense – Student will be put on a restricted filter policy for the remainder of the semester.

**If equipment is rendered inoperable, a replacement fine will result.

**The administration reserves the right to sanction students more severely based on the nature of the offense.

**A restricted filter policy will allow the student to only access the websites and apps required to complete their school work. All other content will be blocked. This includes games, social media, and streaming services.

Reporting procedure: All incidences will be reported to the principal and a discipline notice will be sent home to parents. A copy will also be placed in the student's records.

Laser Pointers

Laser pointers brought on campus, during or after the school day, will be confiscated. Students may also be subject to additional consequences. Medical research suggests that exposure to laser pointers, for as little as two seconds may cause impaired vision and physical damage to the retina. Therefore, laser pointers used in a manner for which they are not intended may be treated as "weapons" within the meaning of the district's weapons policy.

Locker Rooms

Students enrolled in physical education classes or participating in athletics will be assigned a locker and a lock at the beginning of the school year or the sports season. The student is responsible for turning in the lock or will be responsible for paying \$5.00. Students may use a personal lock if they wish but a copy of the combination or a duplicate key must be left in the office. Do not leave valuables unattended. All personal or valuable items should be locked in lockers to prevent theft. Lock your locker and turn the valuables into the P.E. office or coach for safekeeping.

Protective Devices

In accordance with State Law, students participating in certain art classes (ceramics and sculpture), industrial arts laboratories, agriculture, and science classes using chemicals are to wear school-provided safety devices. Any student failing to comply with such requirements will be temporarily suspended from participating in the class and the registration of a student for the course may be canceled by the principal for willful, flagrant or repeated failure to observe the above requirements.

Tobacco-Free Schools (Policy 418, 419)

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy prohibits the use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's Tobacco-Free Environment policy #419. Contact the building principal if you have questions or wish to report violations.

Royalton schools are designated as tobacco-free. The possession or use of tobacco, or attempting to purchase tobacco products at any time on or within 500 feet of school property, in a school vehicle or at a school-related activity will result in in-school suspension or out-of-school suspension. In addition, students found violating this policy may also be reported to the County Attorney, and may be required to complete a class.

Use of Office and Copy Machines

For reasons of safety, security and congestion, students are not allowed beyond the counter in the office without permission. A charge will be assessed for personal copies. Students wishing to make copies in the library must first get the approval of the librarian.

Vandalism

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

Weapons Prohibition (Policy 501)

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

Part IV. Health and Safety

Accidents

Except in an emergency and to the extent that a student needs medical attention, all student injuries that occur at school or school-sponsored activities should be reported to the building principal or his/her designee by the student and instructor as soon as possible. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Update

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office located at 120 South Hawthorn Street, Royalton and is available upon request.

Crisis Management (Policy 806)

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

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

Emergency Contact Information

At the beginning of each school year and when a student first registers for school, the school district collects from students and parents/guardians emergency contact information. The high school/middle school keeps this information in its student data management program. It is important that parents/guardians provide the school with this information in case of an emergency. It is important that parents/guardians report any changes in emergency contact information to the school so that school records are current and up to date. Information can be obtained by contacting the high school/Middle School main office at 320-584-4200.

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) on the west wall of the commons area by the main entrance doors and near the concession stand in Activities Entrance/Cafetorium. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases (Policy 420)

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

The student health office is staffed by a trained Registered School Nurse and a trained Licensed Practical Nurse.

A student who is ill must obtain a pass from his/her classroom teacher (except in an emergency) and then report to the school office. Students who fail to sign in and out of the sick room, and whose whereabouts during the time cannot be determined, will be treated as skipping. Students will only be allowed to remain in the sick room for one class period and then must report back to class or request permission to go home. Time spent in the sick room will be counted as absent. No student will receive permission to leave the building to go home without parental/emergency contact.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. A parent/guardian should contact the attendance secretary at 584-4241 any time before 9:00 a.m. and leave a message on the attendance voice mail with the reason for their child's absence. If the school has not been contacted regarding an absence, a phone call will be made home or to the place of employment of the parent.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse at 584-4243.

Insurance

The school does not provide accident insurance for students. A voluntary school accident benefit insurance plan will be made available to all students during the first week of school.

