

SUPERINTENDENT'S REPORT AND AGENDA

Regular Meeting of the Board of Education
Independent School District No. 280, Richfield, Minnesota

Richfield Public Schools *inspires* and *empowers* each individual to learn, grow and *excel*

If you require a reasonable accommodation in order to attend the board meeting or view the livestream, please contact Interim Board Secretary Laura Otterness at laura.otterness@rpsmn.org or 612-798-6084 at least 24 hours before the meeting.

Tuesday, September 6, 2022
7 p.m. School Board Meeting

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF THE AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Superintendent Update

1. Health Services Update
2. Back to School Presentation
3. Superintendent Goals

IV. CONSENT AGENDA

A. Routine Matters

1. Minutes of the regular meeting held August 15, 2022
2. General Disbursements as of 8/31/22 in the amount of \$1,929,890.85
3. Investment Holdings

B. Personnel Items

V. OLD BUSINESS

A. Policy 104: Drug-Free Workplace/Drug-Free School

B. Policy 805: Disposition of Obsolete Equipment and Material

C. Policy 782: Environmental Health and Safety Standards & Administrative Guideline 782.1

VI. NEW BUSINESS

A. Policies Requiring Annual Review

1. Policy 103: Harassment Prohibition & Administrative Guideline 103.2
2. Policy 107: Electronic Use and Communications & Administrative Guidelines 107.1 & 107.2
3. Policy 113: Bullying Prohibition & Administrative Guideline 113.1
4. Policy 301: Organizational Chart
5. Policy 302: Position Assignments
6. Policy 407: Leaves of Absence
7. Policy 409: Mandated Reporting of Child Neglect or Physical or Sexual Abuse & Administrative Guideline 409.1
8. Policy 410: Mandated Reporting of Maltreatment of Vulnerable Adults
9. Policy 506: Student Sex Nondiscrimination
10. Policy 541: Student Behavior & Administrative Guideline 541.1
11. Policy 602: School District System Accountability
12. Policy 802: Crisis Management

B. Board Member Work Authorization

C. Resolution Authorizing the Issuance of School Building Bonds

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

9-19-2022	7 p.m.	Regular Board Meeting – Public Comment
10-3-2022	7 p.m.	Regular Board Meeting

D. Suggested/Future Agenda Items

VIII. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.05 FOR LABOR NEGOTIATIONS STRATEGY

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

Enriching and accelerating learning

R

RICHFIELD
PUBLIC SCHOOLS

Health Services Update

2022/23 School Year

Presented by: Health Services

September 6, 2022

Enriqueciendo y acelerando el aprendizaje

- COVID-19
- Seizure Smart School
- Monkeypox
- Vaccinations

Stop light community level **Low, Medium, High**



RICHFIELD
PUBLIC SCHOOLS

Each school front office will have a stop light decal with an explanation of each level. The health office staff will indicate, with an arrow, what the Hennepin county community level is weekly on Thursdays.

What Prevention Steps Should You Take Based on Your COVID-19 Community Level?

Low	Medium	High
<ul style="list-style-type: none">• Stay up to date with COVID-19 vaccines• Get tested if you have symptoms	<ul style="list-style-type: none">• If you are at high risk for severe illness, talk to your healthcare provider about whether you need to wear a mask and take other precautions• Stay up to date with COVID-19 vaccines• Get tested if you have symptoms	<ul style="list-style-type: none">• Wear a mask indoors in public is recommended• Stay up to date with COVID-19 vaccines• Get tested if you have symptoms• Additional precautions may be needed for people at high risk for severe illness



Hennepin
County
Community
COVID-19
level



- Our website will be updated weekly with the Hennepin County community COVID-19 level every Thursday
- Weekly report to MDH:
 - Total number of students and staff who are positive
 - Support from BPH/MDH for outbreaks

Continued Mitigation Measures



RICHFIELD
PUBLIC SCHOOLS

- Get vaccinated
- Stay home when sick
- Health checks before school daily
- Improved ventilation
- If exposed, wear a mask for 10 days and test on day 5
- Masking will be recommended when in **high** community level
- Hand Hygiene
- All high touch surfaces will be sanitized often
- Masks required in all health offices
- BinaxNOW at home COVID-19 tests in every school

By the start of the 2022-23 school year, public schools in Minnesota must:

- One staff member be trained in proper seizure recognition & response and know how to administer rescue medication.
- Have a Seizure Action Plan in place for each student with epilepsy/seizures.
- Have seizure training materials available and accessible to all staff members.

Seizure First Aid

How to help someone having a seizure

1

STAY with the person until they are awake and alert after the seizure.

- ✓ Time the seizure
- ✓ Remain **calm**
- ✓ Check for **medical ID**



2

Keep the person **SAFE**.

- ✓ Move or guide away from **harm**



3

Turn the person onto their **SIDE** if they are not awake and aware.

- ✓ Keep **airway clear**
- ✓ **Loosen tight clothes** around neck
- ✓ Put **something small and soft** under the head



Call
911
if...

- ▶ Seizure lasts longer than 5 minutes
- ▶ Person does not return to their usual state
- ▶ Person is injured, pregnant, or sick
- ▶ Repeated seizures
- ▶ First time seizure
- ▶ Difficulty breathing
- ▶ Seizure occurs in water

Do
NOT

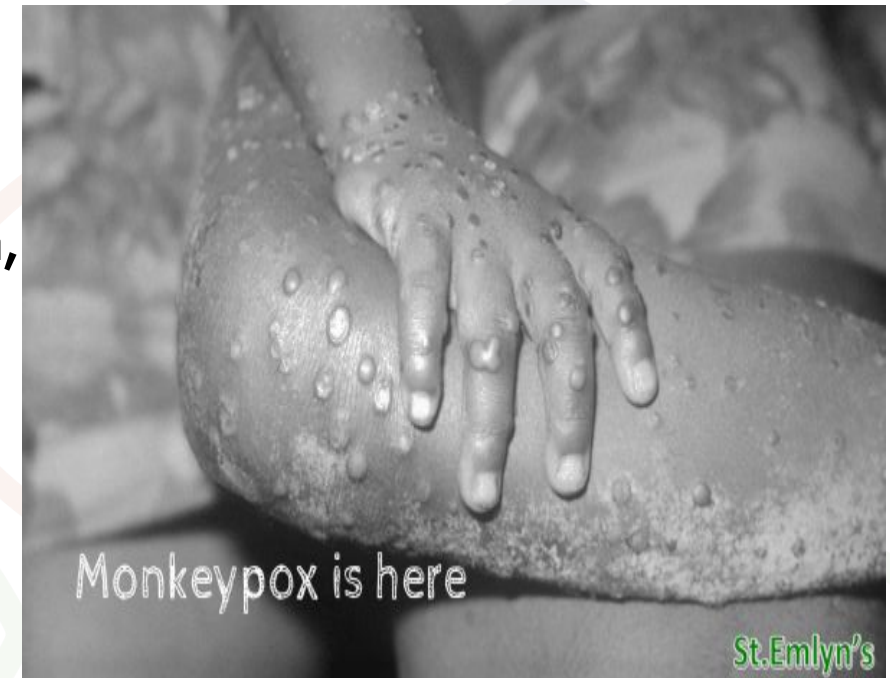
- ✗ Do **NOT** restrain.
- ✗ Do **NOT** put any objects in their mouth.
- ✓ **Rescue medicines can be given** if prescribed by a health care professional

Monkeypox

On August 4, the U.S. Department of Health and Human Services declared monkeypox a public health emergency.

Need to know

- Symptoms include a blister-like rash, congestion, cough, sore throat, muscle aches, fatigue, fever, and swollen lymph nodes.
- It does not spread nearly as easily as COVID-19.
- Many of the steps we are taking with COVID-19 will also help us prevent the potential spread of monkeypox.



Vaccinations



RICHFIELD
PUBLIC SCHOOLS

Students are not up to date with vaccinations

- Resources to the community
- [No Shots, No School Program](#)
- [Richfield Health Resource Center](#)

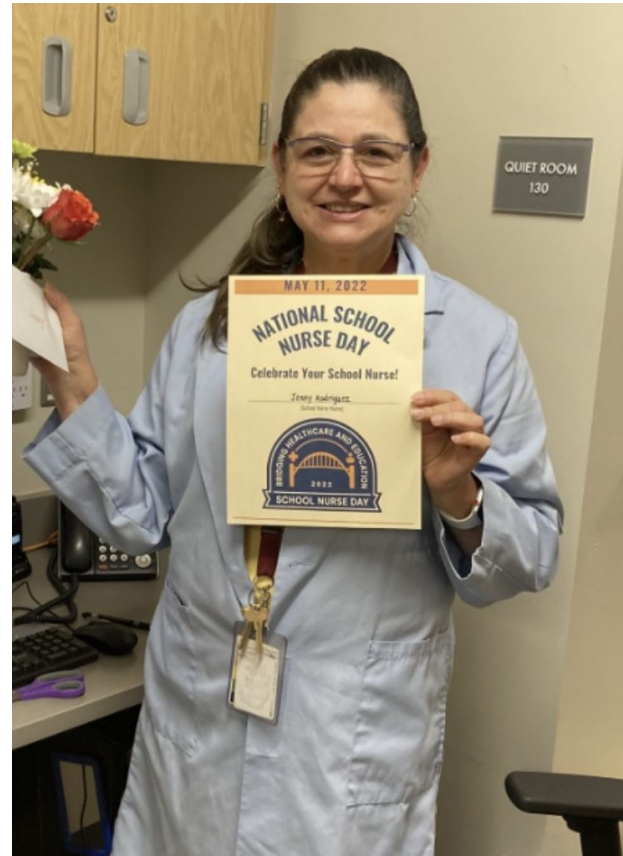
****A health update letter was sent to parents on Sept. 1 covering COVID-19, Monkeypox & vaccinations with resources****

Questions/Comments



RICHFIELD
PUBLIC SCHOOLS

**Thank you for helping keep our Richfield community
safe and healthy!**



Enriching and accelerating learning



Back to School Update

Board Meeting 9/6/22

Enriqueciendo y acelerando el aprendizaje

- RPS continues to follow CDC and MDH for all COVID-19 and monkeypox guidance
 - Mitigation measures implemented:
Cleaning, hand hygiene, health checks & stay home when sick
- Seizure Safe School training for staff
- Focus on promoting required immunizations



- Community-Equity-Excellence
- Crisis management
- Equity guidelines
- Building and Department specific goals

- Replaced traditional Open House events for families with children in our Early Learning and Elementary programs (PreK-5)
 - September 1, 2, and 6 (day and evening appointments provided)
- Focus on building relationships with families and home-school partnerships to support students
- Individual 20-30 min. conference
 - Introductions
 - Relationship-building conversation
 - Brief baseline/benchmark assessment



- Incoming grade 9 students to RHS
 - Building tours
 - Teacher-led scavenger hunts
- Student-led question and answer panel
- COMPAS
- Curriculum overview

- Grade-level teams created
- Implementation of Catalyst
 - Building-wide staff training
- All RMS students will have two days of onboarding for first 2 days of school
- Digital Hall passes
- New Exploratories offered
- Updated policies regarding cell phones and backpacks

New This Year



RICHFIELD
PUBLIC SCHOOLS

- Continuing work toward standards-based grading & reporting across the District
- Expanded use of newer data systems (Hoonuit & Qualtrics)
- Expanded opportunities for social-emotional learning
- Increased focus on elevating student voice and valuing multilingualism
- Director of Extended Learning
- Connect & Assess

Upcoming Events

- Richfield Homecoming Parade – September 17, 10 a.m.
- Penn Fest – September 18, 1 p.m. – 5 p.m.

Enriching and accelerating learning



RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

Enriching and accelerating learning



Superintendent Goals 2021-2022

September 6, 2022

First Draft

Enriqueciendo y acelerando el aprendizaje

Student Achievement (35%): Specific data based on gains and performance of students

Process Goals (35%): Strategic Plan strategies and activities designed to improve our district

Individual Performance (30%): Board evaluation of superintendent

Achievement Measure: Common Formative Assessment Growth

- TBD

Achievement Measure: Graduation Rate Growth

- TBD



Achievement Measure: Increased MCA Scores

- TBD



Process Goals

- Goal: Deepen Social Emotional Supports and Community across the District
- Goal: Expand Extended Time Programming to Provide Increased Supports and More Effective Supports
- Goal: Oversee Overhaul of Entire Crisis Management Policies and Practices
- Goal: Deepen District Equity Implementation Across the District
- Goal: Manage Continuing Transition to Standards-Based Grading District-Wide

Goal: Deepen Social Emotional Supports and Community across the District

Measurement: Survey Data

Progress:

- Community building activities implemented throughout district
- Safe and Supportive Schools Committee met 8/30/22

Goal: Expand Extended Time Programming to Provide Increased Supports and More Effective Supports

Measurement: Increased Participation In Extended Learning

Progress:

- Launched increased programming in summer
- Partnering with internal and external partners toward expanded after school offerings
- Launch of Best Buy Teen tech Center

Goal: Oversee Overhaul of Entire Crisis Management Policies and Practices

Measurement: Progress Updates and Completed Plan

Progress:

- Full summer review of all protocols and recommendations for year long revision process
- Agreed to partnership with subject matter expert
- Training of all staff during workshop week

Goal: Deepen District Equity Implementation Across the District

Measurement: Survey Data

Progress:

- Equity Guideline training and review for all staff
- Opening day board sharing of equity vision

Goal: Manage Continuing Transition to Standards-Based Grading District-Wide

Measurement: Appropriate progress in development throughout Prek-12

- Training for all staff during workshop week in standards based grading along with technology usage program Synergy
- Ongoing professional development planned throughout the school year

Evaluation occurs yearly in spring/summer:

- Data from Parent and Staff Surveys
- Feedback from Direct Reports
- Feedback from Board Members
- Board Member Closed Session and Evaluative Process

Enriching and accelerating learning



RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	305525	07/21/2022	AGAPE CHRISTI ACADEMY	R	182.30
01	305526	07/21/2022	ALL STATE COMMUNICATIONS INC	R	1,974.79
01	305527	07/21/2022	AVAIL ACADEMY	R	384.97
01	305528	07/21/2022	BLAKE SCHOOL	R	306.67
01	305529	07/21/2022	BLOOMINGTON LUTHERAN	R	294.59
01	305530	07/21/2022	BRECK SCHOOL	R	312.15
01	305531	07/21/2022	CITY OF RICHFIELD	R	3,006.56
01	305532	07/21/2022	DISTRICT 281	R	79.79
01	305533	07/21/2022	GROVES ACADEMY	R	560.00
01	305535	07/21/2022	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	1,692.20
01	305536	07/21/2022	MPLS PUBLIC SCHOOL SPECIAL DIST 1	R	99.00
01	305537	07/21/2022	ISD 743	R	210.00
01	305538	07/21/2022	SOUTHWEST METRO INTER DIST 288	R	2,169.36
01	305539	07/21/2022	VISITATION SCHOOL	R	622.59
01	305540	07/21/2022	YOUTH ENRICHMENT LEAGUE (YEL!)	R	1,728.00
01	305541	07/21/2022	CAMP FIRE MINNESOTA	R	570.00
01	305542	07/21/2022	ESPAK, INC.	R	2,945.00
01	305543	07/21/2022	FRONTLINE TECHNOLOGIES GROUP LLC	R	39,692.82
01	305544	07/21/2022	FURTHER	R	1,755.00
01	305545	07/21/2022	GROUP MEDICAREBLUE RX	R	6,993.00
01	305546	07/21/2022	HOPE CHURCH	R	14,774.12
01	305547	07/21/2022	LEARNING A-Z	R	23,892.80
01	305548	07/21/2022	LIGHTSPEED TECHNOLOGIES, INC.	R	192,477.00
01	305549	07/21/2022	MADISON NATIONAL LIFE INS CO INC	R	2,571.27
01	305550	07/21/2022	MASA/MASE	R	199.00
01	305551	07/21/2022	MINNESOTA HISTORICAL SOCIETY	R	84.00
01	305552	07/21/2022	ONEBRIDGE BENEFITS INC.	R	5,181.00
01	305553	07/21/2022	RICHFIELD READY	R	102.00
01	305554	07/21/2022	SCHOOL SERVICE EMPLOYEES UNION	R	3,416.14
01	305555	07/21/2022	TECHNOLOGY MANAGEMENT CORPORATION	R	825.00
01	305556	07/21/2022	UNITED HEALTHCARE INSURANCE CO	R	528.23
01	305557	07/21/2022	UNITED HEALTHCARE/AARP MEDICARE RX	R	315.60
01	305558	07/21/2022	UNITED STATES TREASURER	R	230.00
01	305559	07/21/2022	UNITED STATES TREASURY	R	3,373.00
01	305560	07/21/2022	VSP INSURANCE CO. (CT)	R	3,474.61
01	305561	07/21/2022	XCEL ENERGY	R	659.98
01	305557	07/22/2022	UNITED HEALTHCARE/AARP MEDICARE RX	V	-315.60
01	305562	07/22/2022	MADISON NATIONAL LIFE INS CO INC	R	6,104.72
01	305563	07/22/2022	UNITED HEALTHCARE/AARP MEDICARE RX	R	113.70
01	305564	07/22/2022	UNITED HEARTHCARE /AARP MEDICARE RX	R	201.90
01	305565	07/25/2022	CM CONSTRUCTION COMPANY	R	29,589.71
01	305566	07/25/2022	ICS CONSULTING, LLC (DBA: ICS)	R	2,553.82
01	305567	07/25/2022	MID MINNESOTA STORAGE	R	190.00
01	305568	07/25/2022	ROCHON CORPORATION MINNESOTA	R	32,307.00
01	305569	07/25/2022	WOLD ARCHITECTS AND ENGINEERS	R	287.15
01	305570	07/25/2022	CUSTOM DRYWALL, INC.	R	3,985.00
01	305571	07/25/2022	MID MINNESOTA STORAGE	R	95.00
01	305572	07/25/2022	SAFETYFIRST PLAYGROUND MAINTENANCE	R	3,500.00
01	305573	07/27/2022	ACADEMY OF WHOLE LEARNING	R	141.69

01	305574	07/27/2022	BSI MECHANICAL, INC.	R	549.00
01	305575	07/27/2022	CAPITAL ONE TRADE CREDIT	R	124.09
01	305576	07/27/2022	CHAPEL HILL ACADEMY	R	156.12
01	305577	07/27/2022	CINTAS CORPORATION NO 2	R	903.17
01	305578	07/27/2022	CONCORDIA ACADEMY	R	315.29
01	305579	07/27/2022	FOURTH BAPTIST CHRISTIAN SCHOOLS	R	581.30
01	305580	07/27/2022	GEE TEEZ & COMPANY, LTD.	R	1,077.09
01	305581	07/27/2022	INSTITUTE FOR ENVIROMENTAL	R	2,646.90
01	305582	07/27/2022	INTERNATIONAL SCHOOL	R	295.11
01	305583	07/27/2022	KINECT ENERGY INC	R	16,369.02
01	305584	07/27/2022	MALLOY MONTAGUE KARNOWSKI & RADO	R	6,000.00
01	305585	07/27/2022	MARANATHA CHRISTIAN ACADEMY	R	422.92
01	305586	07/27/2022	METROPOLITAN MECHANICAL CONTRACTORS	R	2,496.23
01	305587	07/27/2022	MINNEHAHA ACADEMY	R	2,263.67
01	305588	07/27/2022	MINNESOTA WALDORF SCHOOL	R	20.36
01	305589	07/27/2022	NHA HEATING & AIR CONDITIONING	R	383.75
01	305590	07/27/2022	SCHUMACHER ELEVATOR COMPANY	R	70,136.00
01	305591	07/27/2022	ST CROIX LUTHERAN	R	448.37
01	305592	07/27/2022	ST THOMAS ACADEMY	R	324.85
01	305593	07/27/2022	TRUGREEN LIMITED PARTNERSHIP	R	6,839.54
01	305594	07/27/2022	ALL STATE COMMUNICATIONS INC	R	23,154.00
01	305595	07/27/2022	BARTON SAND & GRAVEL CO	R	300.00
01	305596	07/27/2022	BERWALD ROOFING CO	R	21,053.00
01	305597	07/27/2022	BOOKSOURCE	R	10,150.63
01	305598	07/27/2022	BRINK'S INCORPORATED	R	1,668.36
01	305599	07/27/2022	BSN SPORTS, LLC	R	627.75
01	305600	07/27/2022	CAPITAL ONE TRADE CREDIT	R	166.43
01	305601	07/27/2022	CAPITAL ONE TRADE CREDIT	R	199.98
01	305602	07/27/2022	CARQUEST AUTO PARTS	R	120.28
01	305603	07/27/2022	COOPERATIVE EDUCAT SERV AGENCY 5	R	2,900.00
01	305604	07/27/2022	CHENG & TSUI COMPANY INC	R	412.45
01	305605	07/27/2022	CINTAS CORPORATION NO 2	R	1,146.39
01	305606	07/27/2022	CONTINENTAL RESEARCH CORP	R	2,369.15
01	305607	07/27/2022	CYBERSOFT TECHNOLOGIES	R	28,985.00
01	305608	07/27/2022	D.E.L.O.R.E.S WORKS, INC.	R	46,650.00
01	305609	07/27/2022	DECKER EQUIPMENT INC	R	60.25
01	305610	07/27/2022	ECOLAB INC	R	927.76
01	305611	07/27/2022	FERGUSON ENTERPRISES LLC #1657	R	199.41
01	305612	07/27/2022	WW GRAINGER INC	R	389.38
01	305613	07/27/2022	HAWKINS INC	R	4,231.12
01	305614	07/27/2022	HILLYARD MINNEAPOLIS	R	20,380.72
01	305615	07/27/2022	HOGLUND BUS CO INC	R	166.15
01	305616	07/27/2022	HAAG COMPANIES, INC.	R	453.00
01	305617	07/27/2022	LAKESHORE LEARNING MATERIALS	R	59.97
01	305618	07/27/2022	LARSON JUDI	R	71.36
01	305619	07/27/2022	LOFFLER COMPANIES	R	1,312.00
01	305620	07/27/2022	MENARDS - RICHFIELD	R	13.58
01	305621	07/27/2022	MIDWEST BUS PARTS INC	R	637.72
01	305622	07/27/2022	MNIAAA	R	330.00
01	305623	07/27/2022	MTI DISTRIBUTING CO	R	266.85

01	305624	07/27/2022	POMPS TIRE SERVICE	R	59.00
01	305625	07/27/2022	RAPIT PRINTING	R	284.86
01	305626	07/27/2022	REGION 1 INFORMATION MGMT SERVICE	R	66,080.59
01	305627	07/27/2022	RICHFIELD ICE ARENA	R	15,200.00
01	305628	07/27/2022	RYAN JEANNIE M	R	466.00
01	305629	07/27/2022	SCHOLASTIC INC	R	170.28
01	305630	07/27/2022	SITEONE LANDSCAPE SUPPLY LLC	R	81.28
01	305631	07/27/2022	SPED FORMS LLC	R	10,774.20
01	305632	07/27/2022	THE RETROFIT COMPANIES, INC.	R	3,868.68
01	305633	07/27/2022	TRAFERA, LLC	R	160,000.00
01	305634	07/27/2022	TRISTATE BOBCAT INC	R	59.45
01	305635	07/27/2022	TWIN CITY FILTER SERVICE INC	R	1,035.70
01	305636	07/27/2022	VANESSA MERRY	R	205.00
01	305637	07/27/2022	WHEEL FUN RENTALS	R	3,150.00
01	305638	07/27/2022	WINSOR LEARNING	R	25,840.00
01	305639	07/27/2022	XCEL ENERGY	R	85,876.41
01	V2301283	07/27/2022	BOND TRUST SERVICES CORP	R	2,488,614.58
01	305640	07/29/2022	AMAZON.COM SYNCB/AMAZON	R	2,708.32
01	305641	07/29/2022	AMAZON.COM SYNCB/AMAZON	R	294.63
01	V612034	07/29/2022	ASHLEY ACEVEDO	R	16.54
01	V612035	07/29/2022	CHAD T ARMBRUSTER	R	30.00
01	V612036	07/29/2022	DAVID H BIPES	R	15.39
01	V612037	07/29/2022	KIERSTEN D BOSTIC	R	123.13
01	V612038	07/29/2022	JONATHAN W HEYER	R	355.85
01	V612039	07/29/2022	MARGARET R HOEHN	R	89.89
01	V612040	07/29/2022	ANNIE MARIE JOHNSON	R	30.37
01	V612041	07/29/2022	DANIEL E KRETSINGER	R	118.76
01	V612042	07/29/2022	JOHN M LORENZINI	R	30.00
01	V612043	07/29/2022	MARY M MEYER	R	27.65
01	V612044	07/29/2022	JODI A NICKELL	R	14.20
01	V612045	07/29/2022	MAUREEN E PRYOR	R	37.21
01	V612046	07/29/2022	MICHELLE R WHITESIDE	R	22.11
01	305642	08/04/2022	ABC-CLIO INC	R	1,130.00
01	305643	08/04/2022	AVANT ASSESSMENT LLC	R	1,492.50
01	305644	08/04/2022	BATTERIES PLUS BULBS	R	37.04
01	305645	08/04/2022	BIX FRUIT COMPANY	R	2,049.17
01	305646	08/04/2022	BLUUM OF MINNESOTA, LLC	R	5,175.00
01	305647	08/04/2022	BRAMBILLA'S LEASE SYSTEMS, INC	R	4,322.00
01	305648	08/04/2022	CANON USA	R	4,202.45
01	305649	08/04/2022	CANOPY MHC	R	21,660.00
01	305650	08/04/2022	CEDAR SMALL ENGINE	R	55.35
01	305651	08/04/2022	CENGAGE LEARNING INC	R	2,625.00
01	305652	08/04/2022	CINTAS CORPORATION NO 2	R	835.07
01	305653	08/04/2022	COMCAST	R	307.69
01	305654	08/04/2022	COMCAST BUSINESS	R	246.35
01	305655	08/04/2022	CONTINENTAL RESEARCH CORP	R	206.08
01	305656	08/04/2022	DARRYL WALETZKO LLC	R	2,700.00
01	305657	08/04/2022	ECOLAB INC	R	93.70
01	305658	08/04/2022	FREEWHEEL BIKE RICHFIELD	R	157.90
01	305659	08/04/2022	FRONTLINE TECHNOLOGIES GROUP LLC	R	47,507.52

