



Agenda
Regular School Board
Meeting
Tuesday, November 26,
2024
6:30 PM

1. Call to Order, Roll Call
2. Agenda Adjustments
3. Announcements, Comments, Recognitions
4. Summary of Community Input Received for Action Items
5. Consent Agenda
 - 5.a. Minutes - Board Meeting of November 12, 2024
 - 5.b. Payment of Bills
 - 5.c. Personnel - Resignations, Appointments, Reductions
 - 5.d. Gifts
6. Reports and Non-Action Items
 - 6.a. Summary of School Board Self-Evaluation
Speaker(s): Chair Todd Anderson
 - 6.b. Achievement and Integration Plan Report
Speaker(s): Delon Smith
 - 6.c. Policy 608: Graduation Requirements (revised) First Reading
Speaker(s): Jake Von De Linde
7. Action Items
 - 7.a. World's Best Workforce Report and Plan
Speaker(s): Jake Von De Linde
 - 7.b. Policy 508: Bullying Prohibition (revised) Second Reading
Speaker(s): Melissa Sonnek
8. Study Session Report
Speaker(s): Chair Todd Anderson
9. Board Reports
Speaker(s): Board Members
10. Superintendent's Report
Speaker(s): Superintendent Jenny Loeck
11. Adjournment

MINUTES OF THE REGULAR MEETING, SCHOOL BOARD, INDEPENDENT
SCHOOL DISTRICT NO. 623, 1251 West County Road B2, Roseville, MN 55113

November 12, 2024

Chair Todd Anderson called the school board meeting to order at 6:30 p.m. Board members present: Todd Anderson, Mike Boguszewski, Rose Chu, Mannix Clark, Kitty Gogins, Curtis Johnson. Board members absent: none. Also present: Jenny Loeck, superintendent of schools, and approximately eleven other visitors or staff who attended all or part of the meeting.

Announcements, Comments, Recognitions. Director Boguszewski read a land acknowledgment to begin the meeting. Upcoming events were also highlighted, including a book fair at the HarMar Barnes & Noble on November 16 and a community meeting, “Everyone’s Role in School Safety: Families, Community Members and Staff,” on November 20.

Summary of Community Input Received for Action Items. The board received no community input regarding the evening’s action items.

- (18) Consent Agenda. Boguszewski moved, Gogins seconded acceptance of the consent agenda, including the minutes of the school board meeting on October 22, 2024; payment of bills; resignations, appointments, reductions, adjustments; and gifts. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.
- (19) Retirements. Chu moved, Clark seconded the retirement of Jodi Goodwill with appreciation. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.

Enrollment and Demographic Report. District staff presented enrollment and demographic data for the current school year. Enrollment has declined slightly since last year. Our student population continues to diversify, with about 62% of students identifying as Black, Indigenous and People of Color (BIPOC), 17% receiving multilingual services, and 92 languages other than English spoken in students’ homes. Average class sizes have decreased, thanks in part to the successful passage of the district’s operating levy in 2021. The district continues to see an increase in students served in special education programming, with 18.1% of students qualifying for services. Over half (52%) of students are eligible for educational benefits.

Policy 508: Bullying Prohibition (revised) First Reading. Melissa Sonnek, associate superintendent, presented proposed revisions to Policy 508: Bullying Prohibition. The proposed revisions are due to changes in legislation.

- (20) Policy 534: School Meals Policy (new) Second Reading. Legislation requires that Minnesota school districts that participate in the national school lunch program adopt a school meals policy. Boguszewski moved, Chu seconded approval of Policy 534: School Meals Policy. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.

- (21) Board Member Resignation. Boguszewski moved, Gogins seconded acceptance of Director Curtis Johnson’s resignation. Director Johnson’s last day of service on the school board will be December 31, 2024. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.

- (22) Resolution Approving a Process and Timeline to Fill a Vacant School Board Seat. Director Johnson’s resignation will create a vacancy on the school board for an at-large seat with a term expiring the first Monday in January 2026. State law requires a vacant seat to be filled by election or appointment. The board will accept applications for an interim board member through November 27, 2024, at 4:00 p.m. The board will make an appointment at its December 10th meeting. The appointee’s term will begin the first Monday in January 2025. Chu moved, Clark seconded adoption of the Resolution Approving a Process and Timeline to Fill a Vacant School Board Seat. Ayes: Anderson, Boguszewski, Chu, Clark, Gogins, Johnson. Nays: none. Motion carried unanimously.