Medications at School during the School Day (Policy 516)

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

Pesticide Application Notice

Minnesota state law requires that schools inform parents and guardians if the school applies certain pesticides on school property. The school district is required to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. ROYALTON PUBLIC SCHOOL

DISTRICT AND ROYALTON HIGH SCHOOL DOES NOT HAVE A SCHEDULE OF APPLICATIONS; THEY ARE DONE ON AN AS NEEDED BASIS.

State law also requires that you be told that the long-term effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete and return the form in Appendix II and mail it to: Tony Duevel, PO Box 5, Royalton, MN 56373. If you have any questions regarding this notice, please contact Royalton Public Schools at 320-584-4000.

Visitors in District Buildings (Policy 903)

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk of the main office and to wear a “visitor badge” while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

If you would like to meet with a particular teacher about an individual or personal concern, contact the teacher and arrange a time to meet when the teacher does not have a scheduled class. Visitors to the middle school/high school, other than parents, are not permitted except in special circumstances, for example; a new student moving into the district. That visit must be pre-arranged in advance with the principal.

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

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

APPENDIX

1. Policy #413–Harassment and Violence
2. Policy #505–Distribution of Non-school Sponsored Materials on School Premises by Students and Employees
3. Policy #506– Student Discipline
4. Policy #506– HS Discipline Procedures
5. Policy #514 - Bullying Prevention
6. Policy #525– Violence Prevention
7. Policy #526– Hazing Prohibition
8. Policy #413, 525, & 526–Violence, Hazing, Harassment Form
9. Map of MS/HS Facility
10. [RHS/MS Student Code of Conduct](#)

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

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

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

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

413 HARASSMENT AND VIOLENCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

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

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

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

D. Protected Classifications; Definitions

1. "Disability" means, with respect to an individual who
 - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

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

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

F. Sexual Harassment; Definition

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

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

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

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

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

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

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

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

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

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

G. Sexual Violence; Definition

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

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

- a. touching, patting, grabbing, or pinching another person's intimate parts
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

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

IV. REPORTING PROCEDURES

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

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

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

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

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

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

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

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

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

J. Use of formal reporting forms is not mandatory.

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

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

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

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

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

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

V. INVESTIGATION

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

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

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

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

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

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

VI. SCHOOL DISTRICT ACTION

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

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

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

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

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

for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

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

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

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

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

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

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

Minn. Stat. § 609.341 (Definitions)

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

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

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

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

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

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

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

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

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

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

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

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

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

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

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

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

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

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

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

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. DEFINITIONS

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

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

C. "Obscene to minors" means:

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

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

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

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

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

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

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

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

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

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

IV. GUIDELINES

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

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

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

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

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

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

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

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

VI. PROCEDURES

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

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

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

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

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

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

VII. DISCIPLINARY ACTION

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

B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and

appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

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

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

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

IX. IMPLEMENTATION

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

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

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

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

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

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

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

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

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

District Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

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

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

506 STUDENT DISCIPLINE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. AREAS OF RESPONSIBILITY

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

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

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

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

VI. CODE OF STUDENT CONDUCT

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

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy #526;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy #503;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

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

and Searches Policy #527;

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

policies specifically enumerated in this policy;

44. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

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

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

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

VIII. REMOVAL OF STUDENTS FROM CLASS

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

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

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

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

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

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

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

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

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

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

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

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

F. Procedures for Notification.

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

G. Disabled Students; Special Provisions.

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

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

Pre-Assessment Team

1. A pre-assessment team consisting of the high school principal, chemical health counselor (if available), guidance counselor, school social worker, school nurse and one teacher has been established. The pre-assessment team shall be responsible for addressing reports of chemical abuse among students. The team will assess, gather information and make recommendations for appropriate response to the individual.

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

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

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

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

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

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

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

IX. DISMISSAL

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

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

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

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

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

C. Suspension Procedures

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

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

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourages a parent or guardian of the student to attend school with the student for one day;
 - b. assigns the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petitions the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by

mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

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

D. Expulsion and Exclusion Procedures

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

8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

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

X. ADMISSION OR READMISSION PLAN

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

XI. NOTIFICATION OF POLICY VIOLATIONS

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

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

XII. STUDENT DISCIPLINE RECORDS

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

XIII. DISABLED STUDENTS

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

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

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

XIV. OPEN ENROLLED STUDENTS

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

XV. DISTRIBUTION OF POLICY

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

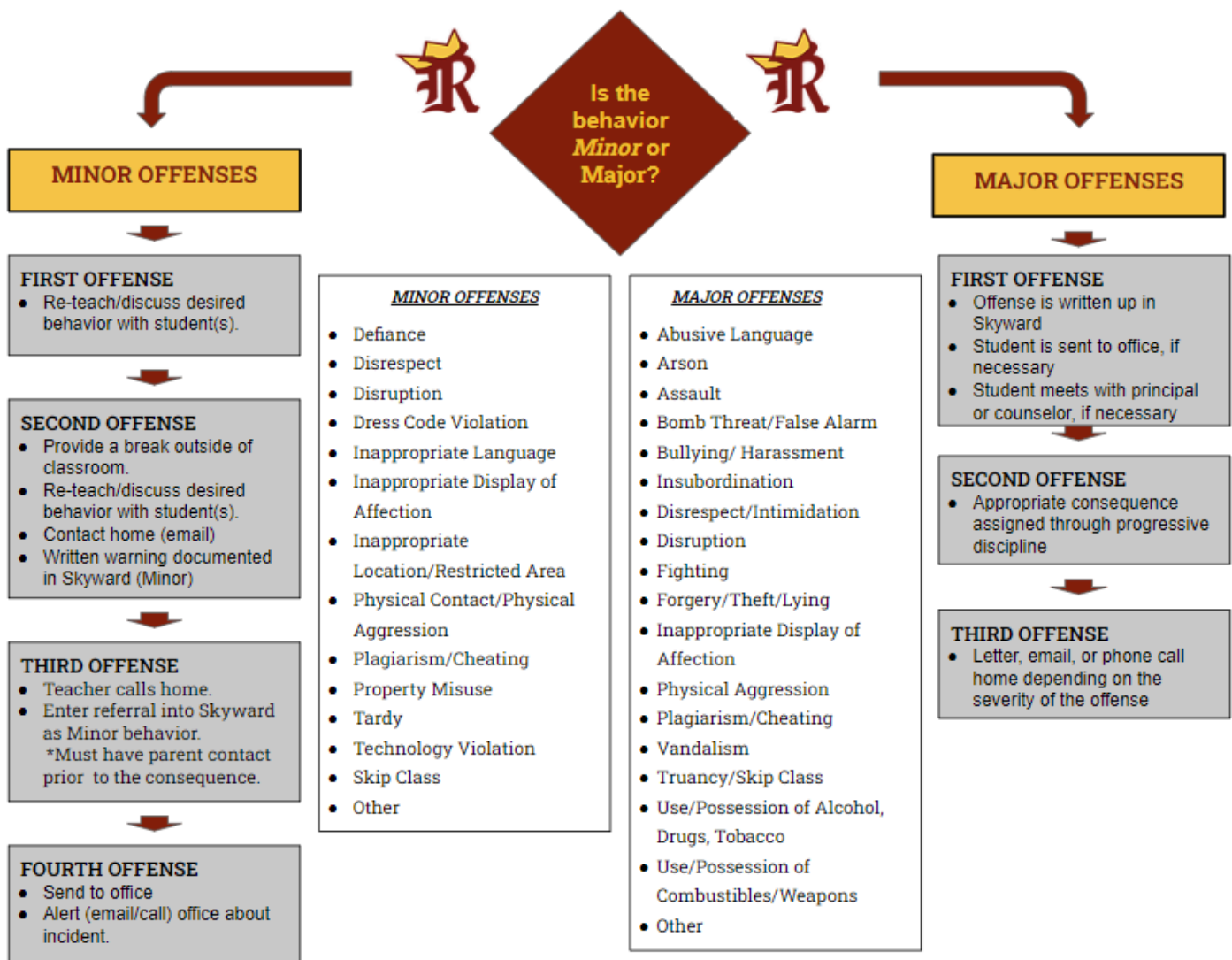
XVI. REVIEW OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Pre Assessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)

Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

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



514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

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

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

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

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

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

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

III. DEFINITIONS

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

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

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

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

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

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

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

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex,

marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

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

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

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

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

IV. REPORTING PROCEDURE

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

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

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

taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

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

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

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

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

V. SCHOOL DISTRICT ACTION

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

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

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

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

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

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

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

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

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

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

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

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

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

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

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

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

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

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

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

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

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

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

Minn. Stat. § 121A.03 (Model Policy)

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

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

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

Minn. Stat. § 121A.69 (Hazing Policy)

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

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

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

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

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

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

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

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

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

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

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

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

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

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

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

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

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

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

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

III. IMPLEMENTATION OF POLICY

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

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

IV. PREVENTION STRATEGIES

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

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

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

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.

- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

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

Legal References:

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

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

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

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

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

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

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

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

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 501 (School Weapons Policy)

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

526 HAZING PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

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

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

III. DEFINITIONS

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

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

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

C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored

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

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

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

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

IV. REPORTING PROCEDURES

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

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

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

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

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

report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

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

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

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

V. SCHOOL DISTRICT ACTION

A. Within three (3) school days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

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

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

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

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's IEP or Section 504 plan

be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat. § 121A.69 (Hazing Policy)

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

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



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



General Statement of Policy Prohibiting Harassment, Violence, and Hazing

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

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

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

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

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

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

413-12F



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



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

List any witnesses that were present _____

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

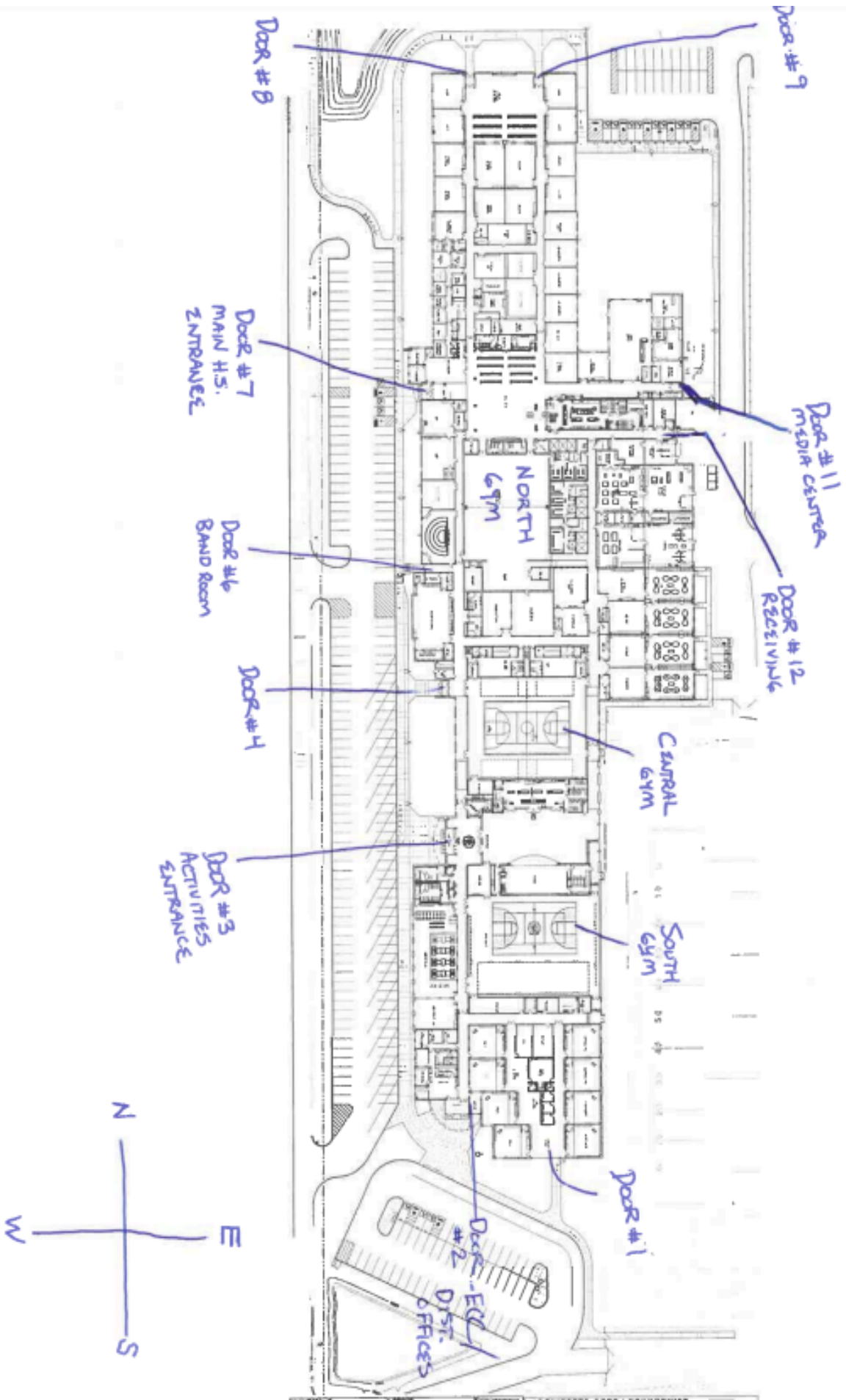
(Complainant Signature)