01	305660	08/04/2022	H2I GROUP, INC.	R	9,150.00
01	305661	08/04/2022	HASTINGS CREAMERY LLC	R	1,279.91
01	305662	08/04/2022	HEARTLAND PAYMENT SYSTEMS INC	R	5,220.00
01	305663	08/04/2022	HERITAGE CRYSTAL CLEAN INC	R	481.42
01	305664	08/04/2022	HOGLUND BUS CO INC	R	643.08
01	305665	08/04/2022	HOME DEPOT U.S.A.	R	1,652.37
01	305666	08/04/2022	IDENTISYS INC	R	1,102.92
01	305667	08/04/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	474.69
01	305668	08/04/2022	JUNK MASTERS LLC	R	2,030.07
01	305669	08/04/2022	KINECT ENERGY INC	R	525.00
01	305670	08/04/2022	KREMER SERVICES LLC	R	6,435.03
01	305671	08/04/2022	METRO APPLIANCE RECYCLING	R	2,115.34
01	305672	08/04/2022	THE MICHAEL'S COMPANIES ARTISTREE	R	2,664.74
01	305673	08/04/2022	MINNESOTA DEPT OF HEALTH	R	35.00
01	305674	08/04/2022	MN SCHOOL BUS OPERATIONS	R	1,070.00
01	305675	08/04/2022	MOBILE RADIO ENGINE	R	220.80
01	305676	08/04/2022	PAN O GOLD BAKING CO	R	122.08
01	305677	08/04/2022	POMPS TIRE SERVICE	R	630.64
01	305678	08/04/2022	SHERWIN WILLIAMS CO	R	544.17
01	305679	08/04/2022	SOROUGH NAJI	R	342.86
01	305680	08/04/2022	SOURCEWELL TECHNOLOGY	R	27,251.68
01	305681	08/04/2022	TAFFE SARAH ANN	R	8,831.97
01	305682	08/04/2022	TOLL COMPANY	R	12.03
01	305683	08/04/2022	TOWN & COUNTRY FENCE	R	2,722.00
01	305684	08/04/2022	TRIMARK HOCKENBERGS	R	922.65
01	305685	08/04/2022	TRIO SUPPLY COMPANY	R	303.02
01	305686	08/04/2022	TYLER TECHNOLOGIES, INC.	R	13,638.72
01	305687	08/04/2022	UPPER LAKES FOODS	R	1,971.94
01	305688	08/04/2022	SCENARIO LEARNING, LLC	R	10,656.00
01	305689	08/04/2022	VOSS ELECTRIC CO	R	1,276.20
01	305690	08/04/2022	WILLIAM H SADLIER, INC.	R	492.81
01	305691	08/04/2022	XCEL ENERGY	R	26,414.50
01	V612047	08/04/2022	ERICA T BARLOW	R	70.00
01	V612048	08/04/2022	MIRIAM A CASTRO SANJUAN	R	40.00
01	V612049	08/04/2022	MARY L CLARKSON	R	70.00
01	V612050	08/04/2022	LATANYA R DANIELS	R	70.00
01	V612051	08/04/2022	GEORGE A DENNIS	R	35.00
01	V612052	08/04/2022	MEGAN M STECHER	R	70.00
01	V612053	08/04/2022	PETER J FITZPATRICK	R	40.00
01	V612054	08/04/2022	STEVEN T FLUCAS	R	70.00
01	V612055	08/04/2022	DAVID A FREEBURG	R	70.00
01	V612056	08/04/2022	RACHEL GENS	R	70.00
01	V612057	08/04/2022	AREND J GEURINK	R	70.00
01	V612058	08/04/2022	JAMES A GILLIGAN	R	70.00
01	V612059	08/04/2022	CHRISTINA M GONZALEZ	R	70.00
01	V612060	08/04/2022	KYLE L GUSTAFSON	R	40.00
01	V612061	08/04/2022	KEVIN D HARRIS	R	40.00
01	V612062	08/04/2022	JAMES L HILL	R	40.00
01	V612063	08/04/2022	JESSICA M HOFFMAN	R	40.00
01	V612064	08/04/2022	CRAIG D HOLJE	R	70.00

01	V612065	08/04/2022	CORY J KLINGE	R	70.00
01	V612066	08/04/2022	DANIEL E KRETSINGER	R	70.00
01	V612067	08/04/2022	ANOOB KUMAR	R	40.00
01	V612068	08/04/2022	SHANNON J LINDBERG	R	40.00
01	V612069	08/04/2022	JOHN M LORENZINI	R	70.00
01	V612070	08/04/2022	COLLEEN M MAHONEY	R	70.00
01	V612071	08/04/2022	MICHAEL A MANNING	R	70.00
01	V612072	08/04/2022	DANIEL P MCGINN	R	40.00
01	V612073	08/04/2022	DOUG R MCMEEKIN	R	70.00
01	V612074	08/04/2022	KENT D MEYER	R	70.00
01	V612075	08/04/2022	ALECIA M MOBLEY	R	70.00
01	V612076	08/04/2022	ERIN H NEILON	R	40.00
01	V612077	08/04/2022	ROBERT G OLSON	R	40.00
01	V612078	08/04/2022	LAURA B OTTERNESS	R	70.00
01	V612079	08/04/2022	MARK S PEDERSEN	R	40.00
01	V612080	08/04/2022	CHRISTOPHER A PETERSON	R	70.00
01	V612081	08/04/2022	DENNIS E PETERSON	R	35.00
01	V612082	08/04/2022	CASSANDRA QUAM	R	70.00
01	V612083	08/04/2022	RENEE C REED-KARSTENS	R	40.00
01	V612084	08/04/2022	KEITH D RIEF	R	40.00
01	V612085	08/04/2022	MAUREEN E PRYOR	R	40.00
01	V612086	08/04/2022	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V612087	08/04/2022	ASHLEY SCHAEFER	R	70.00
01	V612088	08/04/2022	MARTA I SHAHSAVAND	R	70.00
01	V612089	08/04/2022	AMY B SKARE-KLECKER	R	70.00
01	V612090	08/04/2022	NANCY J STACHEL	R	70.00
01	V612091	08/04/2022	PATRICK M SURE	R	40.00
01	V612092	08/04/2022	STACY THEIEN-COLLINS	R	70.00
01	V612093	08/04/2022	VLADIMIR S TOLEDO	R	40.00
01	V612094	08/04/2022	STEVEN P UNOWSKY	R	270.00
01	V612095	08/04/2022	STEPHEN C URBANSKI	R	40.00
01	V612096	08/04/2022	CARRIE A VALA	R	70.00
01	V612097	08/04/2022	JENNIFER K VALLEY	R	70.00
01	V612098	08/04/2022	RYAN WAGNER	R	40.00
01	V612099	08/04/2022	REBECCA S WALD	R	40.00
01	V612100	08/04/2022	MICHELLE R WHITESIDE	R	70.00
01	V612101	08/04/2022	KASYA L WILLHITE	R	70.00
01	V612102	08/04/2022	AMY J WINTER AHSENMACHER	R	70.00
01	V2301284	08/04/2022	P-CARD BAIRD LISA	R	2,299.34
01	V2301285	08/04/2022	P-CARD BRUNNER PATTI	R	6,670.11
01	V2301286	08/04/2022	P-CARD BURT EMILY	R	2,610.85
01	V2301287	08/04/2022	P-CARD CARUSO MATTHEW	R	12.99
01	V2301288	08/04/2022	P-CARD EDWARDS NATHAN	R	25.00
01	V2301289	08/04/2022	P-CARD GEURINK AREND	R	630.91
01	V2301290	08/04/2022	P-CARD GULLICKSON KEVIN	R	95.99
01	V2301291	08/04/2022	P-CARD HOLJE CRAIG	R	229.00
01	V2301292	08/04/2022	P-CARD KRETSINGER DAN	R	2,664.84
01	V2301293	08/04/2022	P-CARD LUNDY MICHELLE	R	2,626.00
01	V2301294	08/04/2022	P-CARD MAHONEY COLLEEN	R	47.81
01	V2301295	08/04/2022	P-CARD MANNING MICHAEL	R	38.96

01	V2301296	08/04/2022	P-CARD MCGINN DAN	R	343.46
01	V2301297	08/04/2022	P-CARD MORRISSEY MELISSA	R	4,884.63
01	V2301298	08/04/2022	P-CARD SHAHSAVAND MARTA	R	73.95
01	V2301299	08/04/2022	P-CARD SKARE-KLECKER AMY	R	50.00
01	V2301300	08/04/2022	P-CARD STACHEL NANCY	R	16.12
01	V2301301	08/04/2022	P-CARD VALLEY JENNIFER	R	437.96
01	V2301302	08/04/2022	P-CARD WINTER AMY	R	60.30
01	V2301303	08/04/2022	P-CARD BROWN MATTHEW	R	805.24
01	V2301304	08/04/2022	P-CARD LUNDY MICHELLE	R	353.76
01	V2301305	08/04/2022	P-CARD MORRISSEY MELISSA	R	97.89
01	305692	08/05/2022	AMPLIFIED IT, A CDW COMPANY	R	3,749.95
01	305693	08/05/2022	BATTERIES R US	R	799.96
01	305694	08/05/2022	BENILDE-ST.MARGARET	R	467.05
01	305695	08/05/2022	CITY OF LAKES WALDORF SCHOOL	R	461.18
01	305696	08/05/2022	CITY OF RICHFIELD	R	6,230.53
01	305697	08/05/2022	COMMERCIAL KITCHEN	R	1,068.89
01	305698	08/05/2022	CONTINENTAL RESEARCH CORP	R	475.67
01	305699	08/05/2022	ECM PUBLISHERS INC	R	124.55
01	305700	08/05/2022	FIRST BAPTIST CHURCH SCHOOLS	R	309.03
01	305701	08/05/2022	HOBART SERVICE	R	235.50
01	305702	08/05/2022	HOME DEPOT U.S.A.	R	543.60
01	305703	08/05/2022	HOPE ACADEMY	R	1,464.91
01	305704	08/05/2022	INDEPENDENT SCHOOL DISTRICT 622	R	955.74
01	305705	08/05/2022	INSTITUTE FOR ENVIROMENTAL	R	4,260.00
01	305706	08/05/2022	LAKE COUNTRY SCHOOL	R	291.33
01	305707	08/05/2022	NATALIE D RASMUSSEN	R	5,000.00
01	305708	08/05/2022	PROVIDENCE ACADEMY	R	304.00
01	305709	08/05/2022	RAJ SETHURAJU	R	3,250.00
01	305710	08/05/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	6,124.38
01	305711	08/05/2022	SOUTHWEST METRO INTER DIST 288	R	620.94
01	305712	08/05/2022	VELOCITY DRAIN SERVICES INC	R	1,505.00
01	305713	08/05/2022	WIESE USA, INC.	R	1,687.90
01	305714	08/09/2022	NORTH CENTRAL BUS	R	82,596.45
01	305715	08/09/2022	SHUTTERFLY LIFETOUCH, LLC	R	507.50
01	305716	08/09/2022	MTN-METROPOLITAN TRANSP NETWORK	R	67,504.00
01	305717	08/09/2022	STATE SUPPLY COMPANY	R	57.40

TOTAL CHECKS, EPAYS, WIRES, PCARDS					3,989,029.21
---	--	--	--	--	---------------------

P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 08/15/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
JULY Pcards Paid 8/4/22	7/4/2022	25,075.11
E-Pays	7/29/2022	911.10
	8/4/2022	3,450.00
Wire Transfer	7/27/2022	2,488,614.58
Construction Checks	7/25/2022	72,507.68
Checks	7/21/2022	317,366.94
	7/22/2022	6,420.32
	7/27/2022	655,048.61
	7/29/2022	3,002.95
	8/4/2022	226,036.46
	8/5/2022	39,930.11
	8/9/2022	150,665.35

CHECK REGISTER BANK 05 TOTAL =	3,989,029.21
--------------------------------	---------------------

BREAKDOWN	
01-206-00	1,240,748.58
02-206-00	46,460.91
03-206-00	108,246.97
04-206-00	21,278.13
06-206-00	76,767.68
07-206-00	2,340,114.58
18-206-00	71.36
20-206-00	5,731.24
21-206-00	1,109.76
47-206-00	148,500.00
BANK TOTAL =	3,989,029.21

SUPERINTENDENT'S REPORT AND AGENDA

Regular Meeting of the Board of Education
Independent School District No. 280, Richfield, Minnesota

Richfield Public Schools *inspires* and *empowers* each individual to learn, grow and *excel*

If you require a reasonable accommodation in order to attend the board meeting or view the livestream, please contact Interim Board Secretary Laura Otterness at laura.otterness@rpsmn.org or 612-798-6084 at least 24 hours before the meeting.

Monday, August 15, 2022 7 p.m. School Board Meeting

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF THE AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Public Comment

B. Superintendent Update

1. Presentation of Spartan Foundation Scholarship Funds
2. Summer School Review
3. Crisis Management Audit Report

IV. CONSENT AGENDA

A. Routine Matters

1. Minutes of the regular meeting held August 1, 2022
2. General Disbursements as of 8/9/22 in the amount of \$3,989,029.21

B. Personnel Items

V. OLD BUSINESS

A. Policy 104: Drug-Free Workplace/Drug-Free School

B. Policy 805: Disposition of Obsolete Equipment and Material

VI. NEW BUSINESS

A. Policy 782: Environmental Health and Safety Standards & Administrative Guideline 782.1

B. Workers Compensation Insurance Report

C. Donations

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

*Tuesday, 9-6-2022	7 p.m.	Regular Board Meeting
9-19-2022	7 p.m.	Regular Board Meeting – Public Comment

D. Suggested/Future Agenda Items

VIII. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.05 FOR
LABOR NEGOTIATIONS STRATEGY

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	305718	08/11/2022	APPLE INC.	R	1,659.00
01	305719	08/11/2022	ARVIG ENTERPRISES INC	R	1,307.90
01	305720	08/11/2022	BCBS OF MINNESOTA & BLUE PLUS	R	9,900.00
01	305721	08/11/2022	CEL PUBLIC RELATIONS, INC.	R	3,137.00
01	305722	08/11/2022	CENGAGE LEARNING INC	R	945.00
01	305723	08/11/2022	CENTURYLINK	R	115.13
01	305724	08/11/2022	CEP ART & DESIGN	R	742.50
01	305725	08/11/2022	CINTAS CORPORATION NO 2	R	575.26
01	305726	08/11/2022	CITY OF RICHFIELD	R	246.00
01	305727	08/11/2022	CODEHS, INC	R	18,300.00
01	305728	08/11/2022	CULLIGAN SOFT WATER	R	10.00
01	305729	08/11/2022	DICKS SANITATION SERVICE, INC (DSI)	R	7,559.30
01	305730	08/11/2022	DIGITAL INSURANCE LLC	R	7,214.00
01	305731	08/11/2022	FLICEK WELDING	R	5,700.00
01	305732	08/11/2022	HR SIMPLIFIED INC.	R	760.00
01	305733	08/11/2022	IIX INSURANCE INFORMATION EXCHANGE	R	46.70
01	305734	08/11/2022	LANGUAGE LINE SERVICE	R	126.16
01	305735	08/11/2022	LOFFLER COMPANIES	R	2,801.60
01	305736	08/11/2022	METROPOLITAN TILE & MARBLE, INC.	R	5,743.00
01	305737	08/11/2022	NEI ELECTRIC, INC.	R	972.00
01	305738	08/11/2022	NOKOMIS SHOE SHOP	R	125.00
01	305739	08/11/2022	ONEBRIDGE BENEFITS INC.	R	5,053.50
01	305740	08/11/2022	PAYDHEALTH	R	19,428.76
01	305741	08/11/2022	PCS REVENUE CONTROL	R	1,680.00
01	305742	08/11/2022	RAE CROWTHER COMPANY	R	3,512.00
01	305743	08/11/2022	RICHFIELD READY	R	10.00
01	305744	08/11/2022	RIVERSIDE INSIGHTS	R	618.20
01	305745	08/11/2022	SCHOOL HEALTH CORPORATION	R	83.84
01	305746	08/11/2022	SCHUMACHER ELEVATOR COMPANY	R	14,846.00
01	305747	08/11/2022	SHERWIN WILLIAMS CO	R	75.36
01	305748	08/11/2022	TOTAL NETWORKX, INC	R	139,605.00
01	305749	08/11/2022	TWIN CITY TRANSPORTATION	R	34,117.07
01	305750	08/11/2022	VAN MURRAY	R	1,500.00
01	305751	08/11/2022	VERIZON WIRELESS	R	360.09
01	305752	08/11/2022	XCEL ENERGY	R	6,079.79
01	305753	08/18/2022	ANNIKA ANDERSEN DURYEA	R	225.00
01	305754	08/18/2022	HOPKINS SCHOOL DISTRICT	R	499.55
01	305755	08/18/2022	INTERMEDIATE DISTRICT 287	R	74,213.24
01	305756	08/18/2022	MENARDS - RICHFIELD	R	83.73
01	305757	08/18/2022	MINNESOTA UI FUND	R	80,770.94
01	305758	08/18/2022	SHOEMAKER DAVID C	R	166.00
01	305759	08/18/2022	TOP ALL ROOFING	R	1,456.00
01	305760	08/18/2022	WORM, MARK	R	166.00
01	305761	08/18/2022	APPRIZE TECHNOLOGIES	R	225.00
01	305762	08/18/2022	BCAA CO-OP	R	275.00
01	305763	08/18/2022	BLUUM OF MINNESOTA, LLC	R	9,154.21
01	305764	08/18/2022	COMCAST BUSINESS	R	541.35
01	305765	08/18/2022	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	305766	08/18/2022	DAVIS EQUIPMENT CORP	R	193.45

01	305767	08/18/2022	ECOLAB INC	R	234.38
01	305768	08/18/2022	EDUCATORS BENEFIT CONSULTANTS LLC	R	456.35
01	305769	08/18/2022	GROUP MEDICAREBLUE RX	R	7,159.50
01	305770	08/18/2022	HOGLUND BUS CO INC	R	1,646.44
01	305771	08/18/2022	HOPE CHURCH	R	14,774.12
01	305772	08/18/2022	HOUGHTON MIFFLIN HARCOURT	R	2,465.86
01	305773	08/18/2022	HOUSE OF PRINT	R	3,948.31
01	305775	08/18/2022	INTERMEDIATE DISTRICT 287	R	184,082.74
01	305776	08/18/2022	ISD 271 KENNEDY HS	R	125.00
01	305777	08/18/2022	JAMES E MARSHALL JR	R	40.00
01	305778	08/18/2022	KIDCREATE STUDIO	R	1,494.00
01	305779	08/18/2022	LOFFLER	R	1,225.09
01	305780	08/18/2022	MACMILLAN HOLDINGS	R	11,874.46
01	305781	08/18/2022	MADISON NATIONAL LIFE INS CO INC	R	2,569.54
01	305782	08/18/2022	MASA/MASE	R	499.00
01	305783	08/18/2022	MATH LEARNING CENTER	R	375.00
01	305784	08/18/2022	MESPA-MN ELEMENTARY	R	696.00
01	305785	08/18/2022	MINUTEMAN PRESS EDINA	R	926.76
01	305786	08/18/2022	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	670.00
01	305787	08/18/2022	NCS PEARSON INC	R	1,241.84
01	305788	08/18/2022	ON SITE SANITATION	R	1,264.50
01	305789	08/18/2022	PARK CENTER HIGH SCHOOL	R	100.00
01	305790	08/18/2022	PREMIUM WATERS INC	R	30.00
01	305791	08/18/2022	RIDDELL ALL AMERICAN SPORTS CORP	R	12,991.08
01	305792	08/18/2022	RYAN JEANNIE M	R	640.27
01	305793	08/18/2022	SADDLEBACK EDUCATIONAL, INC	R	12.26
01	305794	08/18/2022	SCHOOL SERVICE EMPLOYEES UNION	R	3,457.69
01	305795	08/18/2022	TRAFERA, LLC	R	10,396.00
01	305796	08/18/2022	TRI METRO CONFERENCE	R	5,000.00
01	305797	08/18/2022	UNITED HEALTHCARE INSURANCE CO	R	528.23
01	305798	08/18/2022	UNITED HEALTHCARE/AARP MEDICARE RX	R	101.20
01	305799	08/18/2022	UNITED HEARTHCARE /AARP MEDICARE RX	R	101.20
01	305800	08/18/2022	UNITED STATES TREASURER	R	230.00
01	305801	08/18/2022	USI INC	R	33.55
01	305802	08/18/2022	TREMCO/WEATHERPROOFING TECH, INC.	R	230,270.50
01	305803	08/18/2022	XCEL ENERGY	R	755.94
01	305804	08/25/2022	ALL STATE COMMUNICATIONS INC	R	768.00
01	305805	08/25/2022	ALTMAN ADAM	R	540.00
01	305806	08/25/2022	AMPLIFIED IT, A CDW COMPANY	R	11,520.00
01	305807	08/25/2022	AQUA ENGINEERING INC	R	175.00
01	305808	08/25/2022	AQUA LOGIC INC	R	1,411.46
01	305809	08/25/2022	BRAINPOP LLC	R	13,000.00
01	305810	08/25/2022	BRINK'S INCORPORATED	R	1,651.34
01	305811	08/25/2022	BSI MECHANICAL, INC.	R	1,146.00
01	305812	08/25/2022	BSN SPORTS, LLC	R	1,905.08
01	305813	08/25/2022	CANON USA	R	4,615.75
01	305814	08/25/2022	CATALYST BUYING GROUP LLC	R	1,804.99
01	305815	08/25/2022	CEDAR SMALL ENGINE	R	210.11
01	305816	08/25/2022	CINTAS CORPORATION NO 2	R	741.38
01	305817	08/25/2022	CITY OF RICHFIELD	R	225.00

01	305818	08/25/2022	CITY OF RICHFIELD	R	2,610.00
01	305819	08/25/2022	DOOR SERVICE COMPANY OF THE TWIN CI	R	865.00
01	305820	08/25/2022	EASYPERMIT POSTAGE	R	4,600.00
01	305821	08/25/2022	ECM PUBLISHERS INC	R	149.15
01	305822	08/25/2022	ECOLAB INC	R	551.16
01	305823	08/25/2022	ENVIROMATIC CORP OR AMERICA, INC	R	439.50
01	305824	08/25/2022	WW GRAINGER INC	R	755.02
01	305825	08/25/2022	HAMLIN UNIVERSITY	R	4,000.00
01	305826	08/25/2022	HAWKINS INC	R	4,368.45
01	305827	08/25/2022	HILLYARD MINNEAPOLIS	R	3,292.11
01	305828	08/25/2022	HUDL	R	13,000.00
01	305829	08/25/2022	ILLINOIS STATE UNIVERSITY	R	4,500.00
01	305830	08/25/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	42,717.78
01	305831	08/25/2022	INSTITUTE FOR ENVIROMENTAL	R	12,111.89
01	305832	08/25/2022	KINECT ENERGY INC	R	13,048.18
01	305833	08/25/2022	LEROY'S GREAT BEAR	R	39.98
01	305834	08/25/2022	MACALESTER COLLEGE	R	3,000.00
01	305835	08/25/2022	MADISON NATIONAL LIFE INS CO INC	R	6,011.84
01	305836	08/25/2022	MENARDS - RICHFIELD	R	69.99
01	305837	08/25/2022	METRO VOLLEYBALL OFFICIAL ASSOC LLC	R	1,248.00
01	305838	08/25/2022	METROPOLITAN MECHANICAL CONTRACTORS	R	324.00
01	305839	08/25/2022	MINUTEMAN PRESS EDINA	R	785.35
01	305840	08/25/2022	MN DEPT OF LABOR AND INDUSTRY	R	700.00
01	305841	08/25/2022	MTN-METROPOLITAN TRANSP NETWORK	R	66,816.00
01	305842	08/25/2022	NEI ELECTRIC, INC.	R	444.00
01	305843	08/25/2022	NORTHWESTERN UNIVERSITY	R	1,500.00
01	305844	08/25/2022	NORTHWESTERN UNIVERSITY	R	1,500.00
01	305845	08/25/2022	INNOCENT TECHNOLOGIES LLC	R	8,750.00
01	305846	08/25/2022	PRAIRIE FIRE CHILDREN'S THEATRE	R	2,150.00
01	305847	08/25/2022	RICHFIELD READY	R	51.00
01	305848	08/25/2022	RIDDELL ALL AMERICAN SPORTS CORP	R	197.05
01	305849	08/25/2022	RM COTTON COMPANY	R	1,489.00
01	305850	08/25/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	1,416.00
01	305851	08/25/2022	SCHOOL NURSE SUPPLY	R	307.93
01	305852	08/25/2022	SFM	R	391,615.00
01	305853	08/25/2022	SHERWIN WILLIAMS CO	R	401.16
01	305854	08/25/2022	SMARTSENSE BY DIGI	R	330.00
01	305855	08/25/2022	THE HOME DEPOT PRO INSTITUTIONAL	R	437.04
01	305856	08/25/2022	TWIN CITY FILTER SERVICE INC	R	554.18
01	305857	08/25/2022	U OF MN TWIN CITIES	R	3,000.00
01	305858	08/25/2022	UHL COMPANY INC	R	18.50
01	305859	08/25/2022	UPPER LAKES FOODS	R	15,738.29
01	305860	08/25/2022	VALLEY RICH CO INC	R	49,500.00
01	305861	08/25/2022	VANESSA MERRY	R	275.00
01	305862	08/25/2022	VSP INSURANCE CO. (CT)	R	3,435.42
01	305863	08/25/2022	WELLERWORKS CUSTOM EMBROIDERY	R	58.00
01	305864	08/25/2022	XCEL ENERGY	R	92,924.42
01	305865	08/25/2022	YOUTH ENRICHMENT LEAGUE (YEL!)	R	1,596.00
01	305866	08/25/2022	ZAHL PETROLEUM MAINTENANCE CO	R	12,246.00
01	305867	08/25/2022	ZONEONE LOCATING	R	184.00

01	305868	08/25/2022	CM CONSTRUCTION COMPANY	R	7,494.55
01	305869	08/25/2022	ICS CONSULTING, LLC (DBA: ICS)	R	17,529.26
01	V612103	08/25/2022	CARMEN L CHRISTIAN	R	23.92
01	V612104	08/25/2022	CHRISTINA M GONZALEZ	R	152.64
01	V612105	08/25/2022	JONATHAN W HEYER	R	278.74
01	V612106	08/25/2022	RACHAEL G LENMARK	R	125.64
01	V612107	08/25/2022	MICHAEL A MANNING	R	93.75
01	V612108	08/25/2022	ALECIA M MOBLEY	R	1,721.13
01	V612109	08/25/2022	MELISSA L MORRISSEY	R	83.51
01	V612110	08/25/2022	MAUREEN E PRYOR	R	43.77
01	V612111	08/25/2022	JENNIFER K VALLEY	R	2,105.11
01	V612112	08/25/2022	REBECCA S WALD	R	201.37
01	V612113	08/25/2022	MICHELLE R WHITESIDE	R	14.95
01	305870	08/26/2022	EASYPERMIT POSTAGE	R	1,675.32
01	305871	08/26/2022	GEE TEEZ & COMPANY, LTD.	R	9,585.00
01	305872	08/26/2022	MINUTEMAN PRESS EDINA	R	549.35
01	305873	08/26/2022	TRIO SUPPLY COMPANY	R	106.29
01	305684	08/31/2022	TRIMARK MARLINN LLC	V	-922.65
01	305876	08/31/2022	AMAZON.COM SYNCB/AMAZON	R	4,770.25
01	305877	08/31/2022	ALL STATE COMMUNICATIONS INC	R	9,100.00
01	305878	08/31/2022	BOOKSOURCE	R	51.23
01	305879	08/31/2022	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	305880	08/31/2022	COMCAST	R	314.08
01	305881	08/31/2022	COMCAST BUSINESS	R	246.35
01	305882	08/31/2022	FORKLIFTS OF MINNESOTA, INC.	R	2,935.00
01	305883	08/31/2022	HOPE CHURCH	R	14,774.12
01	305884	08/31/2022	KELLY JOHNSON	R	110.00
01	305885	08/31/2022	RICK J KAUFMAN	R	3,240.00
01	305886	08/31/2022	KIDCREATE STUDIO	R	1,328.00
01	305887	08/31/2022	LIGHTSPEED SOLUTIONS, LLC	R	13,040.00
01	305888	08/31/2022	LOMAX CARLA	R	320.00
01	305889	08/31/2022	NYSTROM PUBLISHING	R	18,716.78
01	305890	08/31/2022	PLAGGE, RONETTE	R	162.62
01	305891	08/31/2022	PRO ED INC	R	129.80
01	305892	08/31/2022	SMARTPASS, LLC	R	2,616.25
01	305893	08/31/2022	SOROUSH NAJI	R	457.14
01	305894	08/31/2022	TAFFE SARAH ANN	R	8,831.97
01	305895	08/31/2022	TIFFANY BEGIN	R	240.00
01	305896	08/31/2022	TOTAL NETWORK, INC	R	1,194.00
01	305897	08/31/2022	TRIMARK MARLINN LLC	R	922.65
01	305898	08/31/2022	TWIN CITY HARDWARE	R	790.71
01	305899	08/31/2022	XCEL ENERGY	R	21,050.41