Board Reports. Rose Chu, along with Mannix Clark and Kitty Gogins, attended a board finance subcommittee meeting and the district’s annual Kindergarten Information Night event. Treasurer Clark provided updates from the most recent Northeast Metro 916 board meeting. He also attended a Roseville Area High School girls volleyball section match. Director Gogins attended a Lights On Afterschool event at Brimhall Elementary, an Association of Metropolitan School Districts meeting, a debate tournament, an Equity Leadership Advisory Council meeting, and a Roseville Area Middle School PTA meeting. Curtis Johnson was elected to the Minnesota House of Representatives for District 40B. Todd Anderson attended the Minnesota Gun Violence Research Summit and a silent auction for Brimhall Elementary. He also recognized Veterans Day on November 11 and National Community Education Day on November 14.

Superintendent’s Report. Superintendent Loeck reaffirmed Roseville Area Schools’ commitment to remaining a safe space where all students feel valued, respected and protected.

The Chair declared the meeting adjourned at 8:24 p.m.

Signed _____
Clerk

Approved _____
Chair

Meeting Date: November 26, 2024

PAYMENT OF BILLS:
-October 16 - October 31, 2024

That bills in the amount of: **\$9,425,864.00** by the following funds be approved:

GENERAL	\$4,943,792.00
FOOD SERVICE	\$344,350.06
COMMUNITY SERVICE	\$285,158.59
BUILDING FUND	\$3,787,915.84
DEBT FUND	\$0.00
READING RECOVERY	\$0.00
AMSD	\$13,316.94
OPEB DEBT	\$0.00
DENTAL INS FUND	\$38,107.79
NO SUBURBAN COLLABORATIVE	\$0.00
EXTRA CURRICULAR-STU ACTIVITY	\$13,222.78

RECOMMENDATION:

That above payments are included in check numbers:

WIRE TRANSFERS	202400194	through	202400222	
CHECKS	358428	through	358768	
CAPITAL ONE AP CHECKS		through		*start with 8702
ACH A/P	242510289	through	242510329	

PAYMENT DISTRIBUTION BY FUND:

	GENERAL	FOOD SERVICE	COMMUNITY SERVICE	BUILDING CONSTRUCT	DEBT FUND	Delta Dental Self Insured	28-RR Fiscal Agent	29-AMSD Fiscal Agent	OPEB	N SUB COLL/ SCHLSHP	EXTRA CURR-STU ACTIVITY	TOTAL DISBURSEMENTS
WIRE TRANSFERS	\$1,847,792.53	\$45,131.88	\$98,792.82			\$38,107.79		\$3,647.47			\$2,094.23	\$2,035,566.72
CHECKS	\$987,829.70	\$214,691.70	\$16,444.45	\$3,787,915.84				\$710.30			\$11,083.41	\$5,018,675.40
CAPITAL ONE A/P	\$0.00	\$0.00	\$0.00									\$0.00
ACH A/P	\$4,881.16	\$330.00	\$85.03								\$45.14	\$5,341.33
TRANSFER TO P/R	\$2,103,288.61	\$84,196.48	\$169,836.29					\$8,959.17				\$2,366,280.55
VOID CHECKS	\$0.00	\$0.00	\$0.00									\$0.00
TOTAL	\$4,943,792.00	\$344,350.06	\$285,158.59	\$3,787,915.84	\$0.00	\$38,107.79	\$0.00	\$13,316.94	\$0.00	\$0.00	\$13,222.78	\$9,425,864.00

BOND CONSTRUCTION FUNDS	October 1, 2024			
	Cash & Investments	Revenue	Disbursements	Balance
	Balance	10/1 to 10/31	10/1 to 10/31	Remaining as of 10/31/24
	\$8,501,013.38	\$455.91	\$103,754.57	\$8,397,714.72

RECOMMENDATION:

The above disbursements include check numbers:

CHECKS October 16 - October 31, 2024	102720	through	102725	\$103,298.66
WIRES		through		\$0.00
VOID CHECKS				\$0.00

Meeting Date

11/26/24

Extended Leave MS 122A.46

Hughes, Dana

Effective Date 08/26/2024

Falcon Heights Elementary

Elementary Teacher

Requested extended leave effective August 26, 2024.