(Date)

Received by _____

(Date)

Royalton HS/MS MAP





Mandy Sadlo <mandy.sadlo@isd485.org>

Fwd: MREA Membership Renewal Pending Payment

4 messages

Wayne LePard <wayne.lepard@isd485.org>

Tue, Jul 15, 2025 at 10:04 AM

To: Heidi Hagen <businessmanager@isd485.org>, Linda Brezinka <linda.brezinka@isd485.org>, Mandy Sadlo <mandy.sadlo@isd485.org>

Good Day,

Has this been renewed yet?

Thanks,
Wayne

----- Forwarded message -----

From: MREA <info@mreavoice.org>

Date: Tue, Jul 15, 2025 at 9:38 AM

Subject: MREA Membership Renewal Pending Payment

To: Kristine Wehrkamp Herman <kristine.wehrkamp@isd485.org>



Dear Dr. Kristine Wehrkamp Herman,

Thank you for your membership in the Minnesota Rural Education Association! Your membership helps us proactively engage with legislators and state officials to address Greater Minnesota public education funding and policy issues. Royalton School District's renewed membership is fundamental to MREA's advocacy targeting support for student learning and reducing funding gaps in Greater Minnesota education.

Membership Renewal – July 1, 2025 – June 30, 2026

Membership fees are calculated with a base fee of \$1,100 plus a legislative fee of \$1/APU. Royalton School District's renewed membership is based on 962 APU, with a total of \$2,062.00. Please use this email as your invoice. Thank you for submitting a copy of this invoice with your check payable to MREA at:

Minnesota Rural Education Association
2233 Roosevelt Rd, Ste 7
St. Cloud, MN 56301

INVOICE | MEMBERSHIP DUES

Membership Status: Pending

Your Membership Tier: Full ISD

Membership Year: July 1, 2025 - June 30, 2026

Membership Dues: \$2,062.00

Due Date: August 29

MREA's membership year is July 1 - June 30, so we ask that you pay your membership dues by August 29 to ensure there's no lapse in membership benefits.

Thank you for your continued support as we advocate for Greater Minnesota education. We'll notify you as soon as we receive your payment. Please contact us at info@mreavoice.org or (320) 762-6574 with questions or if you want to pay via credit card.

Office hours are Tuesday, Wednesday and Thursday, 9 a.m. to 1 p.m. CST.

Sincerely,

Your MREA Team

(833)-MNVOICE

MREA is a nonprofit 501(c)(4) membership association and dues are not tax deductible as charitable contributions. We estimate 41.8% of FY26 dues will be attributable to non-deductible lobbying activity and are not deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Notify your accountant and/or tax preparer.



Heidi Hagen <businessmanager@isd485.org>
To: Wayne LePard <wayne.lepard@isd485.org>
Cc: Linda Brezinka <linda.brezinka@isd485.org>, Mandy Sadlo <mandy.sadlo@isd485.org>

Tue, Jul 15, 2025 at 10:13 AM

Royalton Public Schools ISD 485

120 S Hawthorn

Royalton, MN 56373

Ph: 320-584-4000 Fax: 320-584-4201

Tax Exempt # 8009335

To: MREA

2233 Roosevelt Road Suite 7

ST. CLOUD MN 56301

Purchase Order

Number	Date	Page
6439	07/15/25	1 of 1

Ship Royalton Public Schools

To: 120 S Hawthorn

Royalton MN 56373

Due Date	Terms	Ship Via	Vendor #	Category	Buyer	Ven Phone	Ven Fax
07/15/25	RECEIPT		1-3941	2026	Sadlo		

Seq#	Item/Description/Comments	Required	Quantity	U/M	Rate	Discount	Cost
1	Annual Membership 0485-E-01-005-020-000-000-820 202601	7/15/25	1.00	EA	\$2,062.0000	0.00%	\$2,062.00

OK to pay
7.15.25



Heidi Hagen

* Represents a modified line

BUSINESS MANAGER

Grand Total **\$2,062.00**

Authorized Signature: _____

Date: 7/15/2025



ISD #485

August 11, 2025

Resolution Accepting Donations

_____ introduced the following resolution and moved its adoption.

Whereas, Minnesota Statute 123B.02, Subd. 6 provides: “The board may 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, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