TOTAL CHECKS & EPAYS REGISTER
1,929,890.95

P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 09/06/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
E-Pays	8/25/2022	4,844.53
Construction Checks	8/25/2022	25,023.81
Checks	8/11/2022	294,955.16
	8/18/2022	670,736.28
	8/25/2022	815,835.50
	8/26/2022	11,915.96
	8/31/2022	106,579.71

CHECK REGISTER BANK 05 TOTAL =	1,929,890.95
--------------------------------	--------------

BREAKDOWN	
01-206-00	1,628,219.00
02-206-00	58,967.20
03-206-00	136,339.84
04-206-00	47,898.59
06-206-00	25,023.81
07-206-00	0.00
18-206-00	7,500.00
20-206-00	23,858.11
21-206-00	2,084.40
47-206-00	
BANK TOTAL =	1,929,890.95

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
August 29, 2022

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	2018B Bond	OPEB Bond
MN TRUST TERM SERIES	11/15/22	0.12%	1,500,000.00	1,500,000.00	-	-	-
US TREASURY N/B	06/30/23	0.25%	1,998,011.64	1,998,011.64	-	-	-
STATE BANK OF INDIA	11/29/23	0.40%	249,739.23	249,739.23	-	-	-
SYNCHRONY BANK	11/30/23	0.40%	249,739.23	249,739.23	-	-	-
US TREASURY N/B	03/31/23	1.58%	999,463.36	999,463.36	-	-	-
MNTRUST â€™ Full Flex (PenFed HCC)	01/00/00	2.18%	14,036,634.25	14,036,634.25	-	-	-
US TREASURY N/B	10/31/22	0.06%	124,082.34	-	124,082.34	-	-
SALLIE MAE BANK/SALT LKE	08/25/23	0.30%	249,248.07	-	249,248.07	-	-
MNTRUST â€™ Full Flex (PenFed Phly)	01/00/00	2.18%	1,253,270.74	-	-	1,253,270.74	-
HONOLULU-E-TXBL	10/01/22	1.61%	282,931.00	-	-	-	282,931.00
HAWAII-FA-TXBL	10/01/23	1.62%	882,359.50	-	-	-	882,359.50
HONOLULU CITY and CNTY	10/01/22	1.58%	965,371.30	-	-	-	965,371.30
US TREASURY N/B	10/15/24	1.12%	527,929.69	-	-	-	527,929.69
Trustar Bank	10/26/22	0.05%	249,800.00	-	-	-	249,800.00
GREENSTATE CREDIT UNION	10/26/22	0.07%	249,800.00	-	-	-	249,800.00
SERVISFIRST BANK	10/26/22	0.05%	249,800.00	-	-	-	249,800.00
ROBBINSDALE ISD-B-REF	02/01/23	0.13%	2,716,236.55	-	-	-	2,716,236.55
TEXAS ST-C-REF-TXBL	10/01/22	1.61%	784,606.90	-	-	-	784,606.90
FREDDIE MAC	09/23/25	1.60%	287,372.71	-	-	-	287,372.71
US TREASURY N/B	09/30/23	2.00%	731,132.81	-	-	-	731,132.81
NYC -TXBL -REF -D	08/01/24	0.38%	506,600.00	-	-	-	506,600.00
Total Investments Held			29,094,129.32	19,033,587.71	373,330.41	1,253,270.74	8,433,940.46

Agenda Item IV.B

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting September 6, 2022

Subject: PERSONNEL ITEMS
(Recommended by Superintendent)

That the Board of Education approve the following personnel items:

Certified Full Time Position for Employment – 1st Year Probation

Jasmine Ellis – Special Education Teacher – Richfield Middle School
Effective: 8/23/2022

Rachel Bauder – Grade 1 Teacher – Centennial Elementary School
Effective: 8/23/2022

Mitchell Turner – Social Studies Teacher – Richfield Senior High School
Effective: 8/23/2022

Madeline Selcke – ELL Teacher - Richfield Senior High School
Effective: 8/23/2022

Michelle Williams – Center Based EBD Teacher - Richfield Middle School
Effective: 8/23/2022

Ryan Houle – Music Teacher – Sheridan Hills Elementary
Effective: 8/23/2023

Certified Full Time Position for Employment – 3rd Year Probation

Angela Garcia Hernandez – Reading Interventionist – Dual Language Elementary
Effective: 8/23/2022

Stephany Jallo – ELL Teacher - Richfield Senior High School
Effective: 8/23/2022

Michele Horak – Special Education Teacher - Richfield Middle School
Effective: 8/23/2022

Certified Full Time Position for Employment – TIER 2

Yesenia Nevarez – Elementary Teacher - Dual Language Elementary
Effective: 8/23/2022

Monica Sala Gil de Avale - Elementary Teacher - Dual Language Elementary
Effective: 8/23/2022

Julio Carrillo Beltran - Elementary Teacher - Dual Language Elementary
Effective: 8/23/2022

Maria Guadalupe Leonor Ramirez-Fuentes - Elementary Teacher - Dual Language Elementary
Effective: 8/23/2022

Santiago Torres - Elementary Teacher - Dual Language Elementary

Effective: 8/23/2022

Rosenda Gaz Ibarra - Elementary Teacher - Dual Language Elementary

Effective: 8/23/22

Alicia Vaca – Social Studies - Richfield Senior High School

Effective: 8/23/2022

Certified Full Time Position for Employment – TIER 2

Quinton Wade – Social Studies – Richfield Middle School

Effective: 8/23/2022

Certified Full Time Position Unpaid Leave of Absence

Jessica Sosa – Grade 1 Teacher – Dual Language Elementary

Effective: November 21,2022 – 6-9/2022

Annie Schroeder – Behavior Specialist – STEM Elementary

Effective: 8/26/2022-9/16/2022

Certified Full Time Position Resignation

Megan Paulis de Rangel – Literacy Interventionist – Dual Language Elementary

Effective: 8/26/2022

Years of Service: 7 Years

Chelsey Tollefson-Hauer – Social Worker- Sheridan Hills Elementary

Effective: 9/15/2022

Years of Service: 10 Years

Mike Cunningham – Social Studies Teacher - Richfield Middle School

Effective: 8/25/2022

Years of Service: 15 Years

Carl Maiers – Special Education Teacher - Richfield Middle School

Effective: 8/25/2022

Years of Service: 8 Years

Christi Jo Mace – Industrial Arts Teacher – Richfield Senior High School

Effective: 06/10/2022

Years of Service: 5 Years

Amberly Mobley – Elementary Teacher- STEM Elementary

Effective: 6/10/2022

Years of Service: 4 Years

Beth Christopherson – Global Language Arts Teacher - Richfield Middle School

Effective: 08/26/2022

Years of Service: 6 Years

Krista Joy Olson – Elementary Music Teacher – Sheridan Hills Elementary

Effective: 08/26/2022

Years of Service: 20 Years

Classified Full Time Paraprofessional Position for Employment

Aljosky Garcia – Instructional Paraprofessional – RMS

Effective 9/5/2022

Annette Watkins – Campus Supervisor – RMS

Effective 9/5/2022

Yesenia Barcenas – Welcome Desk Paraprofessional – RHS

Effective 9/5/2022

Grant Stramer – Clerical Paraprofessional – RSTEM

Effective 9/5/2022

Elizabeth Rodriguez – Clerical Professional – RMS

Effective 9/5/2022

Classified Part Time Paraprofessional Position for Employment

Linda Hayes – SPED Paraprofessional – RHS

Effective 9/5/2022

Gray Gawboy – SPED Paraprofessional – RHS

Effective 9/5/2022

Noah Hillman – Managerial Paraprofessional – RHS

Effective 9/5/2022

Carlisha Brandon – Security Monitor – RHS

Effective 9/5/2022

Harry Cruz – Security Monitor – RHS

Effective 9/5/2022

Erin Johnson – SPED Paraprofessional – RSTEM

Effective 9/5/2022

Classified Full Time Facilities and Transportation Position for Employment

Christopher Ransom – Maintenance Mechanic – Garage

Effective 9/5/2022

Charles Gant – Night Lead Custodian – RSTEM

Effective 8/30/2022

Classified Full Time position Administrative Assistant

Jessica Ayala – Admin Assistant 3 – District Office

Effective 8/22/2022

Classified Part Time Food and Nutrition Position for Employment

Maria Consuelo Palapa Ramirez – Kitchen Assistant – RHS

Effective 9/5/2022

Tiarra Woods – Kitchen Assistant – RDLS

Effective 9/5/2022

Ceren Eroglu – Kitchen Assistant – RHS

Effective 9/5/2022

Judy Vaillancourt – Yerhot – Kitchen Assistant – Sheridan Hills

Effective 9/5/2022

Classified Full Time Student Engagement Specialist for Employment

Brad Harris – Student Engagement Specialist/Paraprofessional – RMS
Effective 9/5/2022

Classified Full Time Outreach Worker Position for Employment

Yasmin Clara – Outreach Worker – RSTEM
Effective 9/5/2022

Classified Full Time Paraprofessional – Resignation

Tahjah Fox – SPED Paraprofessional – South Education Center
Effective 8/15/2022 –

Years of Service – 1 year

Kristy Yu – SPED Paraprofessional – Centennial Elementary
Effective 9/5/2022

Years of Service – 3 months

Beau Bieber – SPED Paraprofessional – RHS
Effective – 8/23/2022

Years of Service – 6 years

Yuri Lobaton Tellez – SPED Paraprofessional – Centennial Elementary
Effective – 7/26/2022

Years of Service – 1 year

Chelsea Vaglica – SPED Paraprofessional – RMS
Effective 6/9/

Classified Full Time Outreach Worker – Resignation

Shukri Abukar – Outreach Bilinigual – Central Education Center
Effective 8/8/2022

Years of Service – 1 year

Victoria Johnson – Outreach Bilingual – RHS
Effective 8/29/2022

Years of Service – 13 years

Classified Full Time Student Engagement Specialist– Resignation

Shemitra Price – Student Engagement Specialist – RSTEM
Effective 8/8/2022

Years of Service – 2 years

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 6, 2022

Subject: Drug-Free Workplace/Drug-Free School

(Recommended by the superintendent)

Passage upon a third read of Policy 104: Drug-Free Workplace/Drug-Free School.
Revisions have been included to adhere to District branding and style guidelines.

Attachments:

Policy 104: Drug-Free Workplace/Drug-Free School
MSBA Model Policy 418: Drug-Free Workplace/Drug-Free School

RICHFIELD PUBLIC SCHOOLS

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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, and controlled substances without a physician prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol 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. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use or possess alcohol, toxic substances, medical cannabis, or controlled substances in any school location.
- 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 member of the public who violates this policy.
- D. ~~Random Canine canine searches may be used to determine if any violation of this policy has occurred. All school district property and personal property of students or staff are subject to such searches.~~

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor; as defined in Minn. Stat. § 340A.101.
- 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 U.S.C. § 812, including analogues and look-alike drugs.
- C. "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; or (4) any other method,

excluding smoking, approved by the commissioner. All cannabis is specifically prohibited on school grounds by Minn. Stat. § 152.23.-

- D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- E. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use or be under the influence of alcohol and/or controlled substances.
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School district location" includes any school building or on any school premises; including any school owned property including but not limited to, lockers, desks, closets, cloak rooms, and any school parking lots; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician prescription for the substance. This exception does not apply to medical cannabis, the possession and use of which on school property is not allowed regardless of whether the person has a physician prescription, as specified in Minn. Stat. § 152.23. The person shall comply with the relevant procedures of this policy.
- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories or pursuant to a temporary license under Minn. Stat. § 340A.404, Subd. 10 and § 340A.403, Subd. 2).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, 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 assistant, principal, teacher or other designated staff member will administer the prescribed medication 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 as specified in Minn. Stat. § 152.23, 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, or the ~~Director~~ director of ~~Human~~ human Resourcesresources. The employee may be required to provide a copy of the prescription.

C. Employees are subject to the school district's drug and alcohol testing policies and procedures.

D. 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. Records documenting staff acknowledgement of this policy will be maintained by the Human Resources ~~Department~~ department.

E. Members of the public are not permitted to use or possess controlled substances in a school location except with the express permission of the superintendent.

F. No person is permitted to possess or use medical cannabis 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, as specified in Minn. Stat. § 152.23.

G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant for permission shall apply in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with Policy 541: Student Behavior~~the school district's discipline policy~~. Such discipline may include suspension or expulsion from school.

2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials where appropriate.

B. Employees

1. 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.
2. 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.
3. 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.
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. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 340A.101 (Definitions)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 Intoxicating Liquor; On-Sale
Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children;
Abuse of Toxic Substances)
Minn. Stat. § 624.701 (~~Liquor~~ Alcohol in Certain Buildings or
Grounds)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. 701-707 (Drug-Free Workplace Act)
20 U.S.C. 7101-7165 (Safe and Drug-Free Schools)

Communities Act of 1994)
34 C.F.R. Part 84 (Government wide Requirements for
Drug-Free Workplace)

Cross Reference:

Board Policy 404 - Drug and Alcohol Testing
Board Policy 541 - Student Behavior
Board Policy 543 – Search of Student Lockers, Desks,
Personal Possessions, Student's Person and All Other School
Locations
Board Policy 544 - Chemical Use/Abuse

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: September 5, 1995

~~AMENDED-REVISED~~ BY THE BOARD OF EDUCATION: November 6, 2000; January
21, 2003, June 17, 2008, May 16, 2016

Adopted: _____

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____

Rev. 2015

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, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol 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, controlled substances, or medical cannabis in any school location.
- 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 member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- 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 U.S.C. § 812, including analogues and look-alike drugs.
- C. "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; or (4) any other method, excluding smoking, approved by the commissioner.
- D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- E. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "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.

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, 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 Minn. Stat. § 624.701, Subd. 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).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.

[Note: School districts are required by Minn. Stat. § 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 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 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, 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 U.S.C. § 8103; 34 C.F.R. 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 in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis 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.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 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. ENFORCEMENT

A. Students

- 1. 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.
- 2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

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. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
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)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 6, 2022

Subject: Disposition of Obsolete Equipment and Material

(Recommended by the superintendent)

Passage upon a third read of Policy 805: Disposition of Obsolete Equipment and Material. Revisions have been included to align to updates in the MSBA model policy.

Attachments:

Policy 805: Disposition of Obsolete Equipment and Material

MSBA Model Policy 802: Disposition of Obsolete Equipment and Material

RICHFIELD PUBLIC SCHOOLS

DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.

B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$~~100~~175,000

1. If the value of the equipment or materials is estimated to exceed \$~~100~~175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$~~400~~175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$~~400~~175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation,

by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:

1. another school district;
2. the state department of corrections;
3. the board of trustees of Minnesota State Colleges and Universities; ~~or~~
4. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
5. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

If surplus school computers are not disposed of as described above, upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

1
2
3

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: May 16, 2016
REVISED BY THE BOARD OF EDUCATION: September 6, 2022

Formatted: Left

Adopted: _____

MSBA/MASA Model Policy 802

Orig. 1995

Revised: _____

Rev. 2019

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.

B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
 - a. another school district;
 - b. the state department of corrections;
 - c. the board of trustees of Minnesota State Colleges and Universities;
 - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
 - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

- Legal References:*** Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)
- Cross References:*** MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

OLD BUSINESS – FOR REVIEW

Agenda Item V.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 6, 2022

Subject: Environmental Health and Safety Standards

(Recommended by the superintendent)

A second read of Policy 782: Environmental Health and Safety Standards and Administrative Guideline 782.1.

Attachments:

Policy 782: Environmental Health and Safety Standards

Administrative Guideline 782.1

MSBA Model Policy 807: Health and Safety

RICHFIELD PUBLIC SCHOOLS

ENVIRONMENTAL HEALTH AND SAFETY STANDARDS

I. GENERAL STATEMENT OF POLICY

Richfield Public Schools shall promote a safe and healthy environment for students, staff, and the public, while striving for compliance with all federal, state and local laws the required guidelines established by the Department of Education for the Minnesota Public Schools, and best practices including Indoor Air Quality Management.

II. RESPONSIBILITY

A. The school district shall:

1. Identify potential safety hazards.
2. Identify the employee groups routinely exposed to hazards.
 - a. Provide personal protective equipment for the routinely exposed employee.
 - b. Train employees on workplace safety.
3. Develop a manual of health and safety management plans for employee use.
4. Annually review, update and approve the Health and Safety Manual at the first board meeting in February.
5. Support a school district Health and Safety Committee representing all employee groups to promote safety in our schools.
6. Provide program support with an annual health and safety management budget and the following assignments:
 - a. Health & Safety Program Manager – to manage the overall health and safety program with assistance from other employees and consultants.
 - b. Chemical Hygiene Officer - to manage the safe work practices and procedures in the science lab classrooms.
 - c. Risk Manager - to coordinate the workers compensation insurance policy with accident reporting.

- d. Exposure Control Officer – to oversee employee exposure procedures and assist with the coordination of new employee blood-borne pathogens training.
 - e. AHERA Coordinator – to coordinate and oversee asbestos inspections and abatements.
 - f. Indoor Air Quality Coordinator (IAQ) - to oversee indoor air quality concerns, projects and the management plan.
7. Provide a management information system to maintain records for review by the public and regulatory inspectors.
- B. The school administration shall develop a site specific security plan that includes but is not limited to:
1. The required use of employee identification badges
 2. The required use of visitor badges or passes
 3. Limiting the use of multiple entries
 4. Monitoring and / or locking school entry points
- C. The Superintendent is directed to develop administrative guidelines as necessary to assist in the implementation of this policy.

Legal References: Occupational Safety & Health Act of 1970
MN OSHA standard 1903.1
MN OSHA 5204.0010-.0090
MN OSHA 1910.1200
MN Workers Compensation, Chapter-176.732
MN Statute §182.669
MN Statute §182.653
MN Statute §79.251
MN Statute §123B.57

~~ADOPTED~~ RATIFIED BY THE BOARD OF EDUCATION: September 18, 2000

REVISED BY THE BOARD OF EDUCATION: March 19, 2001, July 8, 2002, March 19, 2007, May 21, 2012, May 20, 2013, June 17, 2014, July 11, 2016

1
2
3
4
5

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION:

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

ENVIRONMENTAL HEALTH AND SAFETY STANDARDS

I. HEALTH AND SAFETY COMMITTEE

The Superintendent shall establish a Health and Safety Committee representing the school systems' employees to promote school safety. The committee shall consist of employees with representation from the various employee groups and all schools.

The function of the committee shall be to:

- A. Facilitate the sharing of employee health and safety concerns
- B. Monitor action on employee health and safety concerns
- C. Recommend health and safety program manual and procedure improvements
- D. Review accident reports to identify trends and recommend steps for accident reduction
- E. Facilitate communications between the employees and the employer on health and safety issues
- F. Promote the schools safety initiatives

II. BUILDING / SCHOOL SITE RESPONSIBILITIES

- A. The school administrator in collaboration with the Chief Human Resources and Administrative Officer shall be responsible for a health and safety program within the school.

The department directors and supervisors in collaboration with the Chief Human Resources and Administrative Officer shall be responsible for the health and safety program within their departments.

It is the school administrators, department supervisors, and directors responsibility to assure the participation of their employees in the safety-training program.

- B. The school administrator shall designate a "School Safety Coordinator" (SSC) to promote safe work practices and participate on the school district's employees Health and Safety Committee.

The School Safety Coordinator (SSC) shall:

1. Communicate school health and safety issues to the school administration and Health and Safety Committee
2. Maintain the school's safety information/files
3. Provide general communications to students, parents and staff regarding health and safety
4. Maintain an official employee health and safety bulletin board

C. The school administrator shall develop a written site-specific security plan that shall include but not be limited to:

1. General Procedures

- Practices and procedures used to secure personal property
- Practices and procedures used to monitor hallways
- Practices and procedures used when handling cash
- Awareness training
- Practices and procedures used for securing unattended equipment
- Practices and procedures used to authorize student pick-up by parents / guardians and other adults

2. Controlled Access during the School Day

- Practices and procedures used to limit access to the main entrance
- Practices and procedures used to keep track of visitors
- Practices and procedures used to approach strangers
- Practices and procedures used to direct school deliveries to the main office
- Practices and procedures used to limit access to the school by contracted service providers
- Practices and procedures used to allow staff to re-enter the school when doors are locked

3. Controlled Access after School Hours

- Practices and procedures used to assist visitors
- Custodian responsibilities for school security and activity supervision

4. Custodial Procedures

- Practices and procedures used to repair and secure damaged windows, door locks and other security items
- Practices and procedures used to schedule the use of interior lighting
- Practices and procedures used to schedule the use of parking lot lighting
- Practices and procedures used to secure unused areas
- Practices and procedures used to schedule the locking of exterior doors
- Practices and procedures used to secure unused lockers

D. School Safety Information

The main office of each school shall be the location for the school's health and safety records. This includes program management plans, testing results, surveys, Health and Safety Procedure Manual and other documentation for public viewing. Material safety data sheets are located in each area within the school which uses chemicals (science, industrial technology, food service, custodial/maintenance, and art). The District Warehouse/Central Receiving shall maintain a master copy of material safety data sheets on file.

The Health & Safety information files shall:

1. Contain site specific information
2. Be placed in a central location
3. Be accessible to the public
4. Be maintained/updated annually

III. HUMAN RESOURCE DEPARTMENT

The Human Resource Department shall distribute the "Employee Safety Guide" to all new employees and be responsible for notifying the Health & Safety Program Coordinator or designee of new employees requiring safety training.

New employee training shall include substitutes, temporary, part-time, and full-time employees.

The Human Resource Office shall process the "First Report of Injury" and maintain the OSHA, 200 Reporting Logs.

The Chief Human Resource and Administrative Officer shall be designated as the school system's "Risk Manager" and be responsible for coordinating the workers compensation insurance policy, and accident claim reporting with the insurance carrier.

IV. HEALTH AND SAFETY PROGRAM MANAGER / CHIEF HUMAN RESOURCES AND ADMINISTRATIVE OFFICER

The Chief Human Resources and Administrative Officer shall manage the school system's overall health and safety program with assistance from other employees and consultants.

The manager shall strive for compliance with federal, state and local laws as well as the required guidelines established by the Department of Education for Minnesota Public Schools.

The Chief Human Resources and Administrative Officer is the manager of all employee safety programs, and will provide the department supervisors and school administrators with:

- A. All required safety training
- B. A permanent record keeping system
- C. Safety management plans and procedures
- D. Communications to employees
- E. OSHA safety inspections
- F. Regulatory compliance communications

V. EXPOSURE CONTROL OFFICER / SCHOOL DISTRICT NURSE

The School District Nurse is designated the "Exposure Control Officer" and is responsible for overseeing employee exposure procedures, infectious disease control and the coordination of new employee first aid and blood-borne pathogens training. The supervisor shall also facilitate student and visitor accident reporting.

VI. CHEMICAL HYGIENE OFFICER (CHO) / SCIENCE TEACHER AND ASSISTANT

A. The CHO shall be assigned to oversee the lab safety program and to promote safe work practices and procedures in the workplace. The person in this position is someone who by experience and training is qualified to develop and maintain a laboratory safety program for the science lab classrooms.

B. The designated person shall:

- 1. Monitor the use of chemicals & safety procedures.

2. Promote safe work practices, procedures & engineering controls.
3. Strive for compliance with legal requirements.
4. Maintain safe chemical storage facilities.
5. Evaluate lab facilities for safety issues.
6. Monitor chemical procurement, distribution and safe storage practices.
7. Maintain a chemical inventory and material safety data sheets.
8. Maintain a record keeping system.
9. Maintain a labeling system and necessary signage.
10. Attend science lab safety training.
11. Participate in proper waste disposal procedures.
12. Implement and maintain the Chemical Hygiene Plan.

VII. AHERA COORDINATOR / DIRECTOR OF FACILITIES AND TRANSPORTATION

The AHERA Coordinator shall coordinate and oversee asbestos inspections and abatements throughout the District.

VIII. INDOOR AIR QUALITY (IAQ) COORDINATOR / DIRECTOR OF FACILITIES AND TRANSPORTATION

The IAQ Coordinator shall oversee the management program and follow the EPA's, Tools For Schools procedures to mitigate IAQ issues and coordinate any necessary sampling, mold abatements, ventilation improvements, etc.

IX. EMPLOYEE SAFETY TRAINING

The training curriculum shall follow the Occupational Health and Safety Administration guidelines and the employees shall receive their training during their normal work hours or be compensated for overtime by the employer.

The Health & Safety Department shall offer large group, small group, and individualized instruction by appointment for employees identified as exposed to a safety hazard.

The school system's assessment of affected employees is maintained by the Health & Safety Department. Employee training records are located in the Personnel Office and shall be maintained for a period of three years.

X. DATA BASE MANAGEMENT

A management information system shall be developed and maintained by the Health & Safety Program Coordinator to provide regulatory inspectors and the general public with historical information on school safety.

Dated: March 19, 2001

- 1 Reviewed: March 19, 2007
- 2 Revised: July 8, 2002, May 21, 2012, June 17, 2014, July 11, 2016

NEW BUSINESS – FOR ACTION

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 6, 2022

Subject: Policies for Annual Review

(Recommended by the superintendent)

Passage upon a single read of the attached policies that are required to be reviewed annually. Minor changes are recommended only to Guideline 103.2, Policy 107, Guideline 113.1, Policy 301, Policy 302, Policy 407, Policy 409, and Policy 506 at this time. All other policies are recommended for passage with no updates necessary. Any minor changes included are either to update the District Office address, follow District branding and style guidelines, reflect staffing changes among District administrators, or revise based on recent MSBA model policy updates.