Hired-New Licensed Long Term Substitute

Beck, Erik

Effective Date 11/11/2024

Roseville Area High School

Science Teacher

Hired working a 1.0 FTE Long Term Substitute effective November 11, 2024 through March 14, 2025.

Croft, Marv

Effective Date 11/18/2024

Emmet D. Williams Elementary

Elementary Teacher

Hired working a .5 FTE Long term Substitute effective November 18, 2024 through June 10, 2025.

Hired-New Non-Licensed Long Term Substitute

Salgado, Jessica

Effective Date 11/14/2024

Little Canada Elementary

Student Success Specialist

Hired working 7 hours/day Long Term Substitute Student Success Specialist effective November 14, 2024.

Hired-Non-Licensed

Arrington, James

Effective Date 11/18/2024

District Wide

Custodial Services

Hired working 8 hours/day effective November 18, 2024.

Human Resources Information

5-C

Meeting Date

11/26/24

Decleene. Christine

Effective Date 11/11/2024

Emmet D. Williams Elementary Special Education Paraprofessional

Hired working 7 hours/day effective November 11, 2024.

Dunn. Tatiana

Effective Date 11/18/2024

Brimhall Elementary Nutrition Services

Hired working 5.5 hours/day effective November 18, 2024.

Molette. Tavveoni

Effective Date 11/11/2024

Brimhall Elementary Special Education Paraprofessional

Hired working 7 hours/day effective November 11, 2024.

Vang. Chalv

Effective Date 11/11/2024

Anpétu Téča Education Center Out of School Time Program Specialist

Hired working 8 hours/day effective November 11, 2024.

Williams. Timvia

Effective Date 11/11/2024

Parkview Center School Special Education Paraprofessional

Hired working 7 hours/day effective November 11, 2024.

Resignation-Non-Licensed

Decleene. Christine

Effective Date 11/11/2024

Emmet D. Williams Elementary Special Education Paraprofessional

Resigned effective November 11, 2024.

Termination

Bustamante. Victor

Effective Date 11/07/2024

Roseville Area Middle School Out of School Time Program Specialist

Terminated effective November 11, 2024.

Human Resources Information

5-C

Meeting Date

11/26/24

Wells. Tevin

Effective Date 11/06/2024

Roseville Area High School

Nutrition Services

Terminated effective November 6, 2024.

**GIFTS TO SCHOOLS
2024/25**

SCHOOL BUILDING	NAME/ADDRESS OF DONOR	GIFT	USE
Falcon Heights Elementary School	YourCause/Blackbaud - on behalf of Shawn Young 65 Fairchild St Charleston, SC 29492	\$200.00	School needs
Roseville Area High School	RAHS Raiderettes Kick and Jazz Dance Team 1769 Lexington Ave N #116 Roseville, MN 55113	\$6,650.00	Additional coaching staff
Roseville Area High School	RAHS Boys Lacrosse 1240 County Rd B2 W Roseville, MN 55113	\$1,000.00	Additional coaching staff
Roseville Area High School	Citywide IT Consulting LLC Attn: Steve Galicia 10463 W Riverview Drive Eden Prairie, MN 55347	Laptops	School use

Agenda Topic: Summary of School Board Self-Evaluation
Meeting Date: November 26, 2024
Contact Person: Chair Todd Anderson

Background:

Chair Anderson will provide a summary of the school board's annual self-evaluation and review the board's goals.

Recommendation:

Action Required

Informational – No Board Action Requested

Agenda Topic: Achievement and Integration Plan Report
Meeting Date: November 26, 2024
Contact Person: Delon Smith

Background:

Each year, districts are required to hold a public meeting to report progress toward their achievement and integration plan goals. The full achievement and integration plan report was given during the public meeting held at 5:30 p.m. this evening.

Delon Smith, associate superintendent of equity and innovation, will provide a summary of the report and answer questions.

Recommendation:

Action Required

Informational – No Board Action Requested

Agenda Topic: Policy 608: Graduation Requirements (revised) First Reading
Meeting Date: November 26, 2024
Contact Person: Jake Von De Linde

Background:

Jake Von De Linde, executive director of teaching and learning, will review recommended revisions to Policy 608: Graduation Requirements. Legislation now requires that all Minnesota high school students, beginning with the class entering 9th grade in 2024-2025, take a course for credit in personal finance in order to graduate. This will be the first reading of the policy.