Whereas, Minnesota Statute 456.03 provides: “Any city, county, school district, or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

Whereas, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of ISD #485, Royalton Public Schools gratefully accepts the following donations as identified below:

Donor/Grantor	Donation/Grant	Designated Purpose
Township of Langola	\$2,500	Community Education
Walmart	\$250 Gift Card	CE- Big Truck Night

The motion for the for the adoption of the preceding resolution was duly seconded by:

_____, and upon the vote taken thereon, the following voted in favor

thereof: _____

And the following voted against the same: _____

Abstained: _____.

Whereupon, said resolution was declared duly adopted by the School Board of Independent School District #485 on this 11th day of August 2025, Royalton, Minnesota.

By: _____ By: _____
Chair Clerk

Adopted: _____

MSBA/MASA Model Policy 211

Orig. 1995

Revised: _____

Rev. 202206

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance ~~aboutas to~~ the school district’s position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to ~~Minnesota Statutes section § 466.07, subdivision Subd. 1,~~ the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that ~~the school board member or employee he or she~~ was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to ~~Minnesota Statutes section §123B.25(b),~~ with respect to teachers employed by the school district, upon written request of the teacher involved, the school district ~~shall must~~ provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.
- C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, ~~Minnesota Statutes chapter Ch. 13,~~ and to the Family Educational Rights and Privacy Act, 20 ~~United States Code section § 1232g,~~ and related regulations. When an employee is subpoenaed and is expected to

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testify regarding educational data or personnel data, ~~he or she is to~~ the employee will inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official ~~who is~~ designated as the responsible authority ~~responsible~~ for the collection, use, and dissemination of data.

D. Service of Subpoenas

~~The policy of the school district is that its~~ School district officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to ~~Minnesota~~ Statutes, ~~section~~§ 123B.02, ~~subdivision~~Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision ~~as to~~ whether to reimburse shall be made in the ~~school board's~~ discretion ~~of the school board~~. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. ~~In order to further~~To promote that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement

officials to question students and employees outside of school hours and off school premises unless ~~there are~~ extenuating circumstances ~~exist~~, or the matter being investigated is school-related, or as otherwise provided by law.

2. If ~~such~~ questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minnesota Statutes section- ~~§ 260E.22~~, ~~626.556, Subd. 10~~), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minnesota Statutes chapter- ~~Ch.~~ 13 (Minnesota Government Data Practices Act) and 20 United States Code section- ~~§~~ 1232g (FERPA).

V. **STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel; Reimbursement)
Minn. Stat. § 123B.25(b) ([Legal Actions Against Districts and Teachers](#))
[Minn. Stat. § 260E.22 \(Interviews\)](#)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of ~~ng~~ Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, ~~95 S.Ct. 992, 43 L.Ed.2d 214~~ (1975)

Cross References: ~~MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)~~
[Royalton MSBA/MASA Model Policy 406 \(Public and Private Personnel Data\)](#)
~~MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)~~
[Royalton MSBA/MASA Model Policy 414 \(Mandated Reporting of Child Neglect or Physical or Sexual Abuse\)](#)
[Royalton MSBA/MASA Model Policy 506 \(Student Discipline\)](#)
[Royalton MSBA/MASA Model Policy 515 \(Protection and Privacy of Pupil Records\)](#)

Adopted: _____

MSBA/MASA Model Policy 402

Orig. 1995

Revised: _____

Rev. ~~2015~~2022

402 DISABILITY NONDISCRIMINATION POLICY

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

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Leah Roske, Academic Interventionist, 120 S Hawthorn St Royalton, MN 56373, 320-584-4000, leah.roske@isd485.org ~~_____~~ *(list the name, title, office address, telephone number, and e-mail address)*. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 794 *et seq.* (~~Section 504 of the~~ Rehabilitation Act of 1973, ~~§ 504~~)
42 U.S.C., ~~Ch. 126~~ § 1211~~201~~ (Americans with Disabilities Act)
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
~~34 C.F.R. Part 35~~
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References: ~~Royalton MSBA/MASA Model Policy 413 (Harassment and Violence)~~
~~Royalton MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)~~

Adopted: _____

MSBA/MASA Model Policy 427

Orig. 2015

Revised: _____

Rev. 2023

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

~~*[Note: School districts are required by Minnesota Rules 3525.2340, subpart 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]*~~

~~*[Note: Minnesota Statutes, section 179A.07, subdivision 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]*~~

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

"Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

"Direct services" means special education services provided by a special education teacher or a related service professional when the services are related to instruction, including cooperative teaching.