Attachments:

Policy 103: Harassment Prohibition

- **Administrative Guideline 103.2 - redlined**

Policy 107: Electronic Use and Communications – redlined

- MSBA Model Policy 524: Internet Acceptable Use and Safety Policy
- Administrative Guideline 107.1
- Administrative Guideline 107.2

Policy 113: Bullying Prohibition

- **Administrative Guideline 113.1 – redlined**

Policy 301: Organizational Chart

Policy 302: Position Assignments - redlined

Policy 407: Leaves of Absence - redlined

Policy 409: Mandated Reporting of Child Neglect or Physical or Sexual Abuse - redlined

- MSBA Model Policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- Administrative Guideline 409.1

Policy 410: Mandated Reporting of Maltreatment of Vulnerable Adults

Policy 506: Student Sex Nondiscrimination - redlined

Policy 541: Student Behavior

- Administrative Guideline 541.1

Policy 602: School District System Accountability

Policy 802: Crisis Management

RICHFIELD PUBLIC SCHOOLS

HARASSMENT PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any other class protected under the law.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses or inflicts, threatens to inflict, or attempts to inflict violence upon a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes: school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

- 1.
2. an act done with intent to cause fear in another of imminent bodily harm or death;
3. the intentional infliction of or attempt to inflict bodily harm upon another; or
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.
- 26.
- 27.
- 28.
- 29.
- 30.
- 31.
- 32.
- 33.
- 34.
- 35.
- 36.
- 37.
- 38.
- 39.
- 40.
- 41.
- 42.
- 43.
- 44.
- 45.
- 46.
- 47.
- 48.
- 49.
- 50.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, and nonverbal behavior such as graphic and written statements, 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, gender identity or expression, disability, or any class protected under the law 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": "A person with a disability" is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian.

The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Gender identity or expression" includes the manner in which an individual expresses their gender and an individual's sense of being male, female, or otherwise on a continuum of gender.

4. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

5. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

6. "Sex" includes, but is not limited to, gender assigned at birth, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

7. "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 "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

8. "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. Racial Harassment/Violence; Definition

1. Race-based harassment is intimidation or abusive behavior towards a student or employee based on perceived or actual race, color, creed or national origin that creates a hostile environment by interfering with or denying a student or employee's participation in or receipt of benefits, services, or opportunities in the schools' programs or employment.

2. Racial violence is a physical act or aggression or force, or threat thereof which is directed toward a student or employee based upon their perceived or actual race, color, creed, or national origin

F. Religious Harassment/Violence; Definition

1. Religion-based harassment is intimidation or abusive behavior toward a student or employee based on perceived or actual religious belief that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the schools' programs.
2. Religious violence is the threat of or an actual physical act of aggression or force which is directed toward a student or employee based upon their perceived or actual religion.

G. Sexual Harassment; Definition

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

or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual because of gender.

H. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

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

a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

I. Violence; Definition

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

IV. REPORTING PROCEDURES

- 1 A. Any person who believes they have been the victim of harassment
2 or violence on the basis of race, color, creed, religion, national
3 origin, sex, age, marital status, familial status, status with regard to
4 public assistance, sexual orientation, gender identity or expression,
5 disability, or any other protected class, by a student, teacher,
6 administrator, or other school district personnel, or any person
7 (e.g., witness, parent, colleague) with knowledge or belief of
8 conduct which may constitute harassment or violence prohibited by
9 this policy toward a student, teacher, administrator, or other school
10 district personnel or group of students, teachers, administrators, or
11 other school district personnel should report the alleged acts
12 immediately to an appropriate school district official designated by
13 this policy.
14
- 15 B. The school district encourages the reporting party or complainant
16 to use the report form available from the principal of each building
17 or available from the school district office, but oral reports shall be
18 considered complaints as well.
19
- 20 C. Nothing in this policy shall prevent any person from reporting
21 harassment or violence directly to a school district human rights
22 officer, to the district's Title IX coordinator, or to the superintendent.
23 The district has a Title IX policy and grievance procedure, and
24 nothing in this policy shall prevent any person from reporting sexual
25 harassment or violence in the manner specified by Policy 115: Title
26 IX.
27
- 28 D. In Each School Building. The building principal, the principal's
29 designee, or the building/program supervisor (hereinafter Building
30 Report Taker) is the person responsible for receiving oral or written
31 reports of harassment or violence prohibited by this policy at the
32 building/program level. Any adult school district personnel who
33 receives a report of harassment or violence prohibited by this policy
34 shall inform the Building Report Taker immediately. If the complaint
35 involves the Building Report Taker, the complaint shall be made or
36 filed directly with the superintendent or the school district human
37 rights officer by the reporting party or complainant. School district
38 personnel who fail to inform the Building Report Taker of a report of
39 harassment or violence in a timely manner may be subject to
40 disciplinary action.
41
- 42 E. Upon receipt of a report, the Building Report Taker must notify the
43 school district human rights officer immediately, without screening
44 or investigating the report. If the complaint only involves students,
45 the Building Report Taker is designated to review the complaint,
46 initiate the investigation and notify the school district human rights
47 officer if the complaint includes allegations of sexual harassment or
48 other potentially criminal allegations. The Building Report Taker
49 may request, but may not insist upon, a written complaint. A
50 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.

F. In the District. The school board hereby designates Craig Holje, Chief Human Resources and Administrative Officer as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. The school district human rights officer also serves as the district Title IX coordinator, and it is ultimately the responsibility of this individual to determine whether any allegations of sexual harassment fall under the purview of Policy 115: Title IX or under this policy and to proceed according to the correct policy. If the complaint involves the human rights officer, the complaint shall be filed directly with the superintendent, and the superintendent shall then assume that responsibility. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

G. 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, or work assignments. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited. Knowingly false accusations or reports of violence or harassment against another person are prohibited.

H. 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. 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. INVESTIGATION

A. By authority of the school district, the human rights officer or Building Report Taker as appropriate, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize any investigation that may be required to understand the facts of the situation. The investigation may be conducted by school district officials or by a third party designated by the school district.

- 1 B. The investigation may consist of personal interviews with the
2 complainant, the individual(s) against whom the complaint is filed,
3 and others who may have knowledge of the alleged incident(s) or
4 circumstances giving rise to the complaint. The investigation may
5 also consist of any other methods and documents deemed
6 pertinent and necessary by the investigator.
7
8 C. In determining whether alleged conduct constitutes a violation of
9 this policy, the school district should consider the surrounding
10 circumstances, the nature of the behavior, past incidents or past or
11 continuing patterns of behavior, the relationships between the
12 parties involved, and the context in which the alleged incidents
13 occurred. Whether a particular action or incident constitutes a
14 violation of this policy requires a determination based on all the
15 facts and surrounding circumstances.
16
17 D. In addition, the school district may take immediate steps, at its
18 discretion, to protect the complainant, students, teachers,
19 administrators, or other school personnel pending completion of an
20 investigation of alleged harassment or violence prohibited by this
21 policy.
22
23 E. The investigation will be completed as soon as practicable. The
24 school district human rights officer or Building Report Taker shall
25 make a written report to the superintendent upon completion of a
26 formal investigation involving an employee or any complaint that
27 involves criminal allegations. The report for any complaint involving
28 students will be documented appropriately in the student
29 information system. If the complaint involves the superintendent,
30 the report may be filed directly with the school board. The report
31 shall include a determination of whether the allegations have been
32 substantiated as factual and whether they appear to be violations
33 of this policy. If no formal investigation was authorized by the
34 Human Rights Officer, they will ensure appropriate follow up with
35 the employee(s) or student(s) or other parties involved.
36

37 **VI. SCHOOL DISTRICT ACTION**

- 38
39 A. Upon completion of the investigation, the school district will take
40 appropriate action. Such action may include, but is not limited to,
41 warning, suspension, exclusion, expulsion, transfer, remediation,
42 termination, or discharge. School district action taken for violation
43 of this policy will be consistent with requirements of applicable
44 collective bargaining agreements, Minnesota and federal law, and
45 school district policies.
46
47 B. If requested, the result of the school district's investigation of each
48 complaint filed under these procedures will be reported orally or in
49 writing to the complainant by the school district in accordance with
50 state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 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 in each school building in areas accessible to students and staff members. It will be available on the District website.
- B. This policy shall be given to or access provided to the website containing the policy for each school district employee and independent contractor at the time of entering into the person's employment contract.
- 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.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: Policy 102 (Equal Educational Opportunity)
Policy 113 (Bullying Prohibition Policy)
Policy 108 (Hazing Prohibition)
Policy 115 (Title IX)
Policy 111 (Weapons on School Premises)
Policy 402 (Equal Employment Opportunity)
Policy 403 (Disability Nondiscrimination)
Policy 409 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 410 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Policy 412 (Public and Private Personnel Data)

- 1 Policy 505 (Student Disability Nondiscrimination)
- 2 Policy 506 (Student Sex Nondiscrimination)
- 3 Policy 541 (Student Behavior)
- 4 Policy 581 (Protection and Privacy of Pupil Records)
- 5 Policy 582 (Staff Notification of Violent Behavior by
- 6 Students)
- 7 Policy 586 (Gender Inclusion)
- 8 Policy 742 (Student Transportation Services)
- 9 Policy 783 (Video Surveillance)

10

11

12 RATIFIED BY THE BOARD OF EDUCATION: January 18, 1994

13

14 REVIEWED & REAFFIRMED BY THE BOARD OF EDUCATION: April 18, 2005;

15 August 16, 2021; September 6, 2022

16

17 REVISED BY THE BOARD OF EDUCATION: December 7, 1999; January 22,
18 2002; March 17, 2003; June 17, 2008; August 18, 2014; January 19, 2021

19

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

HARASSMENT PROHIBITION POLICY

The attached forms are to be used in the implementation of Board Policy 103: Harassment Prohibition. The first page is for notification of the district's policy. The second page is a form that may be used to report an incident. The third page is an intake form that may be used by the appropriate administrator.

Dated: January 18, 1994

Revised: December 7, 1999; March 17, 2003; August 18, 2014; January 19, 2021; September 6, 2022

Reviewed: January 22, 2002; April 18, 2005; June 17, 2008; August 16, 2021

*****ATTENTION*****
DISTRICT 280 POLICIES AGAINST
HARASSMENT, VIOLENCE AND BULLYING

1. Everyone at District 280 has a right to feel respected and safe. Consequently, we want you to know about our policies to prohibit harassment, violence and bullying based upon any kind of legally protected classification.
2. A harasser may be a student or an adult. Harassment may include the following when related to race, color, creed, religion, national origin, sex, age, familial status, marital status, status with regard to public assistance, disability, sexual orientation, gender identity or expression, or any other class protected under the law:
 - a. name calling, jokes or rumors;
 - b. pulling on clothing
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing
 - f. offensive or graphic posters or book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer and Title IX Coordinator, Craig Holje.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer/Title IX Coordinator.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of harassment, violence or bullying and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policies against harassment, violence, and bullying. Complete policies are available in the district office upon request or on the district website: www.richfieldschools.org

HARASSMENT, VIOLENCE, AND BULLYING AGAINST A PROTECTED CLASS ARE
AGAINST THE LAW.
DISCRIMINATION IS AGAINST THE LAW.

CONTACT: **CRAIG HOLJE**
HUMAN RIGHTS OFFICER/TITLE IX COORDINATOR
~~7001 HARRIET AVENUE SOUTH~~ **401 70TH STREET W (DOOR #26)**
RICHFIELD, MN 55423
PHONE: **612-798-6031**

Formatted: Superscript

General Statement of Policies Prohibiting Harassment, Violence, and Bullying

Richfield Public Schools prohibits harassment, violence, discrimination and bullying in all forms, including but not limited to that which occurs on the basis of a person's actual or perceived race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law. If you or someone you know has experienced harassment, violence, discrimination, or bullying at school or at any school-related event for any reason, please complete this reporting form to have the incident(s) investigated by the District. Any student, parent/guardian, or district employee may complete this form and return it to any administrator.

Retaliation against any individual who makes a report or who participates or assists in an investigation of harassment, violence, discrimination, or bullying is strictly prohibited.

1. Preliminary Information

Date of Report: _____

Name of Person Making Report: _____

Daytime Phone _____ Email _____

2. Description of Incident:

Date of Alleged Incident(s) _____

Please provide the name(s) of all persons (including yourself, if applicable) who were the target of the harassment, discrimination, violence or bullying: _____

Please provide the name(s) and/or descriptions of all individuals (students, school employees, school visitors, or others) who engaged or participated in the alleged discrimination, harassment, or bullying (if known): _____

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

List any witnesses who were present. _____

Detailed Description of Incident (Attach additional pages if necessary.) _____

By signing below, I am stating that all of the information I have provided is true, accurate, and complete to the best of my knowledge:

Complaint Signature _____

Date _____

Received by _____

Date _____

1. Investigation Summary

2. Initial Category of Claim

3. Action(s) Recommended (check all that apply)

Reason for determination of action recommended: _____

4. Formal Investigation Summary:

Please provide the name(s) of all persons interviewed as part of the investigation _____

Detailed Description of Incident (Attach additional pages if necessary.) _____

Final Action Taken (Attach additional pages if necessary.) _____

Received by	Date
-------------	------

RICHFIELD PUBLIC SCHOOLS

ELECTRONIC USE AND COMMUNICATIONS

I. PURPOSE

The purpose of this policy is to set forth guidelines for access to and appropriate use of the Richfield Public School District's digital technologies and wireless and wired computer network systems. This includes, but is not limited to, acceptable and safe use of District-provided devices for student academic use.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding employee and student access to the District's digital technologies, wireless and wired computer network systems, and software applications, including electronic communications, the District considers its own stated educational mission, goals, and objectives -- digital literacy, fluency, and citizenship, along with electronic information research skills are fundamental to the preparation of citizens and future employees. Access to the District's computer systems and to the internet enables students and employees to explore thousands of resources while communicating and collaborating with people around the world. The school district expects that all users will blend thoughtful use of the District's computer system and the internet throughout curriculum and instruction and will provide guidance to students in their use.

III. DEFINITIONS

- A. Communications equipment and networks: includes, but is not limited to, telephones (VoIP), voicemail, fax machines, desktop and laptop computers, Chromebooks, tablets, computer networks, email, and the internet.
- B. Electronic communications: The sharing of information and ideas through the use of electronic communications devices and internet applications. Electronic communications may have a permanency like that of paper communication and may be traceable to the sender. Applicable modes of communication include, but are not limited to, telephone/cell phone, voicemail, fax transmissions, computers, software, phone and computer applications, operating systems, computer networks, email, storage media, file transfer protocol (FTP), portable electronic devices, social media, and the internet.

- 1 C. Intellectual property: An individual's own thoughts and ideas
2 expressed through a product such as a drawing or written document
3 which may be viewed in the form of a tangible, "hard copy" such as
4 paper or stored electronically and viewed on a monitor or screen.
5 Student homework and teacher-created curricular items are specific
6 examples.
7
- 8 D. Internet: A world-wide network of computers. Internet access is
9 viewed both as an extension of the District's email and as an extension
10 of the schools' digital resources. This includes email, the World Wide
11 Web, social media, streaming media, and other similar electronic
12 content.
13
- 14 E. Copyright: The exclusive right granted by the federal government to
15 reproduce, publish, and sell the matter and form of a literary, musical,
16 or artistic work. Permission must be received from copyright holders
17 before copyrighted works can be used by others.
18
- 19 F. Fair use: A copyright law doctrine which permits educational
20 organizations and staff rights to legal, non-licensed citation or
21 incorporation of copyrighted materials within the confines of the
22 educational environment for criticism, comment, and instructional
23 purposes.
24
- 25 G. Eligible students: All rights and protections given parents/guardians
26 under this policy transfer to the student when the student reaches
27 eighteen (18) years of age or enrolls in an institution of post-secondary
28 education. The student then becomes an "eligible student." However,
29 the parents/guardians of an eligible student who is also a "dependent
30 student" are entitled to gain access to the educational records of such
31 student without first obtaining the consent of the student.
32
- 33 H. Access: Refers to a staff or student's rights to hardware and software
34 provided by Richfield Public Schools. Access can be altered or even
35 denied if a user violates this or other Board Policies.
36
- 37 I. Bullying: Refer to Board Policy 113 (Bullying Prohibition Policy)
38

39 **IV. LIMITED EDUCATIONAL PURPOSE**
40

41 The District is providing students and employees with access to the District's
42 digital network system, hardware, and software, which includes internet
43 access. The purpose of the District's digital network system is more specific
44 than providing students and employees with general access to the internet.
45 District communication systems and resources have limited educational
46 purposes, which include the use of the resources and system for classroom
47 activities, educational research, and professional or career development.

Users are expected to use access through the District's digital network resources and system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable to a user's private personal account or equipment on another system may not be acceptable on this limited-purpose system.

V. PROHIBITED USES

A. ~~The~~ While not an exhaustive list, the following uses of the District's system, hardware, software, and internet resources or accounts are considered unacceptable:

1. Users will not use the District's system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the District's system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the District's system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the District's system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment,

software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the District's system software, hardware, or wiring or take any action to violate the District's security system, and will not use the District's system in such a way as to disrupt the use of the system by other users.

5. Users will not use the District's system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the District's system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, unapproved labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on the District's website or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related digital presences may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the District's as directory information and verification is made that the District has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 581; or

(2) Such information is not classified by the District as directory information but written consent for release of the information to be posted has been

obtained from a parent/guardian or eligible student in accordance with Policy 581.

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

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, "Facebook, Twitter, Instagram, Snapchat, TikTok, etc."

- 7. Users will not attempt to gain unauthorized access to the District's system or any other system through the District's system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the District's system may not be encrypted without the permission of appropriate school authorities.

- 8. Users will not use the District's system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the internet.

- 9. Users will not use the District's system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the District. Users will not use the District's system to offer or provide goods or services or for product advertisement, except for in the case of school-related fundraisers.

- 10. Users will not use the District's system to engage in bullying or cyberbullying in violation of the District's Bullying Prohibition Policy 113. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. The District has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or

invasion of the rights of others. A student or employee engaging in unacceptable use of the internet when off District premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals; threats aimed at teachers or other students; failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities; and breaches of school security devices. ~~situations where the District's system is compromised or if a District employee or student is negatively impacted.~~ If the District receives a report of an unacceptable use originating from a non-school computer or resource, the District may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the District computer system and the internet and discipline under other appropriate District policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable internet site, the user shall immediately disclose the inadvertent access to an appropriate District official. In the case of a District employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a District employee, the building administrator.

VI. LIMITATIONS ON SCHOOL DISTRICT LIABILITY

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

VII. INTERNET SAFETY

1 The District will employ technical systems designed to restrict and monitor
2 access to materials harmful to minors, including but not limited to internet
3 filtering systems. Access to systems such as email and social media will be
4 limited to curriculum-related work only.

5
6 A. With respect to any of its computers with internet access, the District
7 will monitor the online activities of both minors and adults and employ
8 technology protection measures during any use of such computers by
9 minors and adults. The technology protection measures utilized will
10 block or filter internet access to any visual depictions that are:

- 11
12 1. Obscene;
13
14 2. Child pornography;
15
16 3. Harmful to minors; or
17
18 4. Detrimental to, or obstructive of a student's ability to learn in a
19 safe, productive environment.

20
21 B. The term "harmful to minors" means any picture, image, graphic image
22 file, or other visual depiction that:

- 23
24 1. Taken as a whole and with respect to minors, appeals to a
25 prurient interest in nudity, sex, or excretion; or
26
27 2. Depicts, describes, or represents, in a patently offensive way
28 with respect to what is suitable for minors, an actual or
29 simulated sexual act or sexual contact, actual or simulated
30 normal or perverted sexual acts, or a lewd exhibition of the
31 genitals; and
32
33 3. Taken as a whole, lacks serious literary, artistic, political, or
34 scientific value as to minors.

35
36 C. Software filtering technology shall be narrowly tailored and shall not
37 discriminate based on viewpoint.

38
39 D. An administrator, supervisor, or other person authorized by the
40 ~~Superintendent~~ superintendent may disable the technology protection
41 measure, during use by an adult, to enable access for bona fide
42 research or other lawful purposes.

43
44 E. The District will educate students about appropriate online behavior,
45 including interacting with other individuals on social networking
46 websites and will actively train students on digital fluency, literacy, and
47 cyberbullying awareness and response.

VIII. PRIVACY EXPECTATIONS

- A. The District maintains control of the materials on its systems contained in files on the system. Users should not expect privacy in the contents of personal files on the District's systems. Files stored on District computers and servers should not be considered the private property of individuals and may be viewed by supervisory school employees.
- B. Routine maintenance and monitoring of District systems may lead to a discovery that a user has violated this policy, another District policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or District policy.
- D. Parents/guardians may have the right at any time to investigate or review the contents of their child's files and email files by way of written request in accordance with Policy: 581: Protection and Privacy of Pupil Records.
- E. District employees should be aware that the District retains the right at any time to investigate or review the contents of their files and email files. In addition, District employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with District policies conducted through the District's systems.

IX. USER NOTIFICATION

- A. All users shall be notified of the District's policies relating to the use of the District's digital network system and internet use.
- B. This notification shall include the following:
 - 1. Notification that use of the District's digital network system and internet use is subject to compliance with District policies.
 - 2. Disclaimers limiting the District's liability relative to:

- 1 a. Information stored on District hard drives, cloud-based
2 storage, or servers.
- 3
- 4 b. Information retrieved through District computers,
5 networks, or online resources.
- 6
- 7 c. Personal property used to access District computers,
8 networks, or online resources.
- 9
- 10 d. Unauthorized financial obligations resulting from use of
11 District resources/accounts to access the internet.
- 12
- 13 3. A description of the privacy rights and limitations of school
14 sponsored/managed internet accounts.
- 15
- 16 4. Notification that, even though the District may use technical
17 means to limit student and staff internet access, these limits do
18 not provide a foolproof means for enforcing the provisions of
19 this acceptable use policy.
- 20
- 21 5. Notification that goods and services can be purchased over the
22 internet that could potentially result in unwanted financial
23 obligations and that any financial obligation incurred by a
24 student through the internet is the sole responsibility of the
25 student and/or the student's parents/guardians.
- 26
- 27 6. Notification that the collection, creation, reception, maintenance,
28 and dissemination of data via the internet, including electronic
29 communications, is governed by Policy 412, ~~Public and Private~~
30 ~~Personnel Data~~, and Policy ~~545,581~~: Protection and Privacy of
31 Pupil Records.
- 32
- 33 7. Notification that, should the user violate the District's acceptable
34 use policy, the user's access privileges may be revoked, school
35 disciplinary action may be taken and/or appropriate legal action
36 may be taken.
- 37
- 38 8. Notification that all provisions of the acceptable use policy are
39 subordinate to local, state, and federal laws.
- 40

41 **X. PARENT/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT**
42 **INTERNET USE**

- 43
- 44 A. Outside of school, parents/guardians bear responsibility for the same
45 guidance of internet use as they exercise with information sources
46 such as television, telephones, smartphones, tablets, personal
47 computers, radio, movies, streaming content, video games, and other

possibly offensive media. Parents/guardians are responsible for monitoring their child's use of the District's system and of the internet if the child is accessing the District's system from home or a remote location.

B. Parents/guardians will be notified that their child will be using District resources/accounts to access the internet. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A statement that the Internet Use Agreement must be digitally or physically signed by the user and the parent or guardian prior to use by the student.
4. A statement that the District's acceptable use policy is available for parental review on the District website.

XIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References:

~~Minn. Stat. 125B.15 (Internet Access for Students)~~
~~Minn. Stat. 125B.26 (Telecommunications/Internet Access Equity Act)~~
~~Minn. Stat. Ch. 13 (Minnesota Data Practices Act)~~
~~Minn. Stat. 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)~~
~~Minn. Stat. 122A.40 (Employment Contracts, Terms and Conditions)~~
~~Minn. Stat. 121A.40 — 121A.56 (Pupil Fair Dismissal Act)~~

~~Minn. Stat. 121A.48 — 121A.72 (Discipline of Students)~~
~~Minn. Stat. 121A.03 (Harassment)~~
~~U.S. Code 17 Copyright Act Section 107~~
~~U.S. Code 15 (Children's Online Privacy Protection Act)~~
~~U.S. Code 20 (Enhancing Education through Technology Act of 2001)~~
~~U.S. Code 47 (Children's Internet Protection Act of 2000 (CIPA))~~
~~C.F.R. 54.520 (FCC rules implementing CIPA)~~
~~Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act~~
~~15 U.S.C. § 6501 et seq. (Children's Online Privacy Protection Act)~~
~~17 U.S.C. § 101 et seq. (Copyrights)~~
~~20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)~~
~~47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))~~
~~47 C.F.R. § 54.520 (FCC rules implementing CIPA)~~
~~Minn. Stat. § 121A.031 (School Student Bullying Policy)~~
~~Minn. Stat. § 125B.15 (Internet Access for Students)~~
~~Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)~~
~~*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S., 141 S. Ct. 2038 (2021)~~
~~*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)~~
~~*United States v. Amer. Library Assoc.*, 539 U.S. 194 (2003)~~
~~*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)~~
~~*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)~~
~~*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other~~
~~grounds 816 N.W.2d 509 (Minn. 2012)~~
~~*S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8th Cir. 2012)~~
~~*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch.*~~
~~*Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)~~
~~*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)~~

Cross References:

Board ~~of Education~~-Policy 103 (Harassment Prohibition)
Board Policy 109 (Distribution of Nonschool-sponsored Materials on School
Premises by Students and Employees)
Board Policy 113 (Bullying Prohibition)
Board ~~of Education~~-Policy 412 (Public and Private Personal Data
Board ~~of Education~~-Policy 452 (Evaluation and Development of Professional Staff)
Board ~~of Education~~-Policy 451 (Student Discipline)
Board Policy 564 (School Records and Data Privacy)
Board Policy 581 (Protection and Privacy of Pupil Records)
Board Policy 601 (Curriculum and Instruction Goals)
Board Policy 607 (Online Learning Options)
Board Policy 608 (Students with Disabilities)
Board Policy 610 (Selection of Instructional Material)
Board Policy 611 (Provision for Alternative Instruction)
Board Policy 612 (Curriculum Management)
Board Policy 616 (School Sponsored Publications)

Board Policy 802 (Crisis Management)
Employee handbooks, collective bargaining agreements

RATIFIED BY THE BOARD OF EDUCATION: September 16, 1996

REVISED BY THE BOARD OF EDUCATION: August 23, 1999; October 15, 2001;
November 20, 2006; December 4, 2007; March 16, 2015; April 19, 2021; September 2022

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: February 5, 2001; August 16, 2021

Adopted: _____

MSBA/MASA Model Policy 524

Orig. 1996

Revised: _____

Rev. 2021

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

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

about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. ***[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]***

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

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

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to,

social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the

Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts seeking technology revenue pursuant to Minnesota Statutes section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

ALTERNATIVE NO. 1

[Note: For a school district that does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under Minnesota Statutes section 125B.15.]

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]

ALTERNATIVE NO. 2

[Note: Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state

technology revenue may adopt or retain the following language. However, the school district is not required to do so.]

- A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.
- B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

ALTERNATIVE NO. 3

[Note: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

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

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.

- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district

policies.

2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 - 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. ___, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)

United States v. Amer. Library Assoc., 539 U.S. 1942003)

Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)

Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)

S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)

Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)

M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: 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 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
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 519 (Interviews of Students by Outside Agencies)
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 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

ELECTRONIC USE AND COMMUNICATIONS

Richfield Public Schools' technology and communication resources are intended for authorized users only. The purpose of these administrative guidelines is to assist in the implementation of Board Policy 107 pertaining to the appropriate usage of these resources.

Inappropriate use exposes Richfield Public Schools to risks including virus attacks, compromise of network systems and services, and legal issues. It is the responsibility of every technology resources user to know these guidelines and to conduct their activities accordingly.

A. NOTIFICATION

1. The school principal shall develop and distribute site-specific information, which is aligned with these guidelines.
2. Relevant parts of these guidelines shall be distributed to all staff, students, and parents/guardians. They shall also be posted in media centers, computer labs, and flexible learning spaces.