Recommendation:

Action Required Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 608 – Graduation Requirements

1.0 PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

2.0 GENERAL STATEMENT OF POLICY

All students shall complete requirements, as established by the School Board, in order to graduate and receive a diploma.

3.0 REQUIREMENTS

3.1 All students must meet graduation assessment requirements according to Minnesota Statute 120B.30, Statewide Testing and Reporting System.

3.2 All students must successfully complete the following high school level courses for graduation:

Language Arts 8

Social Studies 8

Including at least:

Geography (2)

World History (2)

US History (2)

Economics (1)

American Government/Citizenship (1)

Math 6

Including at least:

Algebra I or Intermediate Algebra (2)

Geometry (2)

Algebra II or Advanced Algebra (2)

Science 6

Including at least:

Biology (2)

Chemistry or Physics (2)

Additional Science Credits (2)

Policy 608 – Graduation Requirements

<i>Health</i>	1
<i>Physical Education</i>	2
<i>Fine Arts</i>	2
<u><i>Personal Finance</i></u>	<u>1</u>
<i>Electives</i>	22 <u>21</u>
TOTAL	55

3.3 Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.

4.0 ALTERNATIVE MEANS TO ACHIEVE REQUIREMENTS

The School Board directs the superintendent to establish regulations that afford alternative means to achieve graduation credit requirements.

4.1 Fairview Alternative High School will require 20 elective credits for a total of 53 credits required for graduation.

Adopted: 1/22/02
Revised: 10/14/03
Revised: 6/22/04
Revised: 12/11/07
Revised: 1/11/11
Revised: 3/25/14
Revised: 11/10/16
Revised: 10/27/20
Revised:

Agenda Topic: World's Best Workforce Report and Plan Acceptance
Meeting Date: November 26, 2024
Contact Person: Jake Von De Linde

Background:

All Minnesota school districts must develop a World's Best Workforce (WBWF) plan that aligns with the following five goal areas:

- All children are ready for school.
- All third graders can read at grade level.
- All racial and economic achievement gaps between students are closed.
- All students are ready for career and college.
- All students graduate from high school.

School districts must prepare an annual report for the public highlighting progress made in the implementation of the district's WBWF plan. The following report includes the Roseville Area Schools WBWF plan that aligns to our five district focus areas. This year we have included the plan for 2024-25 and a report from the 2023-24 school year.

District administrators will present the World's Best Workforce plan and report at a public meeting at 5:30 p.m. on November 26, 2024. District administration will answer questions about the plan and/or report during the regular school board meeting. The report will be made available on the district website, and a summary will also be forwarded to the Minnesota Department of Education.

Recommendation:

It is recommended that the board accept Roseville Area Schools' 2024-25 World's Best Workforce plan and 2023-24 report as presented.

 X Action Required

 Informational – No Board Action Requested

Agenda Topic: Policy 508: Bullying Prohibition (new) Second Reading
Meeting Date: November 26, 2024
Contact Person: Melissa Sonnek

Background:

Melissa Sonnek, associate superintendent, will review recommended revisions to Policy 508: Bullying Prohibition. Requested changes from the first reading on November 12, 2024, have been incorporated into the attached draft. This will be the second reading of the policy.

Recommendation:

It is recommended that the board approve Policy 508: Bullying Prohibition as presented.

Action Required

Informational – No Board Action Requested

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 508 – Bullying Prohibition

1.0 Purpose

The purpose of this policy is to comply with and implement the requirements of the Safe and Supportive Schools Act, Minnesota Statutes § 121A.031. This policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other prohibited conduct.

2.0 General Statement of Policy

2.1 An act of bullying, by either an individual student or a group of students against another student, is expressly prohibited on school district property, at school-related functions or on school transportation. This policy also applies to any student whose conduct at any time constitutes bullying, cyberbullying or other prohibited conduct that 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 school district cannot monitor the activities of students at all times and eliminate all incidents of bullying among 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, it is the school district's intent to prevent bullying and to take action to investigate, respond, and remediate those acts of bullying that occur.

For purposes of this policy, school district employees include school board members, agents, volunteers, contractors, those defined in 3.8 below or persons subject to the supervision and control of the district. ~~Refer to 3.7 below.~~

2.2 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 and district employees.

Malicious and sadistic conduct and sexual exploitation by a district employee or enrolled student against a district employee or student that occurs as described in 2.1 above is prohibited.