C. Indirect Services

"Indirect services" means special education services provided by a special education teacher or a related service professional which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the pupil to monitor and observe.

D. Workload

"Workload" means a special education teacher's total number of minutes required for all

due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: ~~MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)~~
~~MSBA/MASA Model Policy 608 (Instructional Services—Special Education)~~

Adopted: _____

MSBA/MASA Model Policy 519

Orig. 1995

Revised: _____

[Rev. 2024](#)

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. [When it is possible and the report alleges substantial child endangerment or sexual abuse, the interview may take place outside the presence of the alleged offender and may take place prior to any interviews of the alleged offender.](#)

~~**[NOTE: This change is found in Minnesota Statutes, section 260E.22.]**~~

- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes, Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written

notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Cross References: [Royalton MSBA/MASA Model](#) Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
[Royalton MSBA/MASA Model](#) Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
[Royalton MSBA/MASA Model](#) Policy 515 (Protection and Privacy of Pupil Records)

Adopted: _____

MSBA/MASA Model Policy 404

Orig. 1995

Revised: _____

Rev. ~~2018~~-2022

404 EMPLOYMENT BACKGROUND CHECKS

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

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

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

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

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

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

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

IV. CRIMINAL HISTORY CONSENT FORM

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

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

Cross References: [None](#)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— ACKNOWLEDGMENT —

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy of Independent School District No. _____, _____, Minnesota.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

Adopted: _____

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____

Rev. 2025

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation,

ingestion, or by any other immediate means.

- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").

#

- I1# "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

#

- J1# "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.

- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.

- I. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program or a Tribal medical cannabis program as a pupil solely because the patient or person is enrolled in the registry program or a Tribal medical cannabis program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

An employer or a school must provide written notice to a patient at least 14 days before the employer or school takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that the employer or school believes would be violated if the employer or school fails to take action. The notice must specify what monetary or licensing-related benefit under federal law or regulations that the employer or school would lose if the employer or school fails to take action.

A school or an employer must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

~~**[NOTE: The 20254 Minnesota legislature amended this law.] to add this protection.]**~~

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.

~~**[NOTE: School districts are required by Minnesota Statutes, section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, in accordance with school district procedures."]**~~

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

~~**[NOTE: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of**~~

~~such prohibition (41 United States Code section 8103; 34 Code of Federal Regulations Part 84). An acknowledgment will document satisfaction by the school district of this federal requirement.]~~

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes, section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.

~~**[NOTE: MDE information on this requirement is provided in the Resources section of this model policy.]**~~

- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student

pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

A. Students

1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service, which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide

an escort.

Legal References: Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01, Subd. 15a (Definitions)
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: ~~MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)~~
~~MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)~~
~~Royalton MSBA/MASA Model Policy 417 (Chemical Use and Abuse)~~
~~Royalton MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)~~
~~Royalton MSBA/MASA Model Policy 506 (Student Discipline)~~
~~Royalton MSBA/MASA Model Policy 516 (Student Medication)~~

Resources: To support the requirements for school districts and charter schools outlined in Minnesota Statute 2024, section 120B.215, subdivision 2, and in accordance with subdivision 1, MDE, in collaboration with MDH, the Minnesota Department of Human Services (DHS), and education experts, has created a

List of Model Cannabis Education Programs for School District and Charter School Consideration.

Schools may choose to implement one of the listed programs or they may implement their own program(s) identified through a local curriculum adoption process by the 2026-27 school year. While it is not required for a school district or charter school to use one of the programs in the list, the list and rubric provided may be useful to school districts and charter schools in their own decision-making process.

Please visit MDE's Health Education webpage for more information.

Adopted: _____

MSBA/MASA Model Policy 419

Orig. 1995

Revised: _____

Rev. 2024~~3~~

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

~~[NOTE: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes, section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minnesota Statutes, section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]~~

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

~~[NOTE: The following language is not required by law, but is recommended by MSBA for inclusion in this policy.]~~

- D. *The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.*

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health’s school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district’s locally developed health standards.

~~[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12, and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]~~

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and

employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
[Minn. Stat. § 121A.08 \(Smudging Permitted\)](#)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

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