B. DEFINITIONS

1. **AUTHORIZED USER** – Employees or students of the Richfield Public Schools, or visitors specifically authorized by the District.
2. **AUTHORIZED USES** – All staff are authorized to use technology resources for administration, curriculum development, student instruction, personal productivity and professional development. Students are authorized to use technology resources for school-based programs and activities. Authorized visitors are able to utilize technology resources for school-based programs, school-based activities, or District approved activities.
3. **TRAINING** – Development opportunities include online, district provided, externally provided, on site and off site instruction.

C. TRAINING

1. **TECHNOLOGY STANDARDS** – Technology standards shall be periodically updated to include relevant technology expectations for staff. Staff shall have access to training related to professional expectations.

2. NEW STAFF – The Director of Technology shall coordinate plans to insure that training is provided for all new staff on network access, network accounts, email accounts, passwords and required information systems. This training shall generally be coordinated and delivered by the District's digital learning coach, technology lead teachers, and media specialists.
3. STUDENT INSTRUCTION – As part of the instructional program, all students will receive instruction on the following as appropriate:
 - responsibilities, privacy, and acceptable usage of systems
 - web information tools and appropriate search techniques so students will be able to use the internet in an efficient manner
 - login and password use for network accounts and email
 - accessing grade and attendance information from online systems utilized by the District

D. SETUP AND USE OF COMPUTERS AND THE NETWORK

1. PLATFORM –Use of software platforms and hardware will be limited to those creating specific teaching, learning, and school management benefits.
2. ACCESS CONTROL – All computers or devices connecting to District technology resources shall have access control that restricts the use to authorized persons.
3. CRITICAL AREAS – Critical technology equipment including, but not limited to, telephone cabinets, , switches, servers and wiring racks shall be kept in locked areas. This equipment shall include uninterrupted power supplies, surge protection, and environmental controls for temperature and humidity where applicable.
4. STANDARD CONFIGURATION – Hardware and software will be configured by vendors and/or technology support personnel in a known and documented manner that can be easily restored if necessary.
5. NETWORK RESOURCES – Use of the school network shall be in a manner as to conserve the resources of the network. This includes traffic generated on the network, as well as files saved on servers. Individuals are expected to remove old and unnecessary files from network storage. Student files will be deleted 30 days after the end of each school year.
6. PRINTING LOCATIONS – Printers shall be strategically located for ease of use and to reduce maintenance and hardware costs. Document printing centers shall be the primary location to print documents in excess

of 10 pages. These locations will be determined by building administrators.

7. SCANNING FOR VIRUSES – Virus scanning software shall be installed on all school issued computers with virus definition files kept up-to-date. Non-school issued computers will be restricted to use on a network that is separate from the internal network unless specifically authorized by the Director of Technology or authorized representative of the technology department.

8. INTERNET AND EMAIL FILTERING – Redundant systems shall be installed to block inappropriate internet sites and email messages. This system shall allow the addition or removal of individual internet sites and email addresses from a list of those to be blocked. Staff may submit requests for changes to the blocking list to the Director of Technology for consideration by a committee made up of instructional representatives, the Director of Technology, and a member of the technology department.

9. RESPONSIBILITY FOR INTERNET USE – Each individual has the responsibility to avoid inappropriate sites, and to report any occurrence of inappropriate internet use to building staff or administration. Although systems to block access to inappropriate internet sites are in place, it is not possible to block all sites that may contain inappropriate or undesirable material. If a user inadvertently accesses unacceptable materials or an unacceptable internet site, the user shall immediately disclose the inadvertent access to an appropriate District official. In the case of an employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

10. REFORMAT COMPUTERS- District computers will be reconfigured when an employee leaves the District or a computer is reassigned. Files or individual applications may be removed. It is the responsibility of the individual to back up their files before returning their computer for reuse.

E. STAFF, STUDENT AND TENANT NETWORK ACCESS AND ACCOUNTS

TECHNOLOGY SUPPORT PROVIDER – The District Technology Support Team shall support network accounts, network resources, passwords and software/hardware maintenance. Building staff shall report all technology support requests to the technology support provider via the District help desk system. District technology support staff shall initiate or coordinate basic repairs on equipment and/or coordinate requests for repair or network services in a timely manner.

1. DISTRICT ACCOUNTS – User accounts shall be setup as follows:

- Each user shall be authorized to use the adequate features necessary rather than all available features possible.
 - Accounts shall be accessible via an intranet portal for access in and away from school.
 - Students no longer enrolled in Richfield Public Schools will have limited account access upon leaving the District, and their accounts permanently removed 30 days after being unenrolled or on June 30 of the school year they are last enrolled, whichever occurs first.
 - Staff no longer employed in Richfield Public Schools will have limited account access upon ending employment with the District either voluntarily or involuntarily, and their accounts permanently removed 30 days after ending employment or on June 30th of the school year they are last employed, whichever occurs first.
2. TENANTS' ACCOUNTS – Tenants and other non-authorized users of District facilities desiring access to the network must follow District operating procedures in obtaining and maintaining network access and accounts.
 3. LOG OFF – Employees should log out of accounts when finished with their use. Computers should be turned off at the end of the day, unless specifically requested to leave them on. Logged on computers should never be left unattended at workstations.
 4. PASSWORDS – Staff and students are expected to use passwords and keep them secure. Automated systems shall periodically expire passwords, yet notify users that passwords are about to expire. Individuals are expected to respect the privacy and security of others. Persons should not watch when others are entering their password. Users should not write passwords where others may access them and should change a password as soon as possible if they suspect someone else knows it. New password creation and management structures such as multi factor authentication (MFA) may be forced at any time by the District technology department with a 30 day prior notice to affected users.
 5. PERSONAL BACKUPS – Storage will be available on District computers or servers to support the instructional activities of staff and students. All individuals are encouraged to make backups of their important work, since files on District computers and cloud-based systems cannot be guaranteed.
 6. UNAUTHORIZED USE OR ACCESS REVOKING ACCOUNTS – Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the District's 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 applicable District policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Unauthorized access could include but is not limited to network and email accounts, network administrative functions, computer lab management software, unauthorized internet sites, infrastructure resources, printers, servers, switches, and networking closets.

If unauthorized uses are observed or documented, the following actions may be taken:

- Staff: temporary suspension of an account by an administrator or designee in accordance with provisions of employee contracts.
- Students: network and email privileges may be temporarily suspended by a supervising staff member, or suspended for a period of time not to exceed one (1) school year by building administration according to the school's discipline policies.

7. INTERNET USE AGREEMENT AND DISCLAIMER

The proper use of the internet and the educational value to be gained from proper internet use is the joint responsibility of students, parents/guardians, and employees of the District.

- An Internet Use Agreement form for students must be read and physically or digitally signed by the user and the parent or guardian. The Internet Use Agreement form for employees must be signed by the employee and filed at the District office, physically or virtually.
- All users shall be notified of the District policies relating to internet use. Notification shall include:
 - Disclaimers limiting the District's liability
 - A description of privacy rights and limitations
 - Notification that means used to limit student access do not provide a fool proof means for enforcing provisions of this policy
 - Notification that violation of the acceptable use policy may result in revocation of privileges, school disciplinary action or other appropriate legal action

8. PARENT/GUARDIAN OPT OUT OF STUDENT INTERNET USE –
Parents/guardians may request alternative activities for their children that do not require internet access or computer use. If parents/guardians exercise this right, the students will have no internet or computer access throughout the District.

F. SOFTWARE

1. LEGAL LICENSING – The District will install and use only legally purchased and licensed software on District computers and servers. The District will purchase software licenses for each computer, site licenses or concurrent use licenses.
2. CURRENT SUPPORTED SOFTWARE – Curriculum software shall be aligned with academic standards and curricular needs based on teacher recommendation and shall be approved by the District teaching and learning staff and the District network staff prior to purchase.
3. INSTALLATION OF DISTRICT-WIDE SOFTWARE – Technology support staff shall load operating system software, District-wide application software, local application software, or peripherals onto District computers or onto district servers.
4. SYSTEM SOFTWARE – System software shall be maintained as the vendor has intended, unless modification is recommended by the District technical staff and approved by District administration.
5. COPYING APPLICATIONS – A software application shall not be copied to another computer without a legal license or procedure to pay for that additional license.
6. HOME SOFTWARE – Use of software applications (purchased for home use by staff or students) on school computers is prohibited. Use of school applications on home computers is prohibited, unless specifically allowed in the software license.

G. ADDING EQUIPMENT BY PURCHASE OR DONATION

1. NETWORK ACCESSIBILITY – Technology equipment purchased or obtained for use by students, teachers, administrators, and/or staff with the capability of fully utilizing network and internet resources, will be considered for both the intended use at the time of purchase and future, undetermined uses.
2. CONSIDERATIONS FOR ADDITIONAL EQUIPMENT – Criteria for identifying computer and network hardware for purchase, or for accepting donated hardware, will include:
 - The alignment of the computer hardware to educational outcomes for students and teachers.
 - The educational and developmental appropriateness of the hardware.

- The ability of technical support staff to administer and maintain the equipment.
- The ability to operate and communicate with the existing network configuration in place or being developed at the time of acquisition.
- The ability of the District to maintain low total cost of ownership (TCO), to include initial purchase cost, ongoing maintenance costs, costs for necessary and/or desired software, and purchase of replacement parts.

3. **APPROVAL PROCEDURES** – All purchases of instructional and non-instructional software, computer, and video and media hardware must be approved by the Director of Technology before being placed in the District's order entry system. The Director of Technology will also approve re-installation of previously removed software after verification that such software aligns with current curriculum and student objectives, as well as wider District strategic goals.

All purchases of network infrastructure hardware and software must be approved by the District's technology support department before being placed in the District's order entry system.

All potential donations of computer technology or equipment must be approved by the Director of Technology and Director of Finance before being accepted and added to the District equipment inventory system. Technology support personnel shall assist in the evaluation of donated equipment prior to its acceptance by the District.

4. **TECHNOLOGY SPECIFICATIONS** – Technology specifications shall be developed and updated at appropriate intervals to reflect current software and workstation requirements for new and donated equipment.

H. HOME USE OF COMPUTERS

1. **AUTHORIZED USERS** – Current employees and students of the District may, upon completion of proper forms or procedures as developed, use school computer, technology and/or electronics equipment at their home for school use.
2. **APPROVAL PROCEDURES** – Procedures for the sign-out of school equipment shall be developed by the District's technology department and maintained by the building administration or designee. Signatures will be obtained from the appropriate building administrator, building media specialist or technology support provider, and the employee or student making the request. Procedures and criteria for approving the request will include completion of a request form that addresses all personal care and

responsibility guidelines listed under H.3 of these administrative guidelines.

3. PERSONAL CARE AND RESPONSIBILITY

- Building administrators or designee will record the dates when equipment may be taken off the school property and the deadline date by which equipment should be returned.
- Equipment should be in nearly the same working order when returned as when signed out.
- No unauthorized changes or additions will be made to the equipment.
- The District is not liable for any damages to personal property that may result from the use of school equipment by the user outside the schools.
- The user is potentially liable for repair or replacement costs, which may arise due to damage or loss of the equipment. Such costs will be clearly defined on user signed documentation collected as part of the checkout process.

I. USE OF PERSONAL DIGITAL DEVICES AT SCHOOL WORKSITES

1. **AUTHORIZED USERS** – Current employees, students, and authorized visitors of the Richfield Public Schools may, with prior approval, use their personal digital devices for school related tasks on the District's guest network.
2. **INSTALLATION, MAINTENANCE AND REMOVAL**
 - The date when equipment is added to the District network will be recorded.
 - Personal computers or digital devices shall not be repaired, maintained, nor have other hardware changes or additions provided by District staff.
 - The District is not liable for any damages or loss (including theft) to personal property that may result from the use of personal equipment at the school work site.

J. STAFF USE OF EMAIL, VOICEMAIL, PHONE AND FAX

1. **ETIQUETTE** – Individuals sending messages using District technology such as voicemail and email should keep in mind that they are perceived as a representative of the Richfield Public Schools.

2. VOICE MESSAGES– Voicemail messages are not backed up or archived by network personnel. Messages are automatically deleted after 90 days.
3. STAFF EMAIL- Staff email is archived for a period of three (3) years from the date the message was sent or received.
4. STUDENT EMAIL- Student email, sent or received, is archived for a period of one (1) year from the date the message was sent or received, or upon removal of the account, whichever comes first.
5. MESSAGES ARE NOT PRIVATE – Messages stored on District systems or District authorized systems shall not be considered private property and may be accessed by District administrative employees. This would generally be done to resolve technical problems or at the request of administration.
6. CONSERVE RESOURCES – Individuals should use the voicemail, email and fax systems in a manner to conserve resources
7. AVOID AUTOMATIC FORWARDING – Emails sent to District email addresses should not be setup to automatically forward to external email locations in order to avoid the distribution of sensitive student or employee information.
8. 900 NUMBERS – Calls to 900 numbers shall not be permitted.

K. WEBSITE MANAGEMENT

1. WEBSITES – Schools and District programs shall have the opportunity to post content on the official school and District websites to enhance communication with students, families, and the community. These websites were established within systems agreed upon by the Director of Marketing & Communications, the Technology Director, and the District Technology Advisory Committee (DTAC).
 - a. Intranet: An internal “intranet” website will be maintained for uses specific to internal Richfield Public Schools authorized users. Technical management of the intranet will be done by the communications department and the technology department. Content for the site will be determined by District administration. Teachers, building staff, and building administration may provide recommendations for additional site content.
2. WEBSITE PUBLISHING RIGHTS – The Director of Marketing & Communications and the Director of Technology have the responsibility for granting publishing rights to District or school websites. These rights may be extended to employees, students, parents/guardians and/or community members. Training shall be provided to all users prior to

granting of publishing rights to ensure effective use of the system, and to emphasize proper etiquette and accepted format to professionally and appropriately represent Richfield Public Schools. Training includes, but is not limited to, ADA compliance in web content, AP Style, and District brand guidelines. Employees should not create public, school-related websites outside of the official school or District websites. Teachers should use school-approved learning management systems for communicating with students and families. If educators or other District staff create Google sites for communication purposes, they should be set to be visible only to District students and staff; they should not be public.

3. WEBSITE CONTENT EXPECTATIONS – Teaching staff, program leaders, and administrators are expected to provide up-to-date website content with information of interest to District staff, students and the community. Expectations shall be developed by the Director of Marketing & Communications and district administration, monitored at the building level by building administration.

4. STUDENT WEBSITES – Student websites will not be provided through the District website structure. However, students may occupy web presences such as blogs, Google Sites, etc. Training shall be provided to students prior to granting publishing rights to ensure effective use of the systems, and to emphasize proper etiquette and industry accepted formats, which appropriately represent Richfield Public Schools. Sites that contain inappropriate content, inaccurate information, or are not a positive representation of Richfield Public Schools will be edited or removed, generally at the recommendation of the Director of Marketing & Communications and the appropriate building or District administrator.

Dated: February 5, 2001

Reviewed: November 4, 2007; April 6, 2015; August 16, 2021; September 6, 2022

Revised: November 20, 2006; April 19, 2021

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

SOCIAL MEDIA

Richfield Public Schools recognizes the continually growing presence and potential social media has in our daily experiences and educational settings. The purpose of this document is to guide social media practices and outline specific expectations that are designed to increase the effectiveness of social media in our educational settings.

A. GENERAL STATEMENT

Information produced, shared, retrieved, or highlighted through the use of social media reaches a magnified audience and has a significant level of impact. As an ever-emerging medium, social media reaches its audiences and establishes its impacts in new ways on a continual basis.

Richfield Public Schools expects that when staff and students use social media in the educational setting, they maintain the highest ethical and educational standards. These guidelines are designed to create an atmosphere of honesty, individual accountability, and safety. Failure to meet or follow these guidelines may result in professional intervention and/ or disciplinary action.

B. DEFINITIONS

1. **SOCIAL MEDIA** - Social media is defined as any electronic communication program, application, or network that allows communication between and among multiple individuals, allowing individuals to retrieve, share, exchange, and produce information, or allowing individuals to highlight information whether they created it or not.

C. GENERAL GUIDELINES

The following guidelines are established to meet the expectations in the general statement provisions set forth above. These general guidelines apply to staff and students engaging in the use of social media on school sites or at school-sponsored events and/or on district-provided technology and technology systems. They may also apply to social media that impacts the educational or work environment in a way that impedes any person's use or enjoyment of the environment or causes disruption or harm.

1. Treat all information and ideas contained in social media as being fully accessible to the public.

2. Treat all information and ideas contained in social media as being subject to all of the District's policies, specifically including discipline, anti-bullying, anti-harassment, and internet usage policies.
3. Treat all information and ideas contained in social media as if it is or could be permanent public information that represents the staff member or student now and in the future.
4. Staff and students must self- identify and may not misrepresent themselves using another person's or organization's identity.
5. Staff and students must follow copyright regulations and give appropriate credit to the source of the information.
6. Post and/or link only appropriate and relevant information that does not violate any District policy relating to the treatment of other individuals.
7. Respond to others with respect and avoid comments that may be hurtful.
8. Communicate without the use of profanity, obscenities, or threatening language.
9. Only accept invitations to share information from people you know and trust.
10. Whenever possible, consider utilizing privacy settings to control access to your information and ideas.
11. Keep passwords and other personal information secure and monitor and track their disclosure.
12. Notify a staff member immediately when coming across inappropriate material, or material that is disrespectful or discriminatory in content or language, or is in violation of any District policy.

D. GUIDELINES FOR EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The decision to make personal use of social media is left to the discretion of each employee. The District does not affirmatively monitor employee use of social media; However, it may take appropriate responsive action when it becomes aware of, or suspects, conduct or communication on social media that adversely affects the workplace or educational environment or violates applicable professional codes of ethics, law, or District policy. Employees will be held responsible for their disclosure, whether purposeful or not of confidential or private information; information that violates the rights or privacy of individuals or of a third party, or for the content of anything communicated by the employee on social media. For that reason, employees shall observe the following when using social media:

- 1
2 1. Employees must consider their role as a school employee before posting
3 or communicating content that is obscene, profane, vulgar, harassing,
4 threatening, bullying, libelous, or defamatory, or content that discusses or
5 encourages any illegal or inappropriate use of alcohol, use of illegal drugs,
6 sexual behavior and/or sexual harassment or content that violates District
7 policy, professional ethics, or law.
8
- 9 2. Views expressed on personal social media are the employee's alone and
10 do not necessarily reflect the view of the District. Employees cannot act as
11 an official spokesperson for the District or post comments as a
12 representative of the District, except as authorized by the superintendent
13 or the superintendent's designee. If an employee chooses to personally
14 post on social media any commentary related to the District, the employee
15 assumes all risk associated with the posting. Employees may not state or
16 suggest that their personal messages are endorsed by the District.
17
- 18 3. Employees may not disclose information on social media that is private,
19 confidential or proprietary to the District, its students, or employees or that
20 is protected by data privacy laws.
21
- 22 4. The District recognizes that student groups or members of the public
23 create and use social media representing students or groups within the
24 district. When employees, including coaches/ advisors, choose to join or
25 engage with these social media tools, they do so as an employee of the
26 District, and thus the guidelines outlined above apply.
27
- 28 5. Employees have a responsibility for maintaining appropriate employee-
29 student relationships at all times. This includes exercising good judgment
30 and professionalism in any interpersonal relationship with students, for the
31 safety of the students online, and responding as required as mandated
32 reporters when applicable. Employees are strongly discouraged from
33 engaging in any social media interaction with students.
34

35 **E. DISCIPLINARY MEASURES**

36
37 When using social media using District resources, including technology and/or
38 wifi, or during the school day, or in a manner that impacts the work or educational
39 environment and may be disruptive or cause harm, students and staff are subject
40 to all disciplinary policies. Disciplinary consequences are assigned as related to
41 the severity, frequency, and/ or extenuating circumstances of the event. Primary
42 consideration is given to those consequences for students that are educational in
43 nature and designed to bring about the desired change in behavior. The District
44 reserves its right to consider the full range of disciplinary consequences outlined
45 in District policy and/or Minnesota Statute should the circumstances warrant a
46 more stringent disciplinary approach.
47

48 **F. RESERVATION OF RIGHTS**

The District reserves the right to remove individual social media site access from users, as well as content posted in our educational setting and the district social media sites that contain ideas or information that:

1. Provides an unauthorized commercial endorsement.
2. Presents illicit, pornographic, discriminatory, unlawful, misleading, untrue, or malicious content. This includes content intended to or that may bully, demean, intimidate, or harass and content that uses ideas or information in an inappropriate manner.
3. Advocates illegal or illicit activity.
4. Is repeatedly posted information identical or very similar content in a counter-productive manner, including aggressive promotion (spam).
5. Uses ideas or information that are not attributable to a specific source or uses the ideas or information from a specific source without required approval or source cite.
6. Provides little to no academic value.

Dated: April 6, 2015
Revised: April 19, 2021
Reviewed: August 16, 2021

RICHFIELD PUBLIC SCHOOLS
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 students' ability to learn and teachers' 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, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline 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, and other similar disruptive behavior.

II. DEFINITIONS

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

A. "Bullying" means repeated behavior by a student or a group of students that is intended to cause or is perceived as causing another student or a group of students to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused. The bullying that is addressed in this policy is that which substantially interferes with the targeted student's or students' educational benefits, opportunities, or performance. Bullying implies an imbalance in real or perceived physical, social or psychological power. Bullying can occur via physical, verbal, social/relational, electronic or other forms of interactions or communication. Bullying includes, but is not limited to, repeated conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. Hurting another physically by hitting, kicking, tripping, or pushing;
2. Stealing or damaging another person's property;
3. Ganging up on another person;

4. Teasing another person in a hurtful way;
5. Calling another person hurtful names;
6. Using put-downs, such as insulting another person's race, making fun of another person because of their characteristics related to gender, or denigrating another person for other personal characteristics;
7. Isolating a person;
8. Spreading rumors or untruths about another person.
9. Intimidating a student or group of students.

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 web site or forum, transmitted through a computer, cell phone, or other electronic device.

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

D. "On school district property or at school-related functions" 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.

III. GENERAL STATEMENT OF POLICY

A. 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. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are 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 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, or false reporting of bullying or permits, condones, or tolerates bullying maybe subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors in determining whether discipline is required and if so, the type and extent of discipline:

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 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 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 and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying 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.

IV. REPORTING PROCEDURE

- A. Any person who believes they have been the victim of bullying or any other person (e.g. witness, parent, colleague) with knowledge or belief of conduct that may constitute bullying is encouraged to report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct they believe to be bullying even if more than 24 hours have passed. A person may report bullying anonymously. However, the school district's ability to take action against an alleged bully based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter Building Report Taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying 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.
- 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 receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the Building Report Taker immediately. School district personnel who fail to inform the Building Report Taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or 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. STAFF EXPECTATIONS

Teachers and staff at Richfield Public Schools are expected to take the following actions in order to prevent bullying and help students feel safe at school:

- A. Closely supervise students in all areas of the school and playground;
- B. Watch for signs of bullying and stop it when it happens;
- C. Respond quickly and sensitively to bullying reports using an appropriate response process;
- D. Report bullying to the Building Report Taker;
- E. Notify the Building Report Taker when efforts to address the bullying prove unsuccessful;
- F. Help create a school culture of respect and kindness by modeling and fostering these traits.

VI. INVESTIGATION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district within three school days of the report. This process is overseen by the Building Report Taker.
- B. The Building Report Taker may take immediate steps, at their discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

VII. SCHOOL DISTRICT ACTION

- A. Upon completion of the investigation, 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. The primary purpose of such action is to protect the student(s) who have been the target of bullying behavior and to deter the prohibited behavior in the future. 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; 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 bully who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident of the incident and of action taken, to the extent permitted by law.
- C. Referral to Professional School Support Staff. A student who violates this policy may be asked to meet with a school counselor or other staff to work on positive behavioral interventions to help prevent future violations.
- D. Referral to available community resources. The involved students and their parents will be given references to community resources and support, as it is appropriate.
- E. Individualized Education Plans or Section 504 Plans may address the skills and proficiencies needed for students with disabilities to engage in positive behaviors and respond appropriately to prohibited conduct.
- F. Staff Consequences. A Richfield Public School employee who fails to immediately and appropriately address bullying may be asked to participate in additional staff training, may be mentored, or may be disciplined. A staff member's repeated failure to address bullying behavior may result in discipline up to and including termination or discharge.

VIII. 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 retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

IX. TRAINING AND EDUCATION

- 1
2 A. The school district annually will provide information and any
3 applicable training to school district staff regarding this policy.
4
5 B. The school district annually will provide education and information
6 to students regarding bullying, including information regarding this
7 school district policy prohibiting bullying, appropriate reporting
8 procedures for reporting bullying, the harmful effects of bullying,
9 and other applicable initiatives to prevent bullying.
10
11 C. The administration of the school district is directed to implement
12 programs and other initiatives to prevent bullying, to respond to
13 bullying in a manner that does not stigmatize the victim, and to
14 make resources or referrals to resources available to victims of
15 bullying.
16
17 D. The school district may implement violence prevention and
18 character development education programs to prevent and reduce
19 policy violations. Such programs may offer instruction on character
20 education including, but not limited to, character qualities such as
21 attentiveness, truthfulness, respect for authority, diligence,
22 gratefulness, self-discipline, patience, forgiveness, respect for
23 others, peacemaking, and resourcefulness.
24

25 **X. NOTICE**
26

27 The school district will give annual notice of this policy to students,
28 parents or guardians, and staff, and this policy shall appear in the student
29 handbook.
30
31

32 **Legal References:** Minn. Stat. § 120B.232 (Character Development Education)
33 Minn. Stat. § 121A.03 (Sexual, Religious and Racial
34 Harassment and Violence)
35 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting
36 Intimidation and Bullying)
37 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
38 Minn. Stat. § 121A.69 (Hazing Policy)
39 Minn. Stat. §121A.031 (School Student Bullying Policy)
40
41

42 **Cross References:** Policy 103 (Racial, Religious and Sexual Harassment
43 and Violence)
44 Policy 108 (Hazing Prohibition)
45 Policy 111 (Weapons on School Premises)
46 Policy 409 (Mandated Reporting of Child Neglect or
47 Physical or Sexual Abuse)
48 Policy 410 (Mandated Reporting of Maltreatment of
49 Vulnerable Adults)
50 Policy 505 (Student Disability Nondiscrimination)

- 1 Policy 506 (Student Sex Nondiscrimination)
- 2 Policy 541 (Student Behavior)
- 3 Policy 581 (Protection and Privacy of Pupil Records)
- 4 Policy 582 (Staff Notification of Violent Behavior by
- 5 Students)
- 6 Policy 742 (Student Transportation Services)
- 7 Policy 783 (Video Surveillance)
- 8
- 9

10 RATIFIED BY THE BOARD OF EDUCATION: July 16, 2007

11

12 REVISED BY THE BOARD OF EDUCATION: September 4, 2007; August 18,

13 2014; January 19, 2021

14

15 REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: August 16,

16 2021

*****ATTENTION*****

**DISTRICT 280 POLICIES AGAINST
HARASSMENT, VIOLENCE AND BULLYING**

1. Everyone at District 280 has a right to feel respected and safe. Consequently, we want you to know about our policies to prevent harassment, violence and bullying based upon any kind of legally protected classification.
2. A harasser may be a student or an adult. Harassment may include the following when related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law..
 - a. name calling, jokes or rumors;
 - b. pulling on clothing
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing
 - f. offensive or graphic posters or book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer and Title IX Coordinator, Craig Holje.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer/Title IX Coordinator.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the school district policies against harassment, violence and bullying. Complete policies are available in the district office upon request, or on the district website: www.richfieldschools.org

**HARASSMENT, VIOLENCE AND BULLYING AGAINST A PROTECTED CLASS ARE
AGAINST THE LAW.
DISCRIMINATION IS AGAINST THE LAW.**

**CONTACT: CRAIG HOLJE
HUMAN RIGHTS OFFICER/TITLE IX COORDINATOR
401 70TH STREET W (DOOR #26)
RICHFIELD, MN 55423
PHONE: 612-798-6031**

RICHFIELD PUBLIC SCHOOL – I.S.D. #280
HARASSMENT, VIOLENCE AND BULLYING REPORT FORM

General Statement of Policy Prohibiting Harassment, Violence, and Bullying

Richfield Public Schools prohibits harassment, violence, discrimination and bullying in all forms, including but not limited to that which occurs on the basis of a person's actual or perceived race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law.. If you or someone you know has experienced harassment, violence, discrimination, or bullying at school or at any school-related event for any reason, please complete this reporting form to have the incident(s) investigated by the District. Any student, parent/guardian, or district employee may complete this form and return it to any administrator.