Policy 508 – Bullying Prohibition

- 2.3 No ~~teacher, administrator, or other~~ **district** employee of the school district will permit, condone, or tolerate bullying.
- 2.4 Apparent permission or consent by a student being bullied does not negate or lessen the prohibitions contained in this policy.
- 2.5 Retaliation against a victim, a good faith reporter, or a witness of bullying is prohibited.
- 2.6 False accusations or reports of bullying against another student are prohibited.
- 2.7 A student who engages in an act of bullying, reprisal or false reporting of bullying will be subject to discipline for that act in accordance with the school district's policies and procedures including the school district's student discipline policy (Policy 520).
- 2.8 Consequences for students who commit acts of bullying may range from remedial responses, student and/or parent conference and positive behavioral interventions, up to and including suspension and/or expulsion.

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.

- 2.9 The school district will act to investigate all complaints of bullying reported to the school district and will take appropriate action against any student, ~~teacher, administrator, volunteer, contractor, or other~~ **district** employee of the school district who is found to have violated this policy.
- 2.10 A school-aged child who voluntarily participates in a public school event such as a co-curricular activity is subject to the same student bullying policy provisions applicable to public school students participating in the activity.

3.0 Definitions

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

Policy 508 – Bullying Prohibition

3.1 “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 to receive benefits, services or privileges.

The term “bullying” specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation as defined in this policy.

3.2 “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 includes bullying using technology or other electronic communication that 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.

3.3 “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.

3.4 “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of the student who is the target of the prohibited conduct.

3.5 “Immediately” means as soon as possible, but in no event longer than one school day.

3.6 “Actor” means an individual alleged to have engaged in or found to have engaged in prohibited conduct.

3.7 “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

Policy 508 – Bullying Prohibition

- 1) Causes physical harm to a student or 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 Minnesota Human Rights Act (MHRA).

- 3.8** “District employee,” for the purposes of this policy only, includes school board members, administrators, teachers, substitute teachers, school counselors, school social workers, psychologists, related services staff, paraprofessionals, nutrition services personnel, custodial personnel, bus drivers, athletic coaches, extracurricular activities advisors, interpreters, cultural liaisons, volunteers, contractors, agents and all other non-student employees of the district.
- 3.9** “On school premises, at school functions or activities, or on school transportation” means:
- 3.9.1** all school district buildings, school grounds, and school property or property immediately adjacent to school grounds;
 - 3.9.2** school bus stops, school buses and vehicles, school-contracted vehicles, or any other vehicles approved for school district purposes;
 - 3.9.3** the area of entrance or departure from school grounds, premises, or events, and all school related functions, school-sponsored activities, events or trips.

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.

Policy 508 – Bullying Prohibition

- 3.10 “Prohibited conduct” means bullying, or cyberbullying, malicious and sadistic conduct, or sexual exploitation as defined in this policy or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- 3.11 “Student” means a student enrolled in a public school or a charter school.

4.0 Reporting Procedure

- 4.1 Any person who believes ~~he or she~~ they ~~has~~ have been the target of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy will report the alleged acts immediately to the building principal, the principal’s designee or the building supervisor.
- 4.2 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.
- 4.3 The school district encourages the reporting party or complainant to use a report form available from the principal or building supervisor of each building or available in the school district office from school district personnel, but oral reports will be considered complaints as well.
- 4.4 The building principal, the principal’s designee, or the building supervisor (hereinafter the “report taker”) is the person responsible for receiving reports of bullying 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 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.
- 4.5 The report taker will ensure that this policy and its procedures, including remedial responses, restorative practices, consequences, and sanctions are fairly and fully implemented and will serve as the primary contact on policy and procedural matters. The report taker will be responsible for the investigation, any resulting record, and for keeping and regulating access to any record. The report taker will provide information about available community resources to the target or victim of the bullying, the actor, and other affected individuals as appropriate.
- 4.6 School employees will be particularly alert to possible situations,

Policy 508 – Bullying Prohibition

circumstances, or events that might include prohibited conduct. Any school employee who witnesses prohibited conduct or possesses reliable information that would lead a reasonable person to suspect that a student is a target of prohibited conduct must make reasonable efforts to address and resolve the prohibited conduct. School district personnel who fail to inform the report taker of alleged prohibited conduct or who fail to make reasonable efforts to address and resolve the prohibited conduct in a timely manner may be subject to disciplinary action.

- 4.7 Reports of 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 report taker, in conjunction with the appropriate administrator, will be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
 - 4.8 The school district will respect the privacy of the target, the actor 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.
 - 4.9 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.
- 5.0 School District Action
- 5.1 The report taker or other appropriate school district officials will take immediate steps to protect the target of the prohibited conduct, the complainant, the reporter, and students or others pending completion of an investigation of the prohibited conduct, consistent with applicable law.
 - 5.2 Consistent with state and federal data practices laws governing access to data, including Minnesota Statutes Section 13.02, subdivision 8, the report taker will notify the parents or guardians of all students (whether actor or target) involved in reports of prohibited conduct.
 - 5.3 The actor of the prohibited conduct will be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
 - 5.4 When investigating a complaint, the school district may take into account the following factors:

Policy 508 – Bullying Prohibition

- 1) the developmental and maturity levels of the parties involved;
 - 2) the levels of harm, surrounding circumstances and nature of the behavior;
 - 3) past incidences and continuing patterns of behavior;
 - 4) the relationship between the parties involved; and
 - 5) the context in which the alleged incidents occurred.
- 5.5 Investigation of the incident of prohibited conduct will be initiated by the report taker or a third party designated by the school district within three (3) school days of the receipt of a report.
- 5.6 Upon completion of an investigation resulting in a finding of prohibited conduct, the school district will make an appropriate remedial response which may include warning, restorative practices, suspension, expulsion, and exclusion, transfer, remediation, termination, or discharge pursuant to the school district's discipline policy (Policy 520: Student Discipline), the Minnesota Pupil Fair Dismissal Act, applicable collective bargaining agreements, and other applicable laws, rules, regulations and school district policies.
- 5.7 Remedial responses will be tailored to the particular incident, the nature of the conduct and the students' developmental age and behavioral history. The school district will utilize research-based, developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the district, and foster active student, parent and community participation.
- 5.8 In order to prevent or respond to prohibited conduct committed by or directed against a child with a disability, the Individualized Education Program (IEP) team or Section 504 Plan of Accommodation team will address the skills and proficiencies the child needs as a result of the child's disability.
- 5.9 The report taker will notify the students and the parent(s) or guardian(s) of affected students of their rights under state and federal data practices laws to obtain access to data related to the incident and to contest the accuracy and completeness of the data.
- 5.10 The school district is not authorized to disclose private educational data including specific remedial action concerning the actor or target. Such data are private educational data that cannot be released, even to the parents whose child was a target of prohibited conduct.
- 6.0 Retaliation or Reprisal

Policy 508 – Bullying Prohibition

The district prohibits reprisals or retaliation against any person who asserts, alleges, or makes a good faith report of prohibited conduct or provides information about such conduct. Retaliation and reprisals include, but are not limited to any form of intimidation, harassment, assault or bullying committed against a person because the person asserted, alleged, or reported prohibited conduct or provided information about prohibited conduct.

7.0 Professional Development and School Personnel Education

The school district will discuss this policy with school personnel and volunteers and will provide appropriate training for all school personnel to prevent, identify and respond to prohibited conduct.

7.1 Ongoing professional development will be provided to all school district personnel who regularly interact with students to identify, prevent, and appropriately address prohibited conduct.

7.2 Professional development will include, but not be limited to:

- 1) Developmentally appropriate strategies to prevent incidents of prohibited conduct and to intervene immediately and stop them in a manner that does not stigmatize the target;
- 2) Information about the complex interaction and power differential that can take place between and among an actor, target and witness to the prohibited conduct;
- 3) Research findings on prohibited conduct, including information about specific categories of students who have been shown to be particularly at risk for offending or being the target of bullying, and any specific interventions that may be particularly effective for addressing prohibited conduct;
- 4) Recognizing, responding to and reporting prohibited conduct;
- 5) Information about the incidence and nature of cyberbullying;
- 6) Information about Internet safety issues as they relate to cyberbullying.

7.3 The district will establish a training cycle, not to exceed a period of three school years, for district personnel. A district or school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance.

7.4 Newly employed district personnel must receive the training within the first year of employment with the district.

7.5 This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards

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of conduct, which materials shall also be used to publicize this policy.

8.0 Student Education

8.1 Each school will provide developmentally appropriate programmatic instruction to help students:

- 1) identify, prevent, and reduce prohibited conduct;
- 2) value diversity in school and society;
- 3) develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to and reporting prohibited conduct.