Retaliation against any individual who makes a report or who participates or assists in an investigation of harassment, violence, discrimination, or bullying is strictly prohibited.

1. Preliminary Information

Date of Report: _____
Name of Person Making Report: _____
Daytime Phone _____ Email _____

2. Description of Incident:

Date of Alleged Incident(s) _____

Please provide the name(s) of all persons (including yourself, if applicable) who were the target of the harassment, discrimination, violence or bullying: _____

Please provide the name(s) and/or descriptions of all individuals (students, school employees, school visitors, or others) who engaged or participated in the alleged discrimination, harassment, or bullying (if known): _____

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

List any witnesses who were present. _____

Detailed Description of Incident (Attach additional pages if necessary.) _____

By signing below, I am stating that all of the information I have provided is true, accurate, and complete to the best of my knowledge:

Complaint Signature

Date

Received by

Date

RICHFIELD PUBLIC SCHOOL - I.S.D. #280
HARASSMENT, VIOLENCE AND BULLYING
INVESTIGATION INTAKE AND REPORT FORM
(To be completed by appropriate administrator)

1. Investigation Summary

Date of Intake Review

Person Conducting Review:

2. Initial Category of Claim

<input type="checkbox"/> Harassment (Non-sexual)	<input type="checkbox"/> School Related
<input type="checkbox"/> Violence	<input type="checkbox"/> Outside of School Only
<input type="checkbox"/> Discrimination (Not on the basis of sex)	<input type="checkbox"/> Electronic Communication
<input type="checkbox"/> Bullying	
<input type="checkbox"/> Sexual Harassment or Sex Discrimination	

3. Action(s) Recommended (check all that apply)

☐ Formal Investigation ☐ Refer to Outside Agency
☐ Refer to Student Services Agency Name: _____
☐ Monitor
☐ Report to District Human Rights Officer/Title IX Coordinator
☐ Contact Parent/Guardian
☐ Other: _____

Reason for determination of action recommended: _____

4. Formal Investigation Summary:

Please provide the name(s) of all persons interviewed as part of the investigation _____

Detailed Description of Incident (Attach additional pages if necessary.) _____

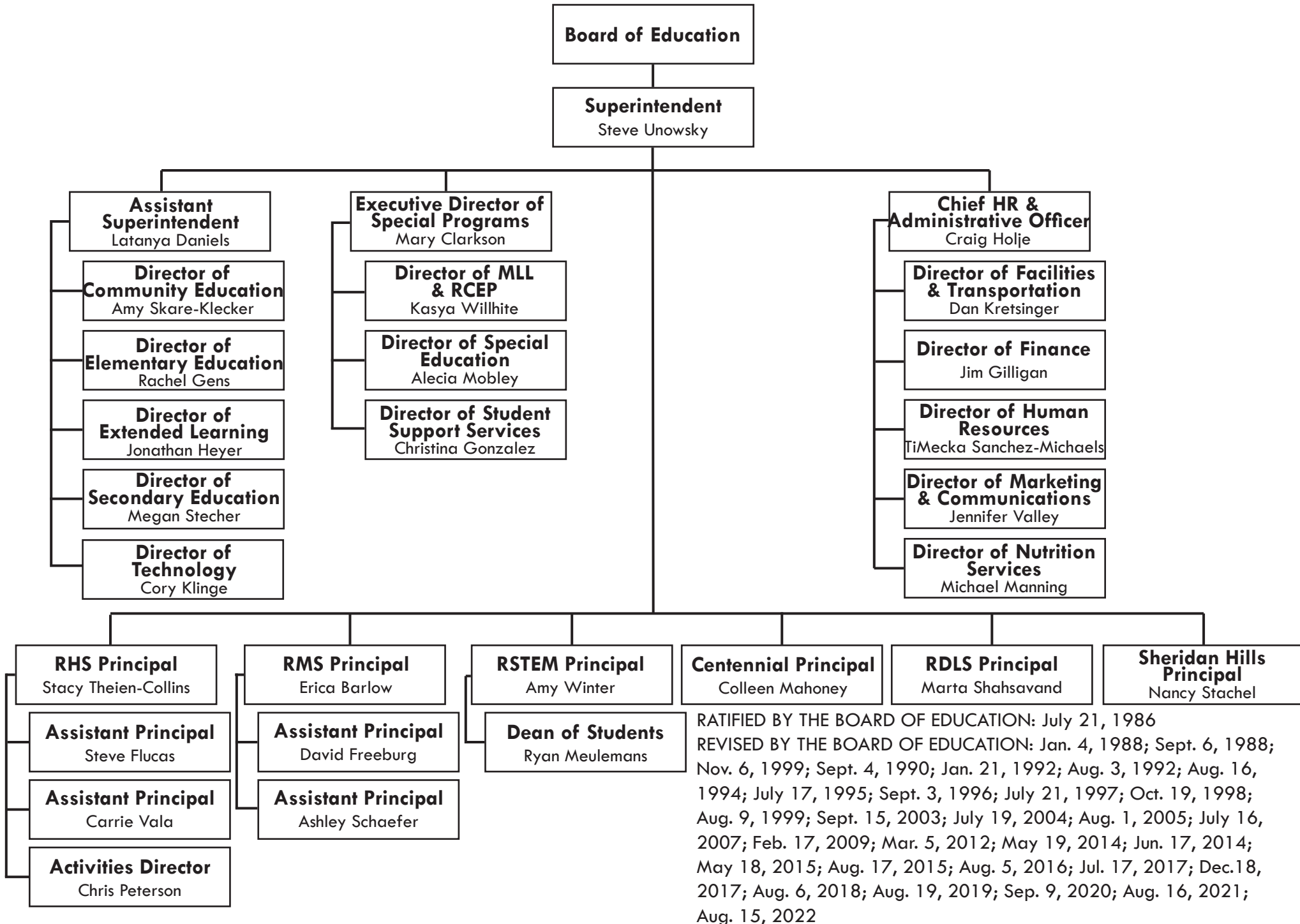
[illegible]

Final Action Taken (Attach additional pages if necessary.) _____

Received by _____

Date _____

Organizational Chart



RICHFIELD PUBLIC SCHOOLS

POSITION ASSIGNMENTS

BOARD OF EDUCATION

Tim Pollis, Chair	Allegra Smisek, Treasurer <u>Crystal Brakke, Treasurer</u>	
Paula Cole, Vice Chair	Christine Malek, Clerk <u>Eric Carter, Director</u>	
<u>Rachel Banks Kupcho, Director</u>	Crystal Brakke, Director	<u>Peter Toensing, Director</u>
Allegra Smisek, Clerk		

DISTRICT ADMINISTRATION

Superintendent of Schools	Steven Unowsky
Assistant Superintendent of Schools	Latanya Daniels
Director of Community Education	Carole McNaughton-Commers <u>Amy Skare-Klecker</u>
Director of Elementary Education	Rachel Gens
<u>Director of Extended Learning</u>	<u>Jonathan Heyer</u>
Director of Secondary Education	Megan Stecher
Director of Technology	Cory Klinge
Chief of Human Resources & Administrative Officer	Craig Holje
Director of Facilities & Transportation	Dan Kretsinger
Director of Finance	Jim Gilligan
Director of Human Resources	TiMecka Sanchez-Michaels
Supervisor of Human Resources	Janice Jorenby
Director of Marketing & Communications	Jennifer Valley
Director of Nutrition	Michael Manning
Executive Director of Special Programs	Mary Clarkson
Director of Multi- Language Learners <u>lingual Learning</u>	& RCEP Kasya Willhite
Director of Special Education	Alecia Mobley
Director of Student Support Services	Christina Gonzalez

BUILDING ADMINISTRATION

Senior High School Principal	Stacy Theien-Collins
Assistant Principal	Steve Flucas
Assistant Principal	Carrie Vala
Activities Director	Jared Ellerson <u>Chris Peterson</u>
Middle School Principal	Erica Barlow
Assistant Principal	David Freeburg
Assistant Principal	Ashley Schaefer

Centennial Elementary School Principal	Colleen Mahoney
Richfield Dual Language School Principal	Marta Shahsavand
RSTEM Elementary School Principal	Amy Winter
Sheridan Hills Elementary School Principal	Nancy Stachel

RATIFIED BY THE BOARD OF EDUCATION: July 21, 1986

REVISED BY THE BOARD OF EDUCATION: January 4, 1988; September 6, 1988; November 6, 1989; September 4, 1990; January 21, 1992; August 3, 1992; August 16, 1993; August 1, 1994; July 17, 1995; September 3, 1996; July 21, 1997; October 19, 1998; August 9, 1999; August 21, 2000; October 1, 2001; January 21, 2003; September 15, 2003; January 20, 2004; July 19, 2004; January 18, 2005; August 1, 2005; January 23, 2006; July 17, 2006; January 22, 2007; July 16, 2007; February 4, 2008; July 14, 2008; February 2, 2009; August 17, 2009; August 16, 2010; August 15, 2011; March 5, 2012; August 18, 2014; May 18, 2015; August 17, 2015; August 5, 2016; December 18, 2017; August 6, 2018; August 19, 2019; September 9, 2020; August 16, 2021; September 6, 2022

RICHFIELD PUBLIC SCHOOLS

LEAVES OF ABSENCE

I. PURPOSE

The purpose of this policy is to guide decisions related to requests from employees who desire a leave of absence from work.

II. GENERAL STATEMENT OF POLICY

- A. The ~~Board-board~~ of ~~Education-education~~ recognizes the right of employees to request leaves of absence without pay as provided in the appropriate employee master agreement or policy.
- B. Because the absence of an employee impacts the educational program, staff and students, the needs and desires of the employee must be weighed against the needs of the district and the replacement employee.
- C. In acting on employee leave requests, the ~~Board-board~~ of ~~Education-education~~ will observe provisions of the appropriate employee master agreements or policy, and applicable state or federal statutes. Consideration will be given to both the reasons for the employees' request and the needs of the district. Where needs are in conflict, however, concerns relating to the overall educational program will take precedence.

III. FACTORS TO BE CONSIDERED

Multiple factors will be considered in acting on leave of absence requests, including but not limited to the following:

- A. The stated reason(s) of the employee in requesting a leave;
- B. Relevant provisions of the appropriate employee master agreement, policy, or statute;
- C. Length of service to the district of the employee applying for the leave;
- D. Record of previous leaves taken by the employee;
- E. Availability of qualified staff to replace the employee and the potential for turnover among replacement employees during the period of the leave of absence;

- F. Number of other employees in the same category currently on leaves of absence;
- G. Timing of the leave in order to minimize disruption to the operation of district programs;
- H. Potential benefits to the district of granting the leave;

IV. GUIDELINES TO BE USED IN GRANTING LEAVES OF ABSENCE

- A. Normally, the length of an approved leave of absence shall not exceed one (1) year. In extenuating circumstances, an extension of one (1) additional year may be granted for a maximum of two consecutive years of leave.
- B. An unpaid leave of absence for child care shall generally be limited to a maximum period of 18 months coinciding with the birth or adoption of the employee's own child.
- C. When an unpaid leave of absence is requested in conjunction with another leave of absence, such as a child care leave of absence, the total time of absence from work for all leaves shall not exceed two (2) consecutive years, or longer if necessary to have the ending point of the leave coincide with a break in the school calendar.
- D. The maximum duration of an extended leave of absence for teachers pursuant to M.S. §122A.46, Subd. 2. must be determined by mutual agreement of the Board and the teacher at the time the leave is granted and shall be at least three, but no more than five, years. An extended leave may be granted to teachers who have been employed by the district for at least five years and who have at least ten years of allowable service in Minnesota.

V. LEAVES OF ABSENCE FOR CLASSIFIED PERSONNEL

A. Military Leave

Any classified employee who is a member of an armed forces reserve organization and who is called up for training or active duty shall be paid the difference between the pay received for such military duty and the rate regularly paid by the district, for a period of up to fifteen days in any calendar year. Moreover, the employee shall not lose seniority status, vacation, sick leave, or any benefits while engaged in such period of training or active service. This payment will be limited to fifteen days per year and will be paid upon presentation of a certificate of satisfactory performance of said duties. Longer leaves of absence without pay and reinstatement rights for an employee called to active service in time

of war or other emergency declared by proper authority, shall be governed by state law.

B. Emergency Leave

An employee may request a leave of absence, without pay, in cases of prolonged illness or other emergencies, such as household accidents, long-distance travel for family events, or weather-related travel delays. An employee granted an emergency leave of absence shall suffer no loss of seniority or job rights and shall return at the same salary status as prevailed when the leave was granted.

C. Jury Duty

An employee absent from their duties because of jury duty shall be paid the difference between their normal salary and that remuneration received for such jury duty. The continuation of normal salary is subject to the reimbursement to the district of the amount paid by the court for services rendered.

VI. DISSEMINATION OF POLICY

A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.

B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References:

Minn. Stat. §122A.46 Extended leaves of absence.

Minn. Stat. §§ 181.940-181.944 (Parenting Leave)

Minn. Stat. 192.26, Subd. 1: State and Municipal officers and employees not to lose pay while on military duty.

Minn. Stat. 192.261 (Leaves of Absence)

10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)

29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)

38 U.S.C. § 101 (Definitions)

29 C.F.R. Part 825 (Family and Medical Leave Act)

RATIFIED BY THE BOARD OF EDUCATION: March 15, 1999

REVIEWED and **RE**AFFIRMED BY THE BOARD OF EDUCATION: June 11, 2012; August 16, 2021

1 REVISED BY THE BOARD OF EDUCATION: January 7, 2002; January 4,
| 2 2021; September 6, 2022

RICHFIELD PUBLIC SCHOOLS
MANDATED REPORTING OF CHILD NEGLECT
OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to fully comply with Minn. Stat. ~~§ 626.556~~ Ch. 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

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

D. "Mandated Reporter" means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child's physical or mental health when reasonably able to do so; including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so; including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for ~~his or her~~ the child's own basic needs or safety or the basic needs or safety of another child in ~~his or her~~ their care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;

Commented [CQ1]: This definition has been moved to be in proper alphabetical order. The wording of the definition HAS NOT CHANGED.

6. medical neglect as defined by Minn. Stat. § 260C.007, subd. 6, clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not ~~include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment care of disease or remedial care of the child in lieu of medical care.~~

- G. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

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

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

Commented [CQ2]: This definition has been moved to be in proper alphabetical order. The wording of the definition HAS NOT CHANGED.

Actions that are not reasonable and moderate include, but are not limited to, any of the following:

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

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

HJ. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or childcare services.

IK. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, ~~§~~ Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, ~~§~~ Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual

abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b (a) or (b) (Registration of Predatory Offenders).

~~J. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.~~

~~K. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.~~

L. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

A. A mandated reporter ~~as defined herein~~ shall immediately report the ~~neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years~~ information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, , tribal social services agency, or tribal police department. The reporter will include ~~his or her~~their name and address in the report.

- 1 B. ~~If the immediate report has been made orally, the oral report shall~~
2 ~~be made immediately~~ by telephone or otherwise, ~~the~~ The oral
3 report shall be followed by a written report within 72 hours
4 (exclusive of weekends and holidays) to the appropriate police
5 department, the county sheriff, local welfare agency, or agency
6 responsible for ~~assisting~~ assessing or investigating
7 ~~maltreatment~~ the report. ~~The written~~ Any report shall be of sufficient
8 content to identify the child, any person believed to be responsible
9 for the ~~abuse or neglect~~ maltreatment of the child if the person is
10 known, the nature and extent of the ~~abuse or neglect~~ maltreatment,
11 and the name and address of the reporter.
- 12
- 13 C. Regardless of whether a report is made, as soon as practicable
14 after a school receives information regarding an incident that may
15 constitute maltreatment of a child in a school facility, the school
16 shall inform the parent, legal guardian, or custodian of the child
17 that an incident has occurred that may constitute maltreatment of
18 the child, when the incident occurred, and the nature of the
19 conduct that may constitute maltreatment.
- 20
- 21 D. A mandated reporter who knows or has reason to know of the
22 deprivation of custodial or parental rights or the kidnapping of a
23 child shall report the information to the local police department or
24 the county sheriff.
- 25
- 26 E. With the exception of a health care professional or a social
27 service professional who is providing the woman with prenatal
28 care or other health care services, a mandated reporter shall
29 immediately report to the local welfare agency if the person
30 knows or has reason to believe that a woman is pregnant and
31 has used a controlled substance for a nonmedical purpose
32 during the pregnancy, including, but not limited to,
33 tetrahydrocannabinol, or has consumed alcoholic beverages
34 during the pregnancy in any way that is habitual or excessive.
- 35
- 36 F. A person mandated by Minnesota law and this policy to report who
37 fails to report may be subject to criminal penalties and/or discipline,
38 up to and including termination of employment.
- 39
- 40 G. ~~Submission of a good faith report under Minnesota law and this~~
41 ~~policy will not adversely affect the reporter's employment, or the~~
42 ~~child's access to school~~ An employer of a mandated reporter shall
43 not retaliate against the person for reporting in good faith
44 maltreatment against a child with respect to whom a report is
45 made, because of the report.
- 46
- 47 H. Any person who knowingly or recklessly makes a false report under
48 the provisions of applicable Minnesota law or this policy shall be
49 liable in a civil suit for any actual damages suffered by the person
50 or persons so reported and for any punitive damages set by the

court or jury, ~~plus costs and reasonable attorney fees, and the~~
~~Knowingly or~~ recklessly making ~~of~~ a false report ~~also~~ may result in
discipline. ~~The court may also award attorney's fees.~~

- I. The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV.A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE. Administrative Guidelines 409.1 provides additional information regarding reporting suspected maltreatment in schools by school employees.

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected ~~neglect or physical or sexual abuse~~ maltreatment rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of ~~child~~ maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged ~~perpetrator~~ offender, and any other person with knowledge of the ~~abuse or neglect~~ maltreatment for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded. If the investigator is a Police Officer, Board Policy 977 and Guidelines 977.1 will be followed.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property ~~will~~ must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged ~~perpetrator~~ offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have

the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

D. Where the alleged ~~perpetrator-offender~~ is believed to be a school official or employee, the school district shall additionally conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded. If the investigator is a Police Officer, Board Policy 977 and Guidelines 977.1 will be followed.

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

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The School District will develop a method of discussing this policy with school personnel. District will also review the mandated reporting process along with this policy annually with new staff and at least every five years. Additionally, a review would occur upon significant statutory changes leading to a change in practice.
- C. This policy shall be reviewed at least annually by superintendent or designee for compliance with state law.

Legal References:

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

Cross References:

Board Policy 410 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Board Policy 977 and Guidelines 977.1 (Cooperation with Law Enforcement Agencies)

| 1 ~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: August 4, 2003
2
3

| 4 REVISED BY THE BOARD OF EDUCATION: May 5, 2008, May 6, 2019,
5 August 17, 2020; September 6, 2022
6

| 7 REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: August 16,
8 2021

Adopted: _____

MSBA/MASA Model Policy 414

Orig. 1995

Revised: _____

Rev. 20~~22~~19

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. Ch. 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

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

believe a child is being maltreated or has been maltreated within the preceding three years.

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

response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care. -

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

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

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age

one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative..

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise., The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees.

Knowingly or recklessly making a false report also may result in discipline.

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

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, - or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. -The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)

Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

RICHFIELD PUBLIC SCHOOLS

MANDATED REPORTING OF CHILD MALTREATMENT IN SCHOOLS

I. PURPOSE

The purpose of these administrative guidelines is to provide additional guidance regarding the reporting of child maltreatment in schools by school employees.

**II. RESPONSIBILITY AND AUTHORITY OF MINNESOTA
DEPARTMENT OF EDUCATION**

Minn.Stat. §626.556 Subd. 3b, as revised in 1999, designated the Minnesota Department of Education (MDE) as the agency responsible for assessing or investigating allegations of child maltreatment in schools as defined by Minn. Stat. §120A.05 Subd. 9, 11, and 13 and Minn. Stat. §124D.10 M.S.

MDE and law enforcement are responsible for assessing and investigating reports of suspected maltreatment of school children in schools. In conducting its assessments and investigations, MDE has the same broad powers and duties as local social service agencies when conducting child maltreatment investigations. This includes access to relevant information necessary to conduct the assessment or investigation, as authorized by Minn. Stat. §626.556, Subd. 10b.

MDE has a right to access educational data and personnel data when needed for maltreatment investigations, pursuant to Minn. Stat. §13.32, Subd.3(n), and 13.43, Subd. 14.

III. REPORTING SUSPECTED CHILD MALTREATMENT IN SCHOOLS

Professionals or professionals' delegates engaged in education are legally mandated to report known or suspected maltreatment of minors, including instances of maltreatment that occur at school. If the known or suspected maltreatment occurred at school, it may be reported to one or more of the following: (1) local law enforcement (Hennepin County Sheriff's office or Richfield Department of Public Safety), (2) Hennepin County Social Services, and/or (3) MDE. A form for reporting to MDE is appended. Employees are also expected to inform a school administrator of known or suspected maltreatment that occurs at school, to allow the district to take appropriate action. However, a report to the school administrator does not satisfy the statutory requirement to report to local law enforcement, social services or MDE. School Administrators, Social Workers, Counselors, or other Professionals may partner in reporting in suspected maltreatment, however, the employee taking the initial report is legally considered to be the mandated reporter.

Additional information about mandated reporting of child maltreatment can be found on the MDE website (education.state.mn.us) under Accountability Programs

IV. TRAINING SCHOOL STAFF

1. As part of their orientation to Richfield Public Schools, all new staff are informed by their supervisor of their legal responsibility to report all suspected abuse or neglect of children or vulnerable adults.
2. RPS Administration will provide ongoing support and training to staff in the awareness of mandated reporting requirements and the implementation of this policy annually with new staff and at least every five years. Additionally, a review would occur upon significant statutory changes leading to a change in practice.
3. RPS Administration will develop and implement additional procedures and training to support administrators, social workers and additional professionals in the implementation of mandated reporting guidelines and the policy.

Dated: August 4, 2003

Reviewed: August 17, 2020; August 16, 2021; September 6, 2022

Revised: May 5, 2008; May 6, 2019

RICHFIELD PUBLIC SCHOOLS

MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. "Vulnerable Adult" means any person 18 years of age or older who:
 - 1. is a resident or inpatient of a facility, ;
 - 2. receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2);
 - 3. receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program;
or
 - 4. regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.
- C. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

1 D. "Neglect" means the failure or omission by a caregiver to supply a
2 vulnerable adult with care or services, including but not limited to,
3 food, clothing, shelter, health care, or supervision which is: (1)
4 reasonable and necessary to obtain or maintain the vulnerable
5 adult's physical or mental health or safety, considering the physical
6 and mental capacity or dysfunction of the vulnerable adult; and (2)
7 which is not the result of an accident or therapeutic conduct.

8
9 Neglect also includes the absence or likelihood of absence of care
10 or services, including but not limited to, food, clothing, shelter,
11 health care, or supervision necessary to maintain the physical and
12 mental health of the vulnerable adult which a reasonable person
13 would deem essential to obtain or maintain the vulnerable adult's
14 health, safety, or comfort considering the physical or mental
15 capacity or dysfunction of the vulnerable adult.

16
17 Neglect does not include actions specifically excluded by Minn.
18 Stat. §626.5572, Subd. 17.

19
20 E. "Abuse" means:

- 21
22 1. An act against a vulnerable adult that constitutes a violation of,
23 an attempt to violate, or aiding and abetting a violation of:
24 a. assault in the first through fifth degrees as defined in
25 sections 609.221 to 609.224;
26 b. the use of drugs to injure or facilitate crime as defined in
27 section 609.235;
28 c. the solicitation, inducement, and promotion of prostitution
29 as defined in section 609.322; and
30 d. criminal sexual conduct in the first through fifth degrees
31 as defined in sections 609.342 to 609.3451.

32
33 A violation includes any action that meets the elements of
34 the crime, regardless of whether there is a criminal
35 proceeding or conviction.

- 36
37 2. Conduct which is not an accident or therapeutic conduct as
38 defined in this section, which produces or could reasonably be
39 expected to produce physical pain or injury or emotional
40 distress including, but not limited to, the following:
41 a. hitting, slapping, kicking, pinching, biting, or corporal
42 punishment of a vulnerable adult;
43 b. use of repeated or malicious oral, written, or gestured
44 language toward a vulnerable adult or the treatment of a
45 vulnerable adult which would be considered by a
46 reasonable person to be disparaging, derogatory,
47 humiliating, harassing, or threatening;
48 c. use of any aversive or deprivation procedure,
49 unreasonable confinement, or involuntary seclusion,
50 including the forced separation of the vulnerable adult

1 from other persons against the will of the vulnerable adult
2 or the legal representative of the vulnerable adult; and
3 d. use of any aversive or deprivation procedures for
4 persons with developmental disabilities or related
5 conditions not authorized under section 245.825.
6

7 3. Any sexual contact or penetration as defined in section
8 609.341, between a facility staff person or a person providing
9 services in the facility and a resident, patient, or client of that
10 facility.
11

12 4. The act of forcing, compelling, coercing, or enticing a
13 vulnerable adult against the vulnerable adult's will to perform
14 services for the advantage of another.
15

16 Abuse does not include actions specifically excluded by Minn. Stat.
17 §626.5572, Subd. 2.
18

19 F. "Financial Exploitation" means a breach of a fiduciary duty by an
20 actor's unauthorized expenditure of funds entrusted to the actor for
21 the benefit of the vulnerable adult or by an actor's failure to provide
22 food, clothing, shelter, health care, therapeutic conduct or
23 supervision, the failure of which results or is likely to result in
24 detriment to the vulnerable adult.
25

26 Financial exploitation also includes:

- 27 1. the willful use, withholding or disposal of funds or property of a
28 vulnerable adult;
29 2. the obtaining of services for wrongful profit or advantage which
30 results in detriment to the vulnerable adult;
31 3. the acquisition of a vulnerable adult's funds or property through
32 undue influence, harassment, duress, deception or fraud; and
33 4. the use of force, coercion or enticement to cause a vulnerable
34 adult to perform services against the vulnerable adult's will for
35 the profit or advantage of another.
36

37 G. "Caregiver" means an individual or facility who has responsibility
38 for the care of a vulnerable adult as a result of a family relationship,
39 or who has assumed responsibility for all or a portion of the care of
40 a vulnerable adult voluntarily, by contract, or by agreement.
41

42 H. "School Personnel" means professional employees or their
43 delegates of the school district engaged in providing health,
44 educational, social, psychological, law enforcement or other
45 caretaking services of vulnerable adults.
46

47 I. "Immediately" means as soon as possible, but no longer than 24
48 hours from the time initial knowledge that the incident occurred has
49 been received.
50

IV. REPORTING PROCEDURES

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

V. INVESTIGATION

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

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with school personnel. District will also review mandated reporting process along with this policy annually with new staff and at least every five years for staff working with adults. Additionally, a review would occur upon significant statutory changes leading to a change in practice. This policy shall be reviewed at least annually by superintendent or designee for compliance with state law.