8.2 Each school will make effective prevention and intervention programs available to students.

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

9.0 Notice

9.1 The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy will appear in the student handbook.

9.2 Section 2.2 regarding malicious and sadistic conduct will be conspicuously posted throughout each school building.

9.3 This policy or a summary thereof will be conspicuously posted in the administrative offices of all district buildings.

9.4 At the time of initial employment with the school district, this policy will be given to each district employee and independent contractor if the contractor regularly interacts with students.

9.5 This policy will 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 web site.

9.6 The district will use new employee training materials, the district publications on school rules, procedures and standards of conduct, and the student handbook to publicize this policy.

9.7 An electronic copy of the policy will be submitted to the Commissioner of Education.

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10.0 Policy Review

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 [and 121A.0312](#) and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Adopted: 3/14/06
Revised: 12/16/14
Revised: 8/21/18
Revised:

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 508 – Bullying Prohibition

1.0 Purpose

The purpose of this policy is to comply with and implement the requirements of the Safe and Supportive Schools Act, Minnesota Statutes § 121A.031. This policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other prohibited conduct.

2.0 General Statement of Policy

2.1 An act of bullying, by either an individual student or a group of students against another student, is expressly prohibited on school district property, at school-related functions or on school transportation. This policy also applies to any student whose conduct at any time constitutes bullying, cyberbullying or other prohibited conduct that 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 school district cannot monitor the activities of students at all times and eliminate all incidents of bullying among 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, it is the school district's intent to prevent bullying and to take action to investigate, respond, and remediate those acts of bullying that occur.

For purposes of this policy, district employees include those defined in 3.8 below or persons subject to the supervision and control of the district.

2.2 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 and district employees.

Malicious and sadistic conduct and sexual exploitation by a district employee or enrolled student against a district employee or student that occurs as described in 2.1 above is prohibited.

2.3 No district employee will permit, condone, or tolerate bullying.

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- 2.4 Apparent permission or consent by a student being bullied does not negate or lessen the prohibitions contained in this policy.
- 2.5 Retaliation against a victim, a good faith reporter, or a witness of bullying is prohibited.
- 2.6 False accusations or reports of bullying against another student are prohibited.
- 2.7 A student who engages in an act of bullying, reprisal or false reporting of bullying will be subject to discipline for that act in accordance with the school district's policies and procedures including the school district's student discipline policy (Policy 520).
- 2.8 Consequences for students who commit acts of bullying may range from remedial responses, student and/or parent conference and positive behavioral interventions, up to and including suspension and/or expulsion.

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.
- 2.9 The school district will act to investigate all complaints of bullying reported to the school district and will take appropriate action against any student or district employee who is found to have violated this policy.
- 2.10 A school-aged child who voluntarily participates in a public school event such as a co-curricular activity is subject to the same student bullying policy provisions applicable to public school students participating in the activity.

3.0 Definitions

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

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

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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 to receive benefits, services or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation as defined in this policy.

- 3.2 "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 includes bullying using technology or other electronic communication that 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.
- 3.3 "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.
- 3.4 "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of the student who is the target of the prohibited conduct.
- 3.5 "Immediately" means as soon as possible, but in no event longer than one school day.
- 3.6 "Actor" means an individual alleged to have engaged in or found to have engaged in prohibited conduct.
- 3.7 "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 student's property or causes a student to be in reasonable fear of harm to person or property;

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- 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 Minnesota Human Rights Act (MHRA).

3.8 “District employee,” for the purposes of this policy only, includes school board members, administrators, teachers, substitute teachers, school counselors, school social workers, psychologists, related services staff, paraprofessionals, nutrition services personnel, custodial personnel, bus drivers, athletic coaches, extracurricular activities advisors, interpreters, cultural liaisons, volunteers, contractors, agents and all other non-student employees of the district.

3.9 “On school premises, at school functions or activities, or on school transportation” means:

3.9.1 all school district buildings, school grounds, and school property or property immediately adjacent to school grounds;

3.9.2 school bus stops, school buses and vehicles, school-contracted vehicles, or any other vehicles approved for school district purposes;

3.9.3 the area of entrance or departure from school grounds, premises, or events, and all school related functions, school-sponsored activities, events or trips.

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.