Legal References:

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

Cross References:

Board Policy 103 (Harassment Prohibition)
Board Policy 409 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

RATIFIED BY THE BOARD OF EDUCATION: August 4, 2003
REVISED BY THE BOARD OF EDUCATION: May 5, 2008; May 6, 2019
REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: August 17, 2020; August 16, 2021; September 6, 2022

RICHFIELD PUBLIC SCHOOLS

STUDENT SEX NONDISCRIMINATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

B. It is the responsibility of every school district employee to comply with this policy.

C. The school board hereby designates Chief Human Resources & Administrative Officer Craig Holje, ~~7001 Harriet Avenue South~~⁴⁰¹ ~~70th Street W. (Door #26)~~, Richfield, 612-798-6031, craig.holje@rpsmn.org as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

Formatted: Superscript

Formatted: Font color: Auto

D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations are addressed in Policy 115: Title IX and may also be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

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

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

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates its Title IX coordinator as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal

obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

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

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with

requirements of applicable collective bargaining agreements,
Minnesota and federal law and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

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

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. DISSEMINATION OF POLICY AND EVALUATION

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

Legal References:

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

Cross References:

Board Policy 102 (Equal Educational Opportunity)
Board Policy 104 (Harassment Prohibition)
Board Policy 115 (Title IX)

RATIFIED BY THE BOARD OF EDUCATION: June 17, 2008

1 REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION:
2 October 1, 2018; August 17, 2020

3 REVISED BY THE BOARD OF EDUCATION: August 16, 2021; September 6,
4 2022

5
6
7
8

RICHFIELD PUBLIC SCHOOLS

STUDENT BEHAVIOR

I. PURPOSE

Richfield Public Schools recognizes that appropriate school behavior is critical to academic success and a safe and vibrant learning community. Teaching and learning appropriate school behavior is the task of all staff, students, and families/guardians. Working together to establish and maintain high standards of behavior and a school culture that respects and accepts differences is a shared responsibility.

Effective discipline:

- Is meant to be educational
- Considers the age and development of the student in framing the instruction in appropriate behavior and the consequences for misbehavior.
- Includes building relationships, repair of harm and restoring relationships, teaching skills and accountability, and restorative practices to re-engage students in their learning community.
- Maximizes the amount of student and staff time and attention spent on teaching and learning.
- Seeks to minimize the amount of student instruction time lost as a result of removal from classes due to misbehavior.

Richfield Public Schools is responsible to assure a safe and orderly learning and working environment for all students and staff. The District asks parents/guardians and families to partner in teaching and supporting appropriate school behavior to maximize the academic success of their students.

II. GENERAL STATEMENT OF POLICY

Responses to student behavior will be reflective of Richfield Public Schools' stated beliefs, including the following:

- Quality education requires cooperation and partnership among students, home, school, and community.
- A safe, supportive, and engaging environment promotes learning.
- Expectations and effort influence performance.
- Learning about and respecting individual differences fosters unity and strengthens community.
- Each person can learn, deserves to learn and it is everyone's responsibility.
- Core values such as caring, honesty, respect and responsibility must be developed.
- There is strength in cooperation, collaboration and healthy competition.

III. RESPONSIBILITIES

- A. The Superintendent in collaboration with the school board and district administration are responsible for:
 - 1. providing directives to enforce this policy.
 - 2. establishing minimum standards of behavior for students.
 - 3. analyzing behavior data overall as well as disaggregated by student group (race, gender, disability, etc.) to identify disproportionalities and respond appropriately.
 - 4. identifying adequate means for the documentation of behavior responses, the analysis of behavior data, engaging appropriate community resources and for identifying appropriate training for staff, student, parents and community partners.
- B. Principal or administrative designee are responsible for:
 - 1. leading the collaborative development of the school's behavior and restorative practices plan;
 - 2. assuring that annual notices are given to students, parents/guardians and staff;
 - 3. communicating with teachers after responding to student being removed from the classroom;
 - 4. communicating with parent/guardian when responding to student behavior concerns when the student is removed from class;
 - 5. developing and sustaining partnerships with identified community resources;
 - 6. leading the review of school behavior data to identify training needs with a view toward improving student outcomes;
 - 7. reporting behavior data at least annually to their school community.
 - 8. reviewing behavior data with the appropriate Assistant Superintendent or other District leadership no less than annually.
- C. Teachers are responsible for:
 - 1. leading the development of the classroom behavior and restorative practices standards and procedures aligned to the district and building expectations;
 - 2. assuring that all students are taught the expected school behavior in their classroom and throughout the school;
 - 3. participating in identifying students that would benefit from additional support from school and community resources;
 - 4. Participating in implementation of the school behavior plan and restorative practices;
 - 5. participating in data review, necessary training, and analysis of behavior data to improve student outcomes.
 - 6. communicating with student when behavior interferes with learning.
 - 7. communicating with parent/guardian when there is a pattern of student behavior.
- D. Non-classroom school staff is responsible for implementing with consistency the district behavior standards and school behavior standards, participating in training and analysis of behavior data to improve student outcomes as directed by the

principal or site administrator.

- E. Parents/guardians are responsible for;
1. partnering with their student's schools to know and implement with consistency the school behavior standards and school and classroom rules to improve their student's outcomes.
 2. helping their student learn the behavior standards of their schools and classrooms.
 3. working collaboratively with school staff and their student to respond to and resolve behavior issues.

Students are responsible to learn the standards of behavior of the district, their school and their classrooms; to take personal responsibility for their behavior as they are able, and to work to improve the relationships they have with their peers, their teachers and with other school staff.

IV. DEVELOPMENT AND COMMUNICATION OF BEHAVIOR STANDARDS

The District is committed to teaching all students and to assuring that students' learning is not disrupted by the behavior of others. The District is committed to taking actions to provide a safe learning environment for all students, and a safe working environment for all staff.

- A. The Superintendent shall report behavior data to the Board no less than annually.
- B. Building principals shall review behavior data with the Superintendent no less than annually.
- C. Every school shall establish and teach behavior expectations and respond to student inappropriate behavior that are consistent with this Policy and accompanying administrative guidelines, and directives from the Superintendent. All school staff shall receive training on the school's plan.
- D. Every classroom shall establish behavior standards and norms within the district's policy, the Superintendent's directives and the school's behavior plan with participation from the students in the classroom. All students shall be taught the behavior standards established.
- E. Every school employee shall demonstrate high standards of behavior that model appropriate school behavior, and shall monitor and respond to student behavior.
- F. Every school shall examine discipline data to assure that responses to student behavior do not show evidence of bias or discriminatory behavior. Schools shall also use behavior data to identify and provide additional training to staff and students; and to provide effective interventions for students to improve student outcomes.

- G. Student age, developmental stage and individual needs based on culture, language or disability, or other relevant factors, shall be considered in determining the appropriate response to behavior.
- H. Behavior standards for students with an Individualized Education Program (“IEP”), Individual Accommodation Plan (“IAP/504 Plan”) shall be supported by the terms of the accommodations of their written program or plan to the extent they differ from the district policy, regulations and school plan.
- I. The District will make this Policy and accompanying administrative guidelines available on the District’s website and they also shall be available upon request in each principal's office. The Board encourages use of a variety of media to increase and awareness.
- J. Students and parents/guardians shall receive notice of classroom rules established by their classrooms.

Legal References:

Minn. Stat. §121A.40 *et seq.* (Pupil Fair Dismissal Act)
Minn. Stat. §121A.58 *et seq.* (Discipline, All Students)
Minn. Stat. §125A.08 (Individual Education Programs)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)

RATIFIED BY THE BOARD OF EDUCATION: July 15, 1963

REVISED BY THE BOARD OF EDUCATION: September 18, 1978; November 15, 1982; June 18, 1984; June 6, 1994; November 20, 1995; February 7, 2000; February 20, 2001; April 21, 2003; March 15, 2004; June 17, 2008; July 15, 2019

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: August 17, 2020;
August 16, 2021; September 6, 2022

ADMINISTRATIVE GUIDELINE 541.1

STUDENT BEHAVIOR

I. PURPOSE

These Administrative Guidelines apply to student behavior in school, on school property, in and around school vehicles, and at school-sponsored events both within and outside the district. The goal of Richfield Public Schools is to provide students a safe school to promote academic success and a vibrant learning community. Fair and appropriate implementation of the student discipline policy is important to this goal. Richfield Public Schools also recognizes that removal from instruction can work against the academic achievement of students, and should be avoided whenever possible. The purpose of these Administrative Guidelines is to establish the system of classification of student behaviors and administrative responses to those behaviors.

II. GENERAL STATEMENT OF REGULATION

- A. All responses to student inappropriate behavior should include elements of teaching or re-teaching appropriate school behavior and restoration of relationships affected by the student behavior.
- B. Alternatives to removal from instruction will be used unless the behavior of the student places the student or others in danger, or the disruption to the educational environment can only be remedied by a referral out of the classroom, or the referral out of the classroom is required by law. Typically, referral out of the classroom may occur with infractions at level 2 or higher. Alternatives to removal will be utilized within the classroom and may include a variety of methods and classroom management strategies.
- C. Opportunities for students to repair relationships affected or harmed by their behavior shall be offered as part of the response to behaviors. Where the student has been removed from the classroom for any amount of time, opportunities to repair relationship should be provided.

III. RESPONSIBILITIES

- A. The Superintendent in collaboration with the school board and district administration are responsible for:
 - 1. providing directives to enforce this policy.
 - 2. establishing minimum standards of behavior for students.
 - 3. analyzing behavior data overall as well as disaggregated by student group (race, gender, disability, etc.) to identify disproportionalities and respond appropriately.
 - 4. identifying adequate means for the documentation of behavior responses, the analysis of behavior data, engaging appropriate community resources and for identifying appropriate training for staff, student, parents and community partners.

- B. Principal or administrative designee are responsible for:
1. leading the collaborative development of the school's behavior and restorative practices plan;
 2. assuring that annual notices are given to students, parents/guardians and staff;
 3. communicating with teachers after responding to student being removed from the classroom;
 4. communicating with parent/guardian when responding to student behavior concerns when the student is removed from class;
 5. developing and sustaining partnerships with identified community resources;
 6. leading the review of school behavior data to identify training needs with a view toward improving student outcomes;
 7. reporting behavior data at least annually to their school community.
 8. reviewing behavior data with the appropriate Assistant Superintendent or other District leadership no less than annually.
- C. Teachers are responsible for:
1. leading the development of the classroom behavior and restorative practices standards and procedures aligned to the district and building expectations;
 2. assuring that all students are taught the expected school behavior in their classroom and throughout the school;
 3. participating in identifying students that would benefit from additional support from school and community resources;
 4. Participating in implementation of the school behavior plan and restorative practices;
 5. participating in data review, necessary training, and analysis of behavior data to improve student outcomes.
 6. communicating with student when behavior interferes with learning.
 7. communicating with parent/guardian when there is a pattern of student behavior.
- D. Non-classroom school staff is responsible for implementing with consistency the district behavior standards and school behavior standards, participating in training and analysis of behavior data to improve student outcomes as directed by the principal or site administrator.
- E. Parents/guardians are responsible for;
1. partnering with their student's schools to know and implement with consistency the school behavior standards and school and classroom rules to improve their student's outcomes.
 2. helping their student learn the behavior standards of their schools and classrooms.
 3. working collaboratively with school staff and their student to respond to and resolve behavior issues.

Students are responsible to learn the standards of behavior of the district, their school and their classrooms; to take personal responsibility for their behavior as they are

able, and to work to improve the relationships they have with their peers, their teachers and with other school staff.

IV. LEVELS AND RESPONSES

Inappropriate conduct varies. It may disrupt a teaching-learning situation, cause injury to oneself or others, damage personal or public property, violate school regulations or civil laws, or have several impacts simultaneously. Similarly, a single infraction can range from very minor to very serious. Accordingly, individual circumstances must be considered in every case and responses to conduct must be fair, and proportionate.

Levels of student behavior are established as indicated in the RPS Behavior Levels and Responses chart which accompanies these Administrative Guidelines, and are organized in five levels as follows. The levels of behavior are not linear but progressive in response to behavior.

1. Level 1 violations are typically addressed by staff members when a student has minimal or no prior violations. The staff response is to teach and practice the expected behavior so students learn and demonstrate safe, respectful and responsible behaviors. Staff members are expected to use a variety of teaching and classroom management strategies. Generally Level One behaviors do not result in out of classroom referral.
2. Level 2 violations generally result in interventions and/or disciplinary responses that involve support staff and/or school administration. These actions aim to increase the student's skills, positive view of schooling and positive experiences at school so that misbehavior is less likely to continue or escalate. A severe occurrence may be treated as a violation at a higher level. Repeated instances of a level 2 violation may be treated as a violation at a higher level only when appropriate interventions have been attempted over a reasonable amount of time and documented in the student's record.
3. Level 3 violations **may result** in a short-term removal from school for part of a day or an entire school day. The duration of the short-term removal, if issued, is to be limited as much as possible while adequately addressing the behavior. A severe occurrence may be treated as a violation at a higher level. Repeated instances of a level 3 violation may be treated as a violation at a higher level only when appropriate interventions have been attempted over a reasonable amount of time and documented in the student's record.
4. Level 4 violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of a student from the school environment due to the severity of the behavior. Incidents at this level may be referred for expulsion depending on the circumstances.
5. Level 5 violations require the principal to notify the Superintendent or designee. These behaviors may result in police notification and/or expulsion.

V. PROCEDURES FOR OUT OF SCHOOL REMOVALS

A. Administrative Conference

If a student is assigned an out of school removal from instruction for conduct which materially disrupts the rights of others to an education, but where the acting student does not present an immediate and substantial danger to self, other students, staff or school property, an informal administrative conference must be held with the student unless the student has already left the school grounds.

If a student is assigned an out of school removal from instruction for conduct which reasonably can be believed to cause an immediate and substantial danger to the student, other persons or school property, the student may be removed from the premises without an initial informal administrative conference, however, the student shall be afforded an opportunity to at the earliest possible time to participate in the informal administrative conference.

An informal administrative conference may be held by telephone or at an off-campus site if the student presents an immediate or substantial danger to the school.

B. Notification

The principal or designee shall make reasonable efforts to promptly notify the parents of students assigned an out of school removal from instruction.

The principal or designee shall ensure that a written notice containing the grounds for the out of school removal, the known facts, known testimony, a readmission plan and a copy of the *Pupil Fair Dismissal Act* is personally served upon the student at or before the time of the out of school removal from instruction is to take effect at the informal administrative conference. If the informal administrative conference is delayed because removal from instruction was for conduct which reasonably could be believed to cause an immediate and substantial danger to the student, other persons or school property, the written notice shall be given to student at the informal administrative conference when it is held.

The written notice shall also be served upon the parent/guardian, either in person or by certified mail within forty-eight (48) hours of the out of school removal from instruction.

C. Readmission to Instruction

Prior to or after an out of school removal from instruction, the principal or designee shall require the student's attendance at an informal administrative conference prior to the return to classes. Such conferences shall be noticed to the parents/guardians of the student, who are encouraged to attend the conference.

For any out of school removal from instruction, the principal or designee shall prepare a written readmission plan. The proposed plan may include a procedures for the student's return to school and classes. The proposed plan also may include provision for an alternative program, which may include, but is not limited to:

- make-up school work;
- assigned homework;
- changes in assigned courses or classroom;
- changes in student's schedules;
- provision of tutorial service;
- provision of student support services,
- provision of information concerning mental health or other community supports;
- reassignment to a different educational setting.

If a reassignment to a different educational setting is proposed, the principal shall follow district procedures for reassignment, and the due process rights of the student shall be observed.

The informal administrative readmission conference may be held by telephone or at an off-campus site if necessary to meet the needs of the student.

D. Consecutive Removals

Out of school removals from instruction may not be imposed consecutively upon the same student for the same course of conduct, or incident of behavior, except where the student poses an immediate and substantial risk of danger to the student or to persons or property around the student. Whether or not an "immediate and substantial risk of danger" exists shall be determined by the principal or designee. Notice of the extension shall be given following the same procedure as the initial notice of the removal from instruction.

An out of school removal from instruction may not be extended due to the inability or refusal of a parent/guardian to participate in any readmission conference.

Up to two (2) five (5) day suspensions (total of ten school days) may be imposed if the principal determines that the student continues to present an immediate and substantial risk of danger.

A third five (5) day suspension may be imposed only if the district is proposing expulsion or exclusion and the Superintendent has been notified.

Whenever a removal from instruction exceeds five (5) days, an alternative instruction program such as those identified in Paragraph V.C shall be provided to the student.

Legal References:

Minn. Stat. §121A.40 *et seq.* (Pupil Fair Dismissal Act)

Dated: 1975

Revised: 1979; 1982; 1984; 1987; 1991; 1994; 11/95; 2/00; 4/03; 3/15/04, 3/6/06; 6/17/08;
7/15/19

Reviewed: 9/03; 8/17/20; 8/16/21; 9/6/22

RICHFIELD PUBLIC SCHOOLS

SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law requires a consistent level of accountability for the school district. Accordingly, the school district has established a system to adhere to the Minnesota Academic Standards to ensure that each individual will learn, grow and excel and to uphold the level of academic content required to qualify courses for state course credit requirements for graduation. The school district will maintain a system to review and improve instruction, curriculum, and assessment which includes substantial input by students, parents or guardians, and local community members. The school district is accountable to the public and the state through annual reporting. The school board shall receive public input and comment and shall review this policy at least annually.

III. DEFINITIONS

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

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. The goals of Richfield Public Schools will be clearly articulated in the Strategic Plan (Policy 101: Strategic Planning). Incorporated in these goals are the

graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually by the school board.

2. Advisory Committees will be established by the Board to ensure active community participation in all phases of development, implementation, and assessment of school district goals. Advisory Committees will also provide review and oversight of the specific tactics employed in support of strategic goals. The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.
3. The school district's goal setting process will include consideration of individual school site goals as well as goals of departments within school sites. However, all operational units within the school district should have strategic goals that clearly and intentionally align with district-wide goals.
4. The superintendent or designee shall communicate progress measurements and participation to the school board throughout this process.

B. Implementation of Standards through Instruction and Curriculum

1. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5. This process is described in full in Policy 610 Selection and Reevaluation of Instructional Resources and Guideline 610.1 along with Policy 612 Curriculum Development and Guideline 612.1 and Policy 601 Academic Standards and Instructional Curriculum.
2. The superintendent or designee shall communicate progress measurements and participation to the school board throughout this process.

C. Implementation of Graduation Requirements

The Advisory Committees shall also advise the superintendent on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the Advisory Committees shall be published to the community. . Graduation Requirements are described in

full in Policy 521 Graduation Requirements and accompanying guidelines 521.1 and 521.2.

D. Evaluation of Student Achievement

1. The superintendent shall annually review and determine if student achievement levels at each school site meet federal expectations. If the superintendent determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the superintendent or designee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. This process shall include parental input and collaboration with Advisory Committees. The superintendent or designee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.

2. The educational assessment system component utilized by the superintendent to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The superintendent will utilize models developed by the Commissioner for measuring individual student progress. The superintendent must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

3. The superintendent or designee shall communicate progress measurements and participation to the school board throughout this process.

E. Scope and Authority of Advisory Committees

1. Advisory Committees will meet multiple times yearly to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.

2. Advisory Committees will continue to provide active community participation and ongoing input and feedback in a variety of areas including:

a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Academic Standards;

b. Identifying annual instruction and curriculum improvement goals for recommendation to the superintendent;

- c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the superintendent about development of the annual budget.
 3. Advisory Committees shall meet the following criteria:
 - a. Advisory Committees shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. Advisory Committees shall make recommendations to the superintendent on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by Advisory Committees in the instruction and curriculum review process.
 4. Advisory Committees shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, Advisory Committees shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Advisory committees shall also deliberately be comprised to represent diverse perspectives and viewpoints. Possible advisory composition could include:
 - a. Leadership (school board member, district representative, building administrator)
 - b. Students
 - c. Staff (Representation from different bargaining groups)
 - d. Parents (Representation from different school buildings)
 - e. Community Members (without school age children)

- 1 f. Local Business Representatives (representing diverse areas of
2 expertise)
- 3
- 4 g. Others as appropriate
- 5
- 6 5. Translation services should be provided to the extent appropriate and
7 practicable.
- 8
- 9 6. Advisory Committees shall meet according to a published calendar of
10 scheduled gatherings. Schedules shall ideally be published on the
11 district website in the yearly calendar and communicated directly to all
12 families via electronic or written communication methods. Notes and
13 documentation shall be maintained by advisory committees and
14 routinely published on the district website.
- 15
- 16 7. Advisory Committees may include but not be limited to the following
17 list. The descriptions of the advisory committees are included for
18 illustrative purposes and are not intended to be permanent directives.
- 19
- 20 a. Athletics & Activities: This committee reviews and works
21 collaboratively toward providing students, families and the
22 Richfield community with great opportunities for learning and
23 participation beyond the classroom. The committee works with
24 the District, booster clubs, coaches and others to cooperate and
25 coordinate together.
- 26
- 27 b. Community Education: This committee advises the staff and
28 board on matters of planning, growth, development and
29 evaluation of Community Education. The committee addresses
30 programs and services for early learning, youth, teens, adults
31 and families.
- 32
- 33 c. Curriculum: The purpose of this committee is to advise and
34 support the District in their implementation of the curriculum. The
35 committee shares instructional practices, assessment results
36 and district plans to engage in feedback and conversation.
- 37
- 38 d. Finance: The purpose of this committee is to provide advice and
39 counsel to the superintendent in areas of budget and finance
40 related planning. The reoccurring task each year is to help
41 prepare and review the next year's fiscal plan, which is the basis
42 for budget development and staffing.
- 43
- 44 e. Fundraising: This committee creates guidelines and processes
45 for any group associated with Richfield Public Schools that does
46 any fundraising or asking for donations, such as booster groups,
47 PTOs, clubs, student groups, etc.
- 48
- 49 f. Health, Wellness & Safety: This committee identifies and reviews
50 efforts regarding policies and programs as well as facility and

1 maintenance improvements to ensure a safe workplace and
2 healthy place to learn.

3
4 g. Indian Education: This committee serves in an advisory role for
5 the American Indian Education program and helps plan and
6 organize family events for the community.

7
8 h. Licensure: The purpose of this committee is to facilitate the
9 continuing education and relicensure process of teachers in the
10 district.

11
12 i. Special Education: This committee's purpose is to keep the
13 connection between families and the special education
14 department. Meetings include updates on current special
15 education topics and how the information relates to services for
16 students.

17
18 j. Strategic Planning: This committee provides the opportunity for
19 students, families, and residents to provide input for the strategic
20 plan of the District.

21
22 k. Safe & Supportive Schools: The work of this committee is
23 focused around providing a welcoming, healthy, supportive, safe
24 and caring environment. This group works together to develop
25 clear communication, policies and practices around student
26 attendance and behavior expectations.

27
28 l. Student Work Experience: This committee's mission is to advise
29 the Richfield Public School's work-based learning program,
30 empowering students to create plans for their futures and
31 develop skills to excel as members of society.

32
33 m. Technology: This team provides input on technology
34 infrastructure, K-12 digital and media literacy standards, digital
35 learning model, and more.

36
37 8. Of the committees listed above, the following are currently required by
38 statute:

39
40 a. Community Education (Minn. Stat. § 124D.19 and Minn. Stat. §
41 124D.13)

42
43 b. Curriculum (Minn. Stat. § 120B.11)

44
45 c. Health, Wellness, & Safety (42 U.S.C. § 1758(b) [Healthy,
46 Hunger-Free Kids Act of 2010] and Minn. Stat. § 182.676)

47
48 d. Indian Education (Minn. Stat. § 124D.78)

49
50 e. Special Education (Minn. Stat. § 125A.24)

E. Reporting

1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the superintendent or designee shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The superintendent must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district will also annually report progress on its Strategic Plan goals through vision cards presented at public school board meetings.
2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Legal References:

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 124D.13
Minn. Stat. § 124D.19
Minn. Stat. § 124D.78
Minn. Stat. § 125A.24
Minn. Stat. § 182.676
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)
42 U.S.C. § 1758(b) (Healthy, Hunger-Free Kids Act of 2010)

Cross References:

- Policy 101 Strategic Plan
- Policy 521 & Guidelines 521.1 and 521.2 Graduation Requirements
- Policy 610 & Guideline 610.1 Selection and Reevaluation of Instructional Resources
- Policy 612 & Guideline 612.1 Curriculum Development
- Policy 601 Academic Standards and Instructional Curriculum
- Policy 620 & Guideline 620.1 Credit for Learning

RATIFIED BY THE BOARD OF EDUCATION: 11/16/2020

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: 8/16/2021; 9/6/2022

RICHFIELD PUBLIC SCHOOLS

CRISIS MANAGEMENT POLICY

I. INTRODUCTION

This policy is pursuant to Minn. Statute § 121A.035, which requires school boards to adopt a Crisis Management Policy.

II. PURPOSE

Policy 802 and the Crisis Management Procedures are intended to serve as a guide for school district and building administrators, school employees, students and community, and are designed to address a wide range of potential crisis situations.

III. THE PLAN

This policy is to be used when developing a building-specific Crisis Management Plan to coordinate protective actions prior to, during, and after any emergency or potential crisis situation. The District Crisis Management Committee (DCMC) shall be responsible for developing and annually updating Crisis Management Procedures to accommodate the district's needs. The DCMC works in conjunction with district and building site personnel to update site specific procedures, connect with and update committee resources, and to train staff.

IV. ELEMENTS OF A SCHOOL'S CRISIS MANAGEMENT PLAN

The District Crisis Management Committee shall develop district-wide and building-specific Crisis Management Procedures that shall include A) District Crisis Protocols, B) Crisis Response, and C) Postvention Response.

The school's plan shall be created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency.

A. District Crisis Protocols

The Crisis Management Procedures shall include:

- 1) Communication Procedures
- 2) Evacuation Procedures
- 3) Sheltering/Lockdown Procedures

1 These elements will include both district wide and building specific
2 procedures.

3
4 1. Communication Procedures

5
6 Information about emergencies must be communicated to the
7 Superintendent's Office immediately. All media inquiries will be
8 referred to the Superintendent's Office. The school district, in
9 coordination with assisting agencies, assumes responsibility for
10 issuing public statements during an emergency.