3.10 “Prohibited conduct” means bullying, cyberbullying, malicious and sadistic conduct, or sexual exploitation as defined in this policy or

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retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

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

4.0 Reporting Procedure

- 4.1 Any person who believes they have been the target of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy will report the alleged acts immediately to the building principal, the principal’s designee or the building supervisor.
- 4.2 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.
- 4.3 The school district encourages the reporting party or complainant to use a report form available from the principal or building supervisor of each building or available in the school district office from school district personnel, but oral reports will be considered complaints as well.
- 4.4 The building principal, the principal’s designee, or the building supervisor (hereinafter the “report taker”) is the person responsible for receiving reports of bullying 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 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.
- 4.5 The report taker will ensure that this policy and its procedures, including remedial responses, restorative practices, consequences, and sanctions are fairly and fully implemented and will serve as the primary contact on policy and procedural matters. The report taker will be responsible for the investigation, any resulting record, and for keeping and regulating access to any record. The report taker will provide information about available community resources to the target or victim of the bullying, the actor, and other affected individuals as appropriate.
- 4.6 School employees will be particularly alert to possible situations, circumstances, or events that might include prohibited conduct. Any school employee who witnesses prohibited conduct or possesses

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reliable information that would lead a reasonable person to suspect that a student is a target of prohibited conduct must make reasonable efforts to address and resolve the prohibited conduct. School district personnel who fail to inform the report taker of alleged prohibited conduct or who fail to make reasonable efforts to address and resolve the prohibited conduct in a timely manner may be subject to disciplinary action.

- 4.7 Reports of 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 report taker, in conjunction with the appropriate administrator, will be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
 - 4.8 The school district will respect the privacy of the target, the actor 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.
 - 4.9 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.
- 5.0 School District Action
- 5.1 The report taker or other appropriate school district officials will take immediate steps to protect the target of the prohibited conduct, the complainant, the reporter, and students or others pending completion of an investigation of the prohibited conduct, consistent with applicable law.
 - 5.2 Consistent with state and federal data practices laws governing access to data, including Minnesota Statutes Section 13.02, subdivision 8, the report taker will notify the parents or guardians of all students (whether actor or target) involved in reports of prohibited conduct.
 - 5.3 The actor of the prohibited conduct will be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
 - 5.4 When investigating a complaint, the school district may take into account the following factors:
 - 1) the developmental and maturity levels of the parties involved;

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- 2) the levels of harm, surrounding circumstances and nature of the behavior;
 - 3) past incidences and continuing patterns of behavior;
 - 4) the relationship between the parties involved; and
 - 5) the context in which the alleged incidents occurred.
- 5.5 Investigation of the incident of prohibited conduct will be initiated by the report taker or a third party designated by the school district within three (3) school days of the receipt of a report.
- 5.6 Upon completion of an investigation resulting in a finding of prohibited conduct, the school district will make an appropriate remedial response which may include warning, restorative practices, suspension, expulsion, and exclusion, transfer, remediation, termination, or discharge pursuant to the school district's discipline policy (Policy 520: Student Discipline), the Minnesota Pupil Fair Dismissal Act, applicable collective bargaining agreements, and other applicable laws, rules, regulations and school district policies.
- 5.7 Remedial responses will be tailored to the particular incident, the nature of the conduct and the students' developmental age and behavioral history. The school district will utilize research-based, developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the district, and foster active student, parent and community participation.
- 5.8 In order to prevent or respond to prohibited conduct committed by or directed against a child with a disability, the Individualized Education Program (IEP) team or Section 504 Plan of Accommodation team will address the skills and proficiencies the child needs as a result of the child's disability.
- 5.9 The report taker will notify the students and the parent(s) or guardian(s) of affected students of their rights under state and federal data practices laws to obtain access to data related to the incident and to contest the accuracy and completeness of the data.
- 5.10 The school district is not authorized to disclose private educational data including specific remedial action concerning the actor or target. Such data are private educational data that cannot be released, even to the parents whose child was a target of prohibited conduct.
- 6.0 Retaliation or Reprisal

The district prohibits reprisals or retaliation against any person who asserts,

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alleges, or makes a good faith report of prohibited conduct or provides information about such conduct. Retaliation and reprisals include, but are not limited to any form of intimidation, harassment, assault or bullying committed against a person because the person asserted, alleged, or reported prohibited conduct or provided information about prohibited conduct.

7.0 Professional Development and School Personnel Education

The school district will discuss this policy with school personnel and volunteers and will provide appropriate training for all school personnel to prevent, identify and respond to prohibited conduct.

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