11
12 School Closure Procedures – The superintendent shall make
13 decisions about closing a school or any school district building.
14 Such decisions will be made as early in the day as possible using
15 news sources, websites, and an automated messaging system.

16
17
18 2. Evacuation Procedures

19
20 Evacuation procedures are used when conditions are safer
21 outside the building than inside the building. Evacuation routes
22 should be specified according to the type of emergency.

23
24 These crisis management procedures include:
25 Fire
26 Hazardous Materials
27 Bomb Threats
28 Student Relocation/Reunification

29
30
31 3. Sheltering/Lockdown Procedures

32
33 Sheltering-in-place is used when evacuation would put people at
34 risk. Sheltering-in-place provides refuge for students, staff and
35 the public inside the school building during emergencies.

36
37 Lockdown procedures are used to protect building occupants
38 from potential dangers in the building or external threats that may
39 enter the building.

40
41 These crisis management procedures include:
42 Severe Weather
43 Demonstrations
44 Intruder/Hostage
45 Shooting
46 Weapons

47
48
49 B. Crisis Response

1
2 Crisis-specific procedures shall consider the potential crisis situations
3 that may occur during the school day or at school-sponsored events
4 and functions.

5
6 These are district-wide procedures designed so that school
7 administrators can tailor response procedures when creating building-
8 specific Crisis Management Procedures.

9
10 The crisis management procedures include:

11 Abduction

12 Assault/Sexual Assault

13 Bus Accidents

14 Communicable Diseases/Pandemic

15 Death

16 Fights/Disturbances

17 Medical Emergencies

18 Suicide Threat/Attempt

19 Suspicious Package/Mail – Chemical/Biological Threat

20 Terrorism

21 Threats

22
23 C. Postvention Response

24
25 The Postvention Manual outlines steps to debrief, provide support
26 and reduce additional risk in the situation of a crisis response.

27
28 D. Facility Diagrams and Site Plans

29
30 The District Crisis Management Committee (DCMC) shall provide
31 school buildings with a facility diagram and site plan including:

- 32
33
 - exits, AED, and fire extinguisher locations
 - 34 • location of primary and secondary evacuation routes
 - 35 • designated safe areas inside and outside the building
 - 36 • relocation sites
 - 37 • lockdown and evacuation procedures

38

39 The facility diagrams and site plans shall be available in the office of
40 the building administrator and in other appropriate areas and shall be
41 kept on file at the district office.

42
43 E. Emergency Telephone Numbers

44
45 School buildings shall have an Emergency Log with a current list of
46 emergency telephone numbers and the names and addresses of local
47 and county personnel who are likely to be involved in resolving a crisis
48 situation. The list will include numbers for agencies such as: police,
49 fire, ambulance, hospital, Poison Control Center, local, county and

state emergency management agencies, local public works departments, local utility companies, public health nurse, mental health/suicide hotlines, and the county welfare agency.

F. Crisis Management Teams

Each school building shall have a Crisis Management Team. The school administrator or designee shall serve as the leader of the Crisis Management Team and the primary contact for emergency response officials.

1. The leader shall select and train the building Crisis Management Team to respond to all emergencies.
2. The leader shall assume the resource role when emergency response personnel are available to take command and control of the situation.
3. The leader shall maintain a drill log for compliance with state statute.
4. The District Crisis Management Committee (DCMC) shall maintain a current listing of the RPS Emergency Log of the Crisis Management Teams and members.

G. District Employees

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they should be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the Crisis Management Policy and their school's Crisis Management Plan.

Legal References: Minn. Stat. §121A.06 (Reports of dangerous weapon in school zones)
Minn. Stat. §121A.035 (Crisis management policy)
Minn. Stat. §299F.011 (Uniform fire code; adoption)
Minn. Stat. §299F.30 (Fire drill in school; doors and exits)
Minn. Stat. §299F.391 (Healthcare, education, or lodging facility)

1
2
3
4
5
6
7
8
9

RATIFIED BY THE BOARD OF EDUCATION: February 3, 2003

REVISED BY THE BOARD OF EDUCATION: September 5, 2006, October 3, 2016

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: August 4, 2008, November 16, 2020; August 16, 2021; September 6, 2022

NEW BUSINESS - FOR ACTION

AGENDA ITEM VI.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 6, 2022

**SUBJECT: AUTHORIZATION FOR BOARD MEMBERS TO SUBSTITUTE / BE
EMPLOYED ON A CASUAL / TEMPORARY BASIS**

(Recommended by Superintendent)

That the Board of Education authorize Member Tim Pollis to perform casual part-time services during the 2022-2023 school year.

Background Information

(Prepared by Craig Holje)

Member Pollis performs casual/part-time services officiating athletic competitions.

The maximum amount that can be earned in one fiscal year by a Board Member according to Minnesota State Statute 123B.195 is \$20,000. A majority of the school board must approve the employment at a board meeting at which all board members are present.

FOR ACTION

Agenda Item VI.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 6, 2022

Subject: Resolution Authorizing the Issuance of School Building Bonds

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO
ISSUE GENERAL OBLIGATION SCHOOL BUILDING BONDS,
SERIES 2022A, IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF
\$2,185,000; AND TAKING OTHER ACTIONS WITH RESPECT THERETO**

Background Information

(Prepared by Craig Holje)

Attached is a resolution and Pre-Sale Report for a \$2,185,000 General Obligation School Building Bonds sale. The voters approved the issue of building bonds in 2017, but due to state statute, actual sale of the bonds was limited to less than the full authority.

The District is seeking to issue remaining bonds under the voter approved authority that are now available due to changes in state statute. Funds will be used to complete additional building projects that have been identified through the construction process and extend the scope of the work.

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 280
(RICHFIELD PUBLIC SCHOOLS)
HENNEPIN COUNTY, MINNESOTA

Pursuant to due call and notice thereof a regular meeting of the School Board of Independent School District No. 280 (Richfield Public Schools), Hennepin County, Minnesota, was held in the School District on September 6, 2022 at 7:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION STATING THE INTENTION OF THE SCHOOL
BOARD TO ISSUE GENERAL OBLIGATION SCHOOL
BUILDING BONDS, SERIES 2022A, IN THE MAXIMUM
AGGREGATE PRINCIPAL AMOUNT OF \$2,185,000; AND
TAKING OTHER ACTIONS WITH RESPECT THERETO**

BE IT RESOLVED by the School Board (the “Board”) of Independent School District No. 280 (Richfield Public Schools), Hennepin County, Minnesota (the “District”), as follows:

1. Background. It is hereby determined that:

(a) At a duly called and regularly held special election on November 7, 2017, the voters of the District approved the issuance and sale by the District of general obligation bonds for the acquisition and betterment of school sites and facilities in the maximum principal amount of \$86,800,000 pursuant to Minnesota Statutes, Chapter 475, as amended (the “Act”).

(b) The purpose of the bonds as approved by the voters is to provide financing for the acquisition and betterment of school sites and facilities, including the completion of construction or remodeling at all school sites and facilities to provide a more secure and safe learning environment; completion of various deferred maintenance projects at existing school sites and facilities; completion of parking lot reconfigurations and drop off and traffic flow improvements; the completion of construction, renovation or maintenance of classrooms, labs, cafeterias, kitchens, restrooms and administrative or other instructional spaces at all facilities; and construction of improvements to provide appropriate access within all facilities to comply with the Americans with Disabilities Act (collectively, the “Projects”).

(c) On March 1, 2018, the District issued its General Obligation School Building Bonds, Series 2018A, in the principal amount of \$84,615,000 pursuant to the Act, in accordance with the authority granted by District voters, leaving a remaining unused voter-approved bond authority of \$2,185,000.

(d) It is necessary and expedient to the sound financial management of the affairs of the District to issue its General Obligation School Building Bonds, Series 2022A (the “Bonds”), in the original aggregate principal amount of \$2,185,000, pursuant to the Act, to provide financing for the Projects.

2. Covenant as to State Credit Enhancement.

(a) The District hereby covenants and obligates itself to notify the Commissioner of Education (the “Commissioner”) of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 (the “Credit Enhancement Act”) to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the paying agent for the Bonds (the “Paying Agent”), or any successor paying agent, three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. The Paying Agent is authorized and directed to notify the Commissioner if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds on deposit with the Paying Agent to make that payment. The District understands

that as a result of its covenant to be bound by the provisions of the Credit Enhancement Act, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Minnesota Departments of Management and Budget and Education pursuant to subdivision 2(c) of the Credit Enhancement Act and otherwise to take such actions as necessary to comply with that section. The Board Chair, Clerk, Treasurer, Superintendent, or Chief Human Resources and Administrative Officer of the District are authorized to execute any applicable Minnesota Department of Education forms.

3. Sale of Bonds. The Board has retained Ehlers and Associates, Inc. (the “Municipal Advisor”), to serve as the independent municipal advisor for the District with respect to the offer and sale of the Bonds and, therefore, is authorized by Section 475.60, subdivision 2(9), of the Act to sell the Bonds other than pursuant to a competitive sale.

4. Acceptance of Proposal. The Board shall meet at the time and place specified in the Preliminary Official Statement to receive and consider proposals for the purchase of the Bonds and take any other appropriate action with respect to the Bonds.

5. Authority of Municipal Advisor. The Municipal Advisor is authorized and directed to assist the District in the preparation and dissemination of a Preliminary Official Statement to be distributed to potential purchasers of the Bonds and to open, read, and tabulate the proposals for the purchase of the Bonds for presentation to the Board. The Municipal Advisor is further authorized and directed to assist the District in the award and sale of the Bonds on behalf of the District after receipt of written proposals and to assist the District in the preparation and dissemination of a final Official Statement with respect to the Bonds.

6. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, is authorized to act as bond counsel for the District (“Bond Counsel”), and to assist in the preparation and review of necessary documents, certificates, and instruments related to the Bonds. The officers, employees, and agents of the District are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

7. Reimbursement from Bond Proceeds. The District may incur certain expenditures that may be financed temporarily from sources other than the Bonds and reimbursed from the proceeds of the Bonds. Treasury Regulation § 1.150-2 (the “Reimbursement Regulations”) provides that proceeds of tax-exempt bonds allocated to reimburse expenditures originally paid from a source other than the tax-exempt bonds will not be deemed expended unless certain requirements are met. In order to preserve its ability to reimburse certain costs from proceeds of the Bonds in accordance with the Reimbursement Regulations, the District hereby makes its declaration of official intent (the “Declaration”) described below to reimburse certain costs:

(a) Declaration of Intent. The District proposes to issue the Bonds to finance the costs of the Projects. The District may reimburse original expenditures made for certain costs of the Projects from the proceeds of the Bonds in an estimated maximum principal amount of \$2,185,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

(b) Declaration Made Not Later Than 60 Days. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement

allocation with respect to the proceeds of the Bonds, except for the following expenditures: (a) costs of issuance of the Bonds; (b) costs in an amount not in excess of \$100,000 or five percent (5%) of the proceeds of the Bonds; or (c) “preliminary expenditures” up to an amount not in excess of twenty (20) percent of the aggregate issue price of the Bonds that finance or are reasonably expected by the District to finance the Projects for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of the Projects, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

(c) Reasonable Expectations; Official Intent. This Declaration is an expression of the reasonable expectations of the District based on the facts and circumstances known to the District as of the date hereof. The anticipated original expenditures for the Projects and the principal amount of the Bonds described in Section 7(a), above, are consistent with the District’s budgetary and financial circumstances. No sources other than proceeds of the Bonds to be issued by the District are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the District’s budget or financial policies to pay such original expenditures. This resolution is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

(The remainder of this page is intentionally left blank.)

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

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)
COUNTY OF HENNEPIN) ss.
)
INDEPENDENT SCHOOL)
DISTRICT NO. 280)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 280 (Richfield Public Schools), Hennepin County, Minnesota (the “District”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the School Board of the District held on the date specified above, with the original minutes on file in my office and the extract is a full, true, and correct copy of the minutes, insofar as they relate to authorizing the issuance of the District’s General Obligation School Building Bonds, Series 2022A, in the maximum aggregate principal amount of \$2,185,000.

WITNESS My hand as such Clerk this ____ day of September, 2022.

Clerk of the School Board
Independent School District No. 280 (Richfield Public
Schools), Hennepin County, Minnesota

September 6, 2022

PRE-SALE REPORT FOR

Independent School District No. 280 (Richfield Public Schools), Minnesota

**\$2,185,000 General Obligation School Building Bonds,
Series 2022A**



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Matthew Hammer, Municipal Advisor
Shelby McQuay, Senior Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$2,185,000 General Obligation School Building Bonds, Series 2022A

District voters authorized the issuance of up to \$86,800,000 in bonds in a bond referendum election held on November 7, 2017. On February 5, 2018, the District issued General Obligation School Building Bonds, Series 2018A totaling \$84,615,000, leaving a remaining unused authority of \$2,185,000.

Purposes:

The proposed issue will finance the acquisition and betterment of school sites and facilities, as authorized in a referendum on November 7, 2017.

Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Chapter 475. The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged. Debt service for the bonds will be paid from the District's annual debt service tax levy

Term/Call Feature:

The Bonds are being issued for a term of 4 years, 3 months. Principal on the Bonds will be due on February 1 in the years 2024 through 2027. Interest is payable every six months beginning August 1, 2023. The Bonds are being offered without option of prior redemption.

Bank Qualification:

Because the District is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the District will be able to designate the Bonds as "bank qualified" obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.

State Credit Enhancement:

By resolution the District will covenant and obligate itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation.

To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.

Rating:

Under current bond ratings, the state credit enhancement would bring an S&P Global Ratings "AAA" rating. The District's most recent bond issues were rated "AAA" (credit enhanced rating) and "A+" (underlying rating) by S&P Global Ratings. The District will request a new rating for the Bonds.

Basis for Recommendation:

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Bonds and long-term financial capacity, as well as the tax status considerations related to the Bonds and the structure, timing and other similar matters related to the Bonds, we are recommending the issuance of Bonds as a suitable option.

Method of Sale/Placement:

We are recommending the Bonds be issued as municipal securities and offered through a competitive underwriting process. We will solicit competitive bids for the purchase of the Bonds from underwriters and banks.

We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

Premium Pricing:

In some cases, investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium." The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or "discount") but will pay the remainder of the premium to the District. Any net premium received may be used to reduce the principal amount of the Bonds, increase the net proceeds for the project, or to fund a portion of the interest on the Bonds.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the District and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the District's outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

The District will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The District is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The District must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations ("Arbitrage Rules") throughout the life of the issue to maintain the tax-exempt status of the Bonds. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The District's specific arbitrage responsibilities will be detailed in the Tax Certificate (the "Tax Compliance Document") prepared by your Bond Attorney and provided at closing.

The Bonds may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

We recommend that the District review its specific responsibilities related to the Bonds with an arbitrage expert in order to utilize one or more of the exceptions listed above.

Investment of Bond Proceeds:

Ehlers can assist the District in developing a strategy to invest your Bond proceeds until the funds are needed to pay project costs.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Kennedy & Graven, Chartered

Paying Agent: Bond Trust Services Corporation

Rating Agency: S&P Global Ratings (S&P)

This Pre-Sale report summarizes our understanding of the District's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital market conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the District's objectives.

PROPOSED DEBT ISSUANCE SCHEDULE

Ehlers Presents Pre-Sale Report to School Board, School Board Approves Resolution Authorizing Sale of the Bonds:	September 6, 2022
Due Diligence Call to review Official Statement:	Week of September 26
Conference with Rating Agency:	Week of September 26
Distribute Official Statement:	Week of October 7
Ehlers Receives and Evaluates Proposals for Purchase of Bonds:	October 17, 2022
School Board Meeting to Award Sale of Bonds:	October 17, 2022
Estimated Closing Date:	November 10, 2022

Attachments

Estimated Sources and Uses of Funds

Estimated Proposed Debt Service Schedules

Resolution Authorizing Ehlers to Proceed with Bond Sale/Credit Enhancement
Resolution (provided separately)

EHLERS' CONTACTS

Matthew Hammer, Senior Municipal Advisor	(651) 697-8592
Shelby McQuay, Senior Municipal Advisor	(651) 697-8548
Nate Gilger, Public Finance Analyst	(651) 697-8538
Brian Shannon, Manager, Senior Financial Analyst	(651) 697-8515

ESTIMATES PRIOR TO BOND SALE

Richfield School District No. 280

Estimated Sources and Uses of Funds

Remaining Voter Approved Building Bonds

	Voter Approved School Building Bonds
Bond Amount	\$2,185,000
Number of Years	4
Closing Date	11/10/2022
Sources of Funds	
Par Amount	\$2,185,000
Estimated Investment Earnings ¹	5,283
Reoffering Premium ²	63,815
Total Sources	\$2,254,098
Uses of Funds	
Allowance for Discount Bidding ³	\$21,850
Legal and Fiscal Costs ⁴	50,000
Net Available for Project Costs	2,182,248
Total Uses	\$2,254,098
Estimated Deposit to Construction Fund	\$2,176,965

- 1 Estimated investment earnings are based on an average interest rate of 0.50%, and an average life of 6 months.
- 2 The underwriter that purchases the bonds may offer a premium, a portion of which may be retained by the underwriter as their compensation, or underwriter's discount. The remainder of the bond proceeds may be used to pay costs of issuance or deposited in the construction fund and used to fund portion of the project costs.
- 3 The allowance for discount bidding is an estimate of the compensation taken by the underwriter who provides the lowest true interest cost as part of the competitive bidding process and purchases the bonds. Ehlers provides independent municipal advisory services as part of the bond sale process and is not an underwriting firm.
- 4 Includes fees for municipal advisor, bond counsel, rating agency, paying agent and county certificates.

ISD #280 (Richfield), MN

\$2,185,000 General Obligation School Building Bonds, Series 2022A

Dated: November 10, 2022

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/10/2022	-	-	-	-	-
08/01/2023	-	-	63,365.00	63,365.00	-
02/01/2024	485,000.00	4.000%	43,700.00	528,700.00	592,065.00
08/01/2024	-	-	34,000.00	34,000.00	-
02/01/2025	570,000.00	4.000%	34,000.00	604,000.00	638,000.00
08/01/2025	-	-	22,600.00	22,600.00	-
02/01/2026	500,000.00	4.000%	22,600.00	522,600.00	545,200.00
08/01/2026	-	-	12,600.00	12,600.00	-
02/01/2027	630,000.00	4.000%	12,600.00	642,600.00	655,200.00
Total	\$2,185,000.00	-	\$245,465.00	\$2,430,465.00	-

Yield Statistics

Bond Year Dollars	\$6,136.63
Average Life	2.809 Years
Average Coupon	4.0000000%
Net Interest Cost (NIC)	3.3161493%
True Interest Cost (TIC)	3.2697028%
Bond Yield for Arbitrage Purposes	2.8993625%
All Inclusive Cost (AIC)	4.1362452%

IRS Form 8038

Net Interest Cost	2.8648619%
Weighted Average Maturity	2.820 Years

ESTIMATES PRIOR TO BOND SALE

Richfield Public Schools, ISD 280

Analysis of Possible Structure for Capital and Debt Levies

\$2,185,000 Bond Issue
4 Tax Levies

Type of Bond	Principal Amount	Dated Date	Interest Rate
Voter-Approved Building	\$2,185,000	11/10/22	3.27%

September 1, 2022

Levy		Tax Capacity		Existing Commitments							Other Levies		Proposed New School Building Bonds				Combined Totals			
Payable	Fiscal	Value ¹		Building	Alt Fac/Fac Main	OPEB	Est. Debt	Net	Tax	Capital	Existing			Add'l. Debt	Net	Initial	State	Net	Tax	
Year	Year	(\$000s)	% Chg	Bonds ²	H&S Bonds ²	Bonds ²	Excess ³	Levy	Rate	Project Levy ⁴	Tax Rate	Principal	Interest	Excess ³	Levy	Debt Levy	Aid	Levy	Rate	
2017	2018	40,036	7.5%	-	4,211,957	1,071,788	(68,759)	5,214,986	13.03	2,771,333	19.95	-	-	-	-	7,986,319	-	7,986,319	19.95	
2018	2019	43,599	8.9%	3,285,398	5,336,157	828,083	(76,600)	9,373,038	21.50	2,990,330	28.36	-	-	-	-	12,363,368	-	12,363,368	28.36	
2019	2020	47,969	10.0%	3,410,033	5,095,007	821,678	(27,531)	9,299,186	19.39	3,217,355	26.09	-	-	-	-	12,516,540	-	12,516,540	26.09	
2020	2021	50,667	5.6%	3,410,033	4,193,005	2,122,365	-	9,725,403	19.19	3,539,086	26.18	-	-	-	-	13,264,488	-	13,264,488	26.18	
2021	2022	52,847	4.3%	3,410,033	4,197,258	2,134,178	(608,700)	9,132,768	17.28	3,729,369	24.34	-	-	-	-	12,862,137	-	12,862,137	24.34	
2022	2023	58,445	10.6%	3,410,033	4,199,851	2,128,350	(419,507)	9,318,726	15.94	3,916,878	22.65	-	-	-	-	13,235,604	-	13,235,604	22.65	
2023	2024	64,289	10.0%	3,410,033	4,163,237	2,126,355	(396,193)	9,303,432	14.47	4,300,478	21.16	485,000	107,065	335,000	956,668	14,560,578	-	14,560,578	22.65	
2024	2025	64,932	1.0%	3,410,033	4,161,872	2,122,785	(387,985)	9,306,704	14.33	4,730,526	21.62	570,000	68,000	-	669,900	14,707,130	-	14,707,130	22.65	
2025	2026	65,582	1.0%	4,801,283	2,970,752	2,122,890	(387,788)	9,507,137	14.50	4,777,831	21.78	500,000	45,200	-	572,460	14,857,428	-	14,857,428	22.65	
2026	2027	66,238	1.0%	4,484,970	2,529,227	2,893,013	(395,797)	9,511,412	14.36	4,825,609	21.64	630,000	25,200	(22,898)	665,062	15,002,083	-	15,002,083	22.65	
2027	2028	66,238	0.0%	5,887,245	3,900,789	-	(396,288)	9,391,746	14.18	4,873,865	21.54	-	-	-	-	14,265,611	-	14,265,611	21.54	
2028	2029	66,238	0.0%	5,967,045	3,934,914	-	(391,521)	9,510,438	14.36	4,873,865	21.72	-	-	-	-	14,384,303	-	14,384,303	21.72	
2029	2030	66,238	0.0%	6,020,805	3,881,364	-	(396,078)	9,506,091	14.35	4,873,865	21.71	-	-	-	-	14,379,956	-	14,379,956	21.71	
2030	2031	66,238	0.0%	6,042,986	3,859,892	-	(396,087)	9,506,791	14.35	4,873,865	21.71	-	-	-	-	14,380,657	-	14,380,657	21.71	
2031	2032	66,238	0.0%	6,019,046	3,883,464	-	(396,115)	9,506,396	14.35	4,873,865	21.71	-	-	-	-	14,380,261	-	14,380,261	21.71	
2032	2033	66,238	0.0%	6,012,116	3,893,964	-	(396,100)	9,509,980	14.36	4,873,865	21.72	-	-	-	-	14,383,846	-	14,383,846	21.72	
2033	2034	66,238	0.0%	5,995,106	3,906,105	-	(396,243)	9,504,968	14.35	4,873,865	21.71	-	-	-	-	14,378,833	-	14,378,833	21.71	
2034	2035	66,238	0.0%	5,989,226	3,909,977	-	(396,048)	9,503,155	14.35	4,873,865	21.71	-	-	-	-	14,377,020	-	14,377,020	21.71	
2035	2036	66,238	0.0%	7,605,596	2,292,924	-	(395,968)	9,502,553	14.35	4,873,865	21.70	-	-	-	-	14,376,418	-	14,376,418	21.70	
2036	2037	66,238	0.0%	9,156,866	-	-	(395,941)	8,760,925	13.23	4,873,865	20.58	-	-	-	-	13,634,791	-	13,634,791	20.58	
2037	2038	66,238	0.0%	9,220,076	-	-	(366,275)	8,853,802	13.37	4,873,865	20.72	-	-	-	-	13,727,667	-	13,727,667	20.72	
2038	2039	66,238	0.0%	9,217,320	-	-	(368,803)	8,848,517	13.36	4,873,865	20.72	-	-	-	-	13,722,382	-	13,722,382	20.72	
2039	2040	66,238	0.0%	9,219,630	-	-	(368,693)	8,850,937	13.36	4,873,865	20.72	-	-	-	-	13,724,803	-	13,724,803	20.72	
2040	2041	66,238	0.0%	9,220,050	-	-	(368,785)	8,851,265	13.36	4,873,865	20.72	-	-	-	-	13,725,130	-	13,725,130	20.72	
2041	2042	66,238	0.0%	9,217,740	-	-	(368,802)	8,848,938	13.36	4,873,865	20.72	-	-	-	-	13,722,803	-	13,722,803	20.72	
2042	2043	66,238	0.0%	9,221,074	-	-	(368,710)	8,852,364	13.36	4,873,865	20.72	-	-	-	-	13,726,230	-	13,726,230	20.72	
2043	2044	66,238	0.0%	-	-	-	-	-	-	4,873,865	7.36	-	-	-	-	4,873,865	-	4,873,865	7.36	
2044	2045	66,238	0.0%	-	-	-	-	-	-	4,873,865	7.36	-	-	-	-	4,873,865	-	4,873,865	7.36	
2045	2046	66,238	0.0%	-	-	-	-	-	-	4,873,865	7.36	-	-	-	-	4,873,865	-	4,873,865	7.36	
2046	2047	66,238	0.0%	-	-	-	-	-	-	4,873,865	7.36	-	-	-	-	4,873,865	-	4,873,865	7.36	
2047	2048	66,238	0.0%	-	-	-	-	-	-	4,873,865	7.36	-	-	-	-	4,873,865	-	4,873,865	7.36	
2048	2049	66,238	0.0%	-	-	-	-	-	-	4,873,865	7.36	-	-	-	-	4,873,865	-	4,873,865	7.36	
2049	2050	66,238	0.0%	-	-	-	-	-	-	4,873,865	7.36	-	-	-	-	4,873,865	-	4,873,865	7.36	
2050	2051	66,238	0.0%	-	-	-	-	-	-	4,873,865	7.36	-	-	-	-	4,873,865	-	4,873,865	7.36	
Totals				142,938,311	55,685,592	13,527,570	(8,762,427)	203,389,045		143,253,462		2,185,000	245,465	312,102	2,864,090	349,506,597	-	349,506,597		

¹ Tax capacity value thru taxes payable 2022 are final values. Estimates for future years are based on the percentage changes as shown above.

² Initial debt service levies (prior to subtracting debt equalization aid) are set at 105 percent of the principal and interest payments during the next fiscal year.

³ Debt excess adjustment thru taxes payable 2022 are the actual amounts. 2023 is an estimate using June 30, 2021 fund balances. Debt excess for future years is estimated at 4% of the prior year's initial debt service levy.

⁴ Assumes that the existing capital project levy would be renewed at the same tax rate prior to expiring.

ESTIMATES PRIOR TO BOND SALE

Richfield Public Schools, ISD 280

Estimated Tax Rates for Capital and Debt Service Levies

Existing Commitments and Proposed New Debt

\$2,185,000 Bond Issue

4 Tax Levies

Date Prepared:

September 1, 2022

