

# 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 Board Secretary Cassandra Quam at [cassandra.quam@rpsmn.org](mailto:cassandra.quam@rpsmn.org) or 612-798-6012 at least 24 hours before the meeting.

**Tuesday, September 5, 2023**  
**7 p.m. School Board Meeting**

## I. CALL TO ORDER

### A. Administer Oath of Office to Newly Appointed Board Member: Peter Toensing

“I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District Number 280 to the best of my judgment and ability.”

## II. REVIEW AND APPROVAL OF THE AGENDA

## III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

### A. Superintendent Update

#### 1. Back to School Update

### B. Commendations

## IV. CONSENT AGENDA

### A. Routine Matters

1. Minutes of the regular meeting held August 21, 2023
2. General Disbursements as of 8/24/23 in the amount of \$2,019,548.51
3. Investment Holdings

### B. Personnel Items

## V. OLD BUSINESS

### A. Policy 583: Do Not Resuscitate/Do Not Intubate

## 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 Guidelines 113.1 & 113.2
4. Policy 407: Leaves of Absence
5. Policy 409: Mandated Reporting of Child Neglect or Physical or Sexual Abuse & Administrative Guideline 409.1
6. Policy 410: Mandated Reporting of Maltreatment of Vulnerable Adults
7. Policy 506: Student Sex Nondiscrimination
8. Policy 602: School District System Accountability
9. Policy 802: Crisis Management

B. Authorization for Board Member to Substitute/Be Employed on a Casual/Temporary Basis

C. Workers' Compensation Insurance Renewal

VII. ADVANCE PLANNING

A. Legislative Update

1. Board Member Virtual Attendance in Specific Circumstances

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

9-18-2023	6 p.m.	Board Study Session
9-18-2023	7 p.m.	Regular Board Meeting – Public Comment
10-2-2023	7 p.m.	Regular Board Meeting

VIII. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.03 FOR LABOR NEGOTIATIONS STRATEGY

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

**INFORMATION AND PROPOSALS –  
NON-ACTION ITEMS**

**Agenda Item II.A.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, September 5, 2023**

**Subject: Ongoing Data Reference List**

**Acronyms:**

This list will be added to for each board meeting whenever acronyms are presented in following items of the board packet.

ABE:	Adult Basic Education
AC:	All Conference
ACHM:	All Conference Honorable Mention
ADA:	Americans with Disabilities Act
ADM:	Average Daily Membership
A.I.:	American Indian
AIPAC:	American Indian Parent Advisory Committee
ALC:	Area Learning Center
AMSD:	Association of Metropolitan School Districts
AP:	Advanced Placement
AP:	Assistant Principal
APBP:	Association of Pedestrian and Bicycle Professionals
BGC:	Background Check
BGC:	Boys & Girls Club
BIPOC:	Black, Indigenous, and People of Color
BILT or ILT:	Building Instructional Leadership Team
BLT:	Beacons Leadership Team
BOLT:	Building Operational Leadership Team
BPH:	Bloomington Public Health
C&A:	Connect & Assess
CAD:	Computer-aided Design
CAV-X:	Connected and Automated Vehicles Office (MnDOT)
CCR:	Career & College Readiness
CDC:	Centers for Disease Control
CE:	Community Education
CIS:	College in the Schools
CLSD:	Comprehensive Literacy State Development
COL:	Cost of Living

CPR & AED:	Cardiopulmonary Resuscitation & Automated External Defibrillator
DA:	Dream Act
D.O.:	District Office
DSLN:	District Summer Learning Network
EAP:	Employee Assistance Program
ECSE:	Early Childhood Special Education
ELA:	English Language Arts
ESY:	Extended School Year
EL or ELL:	English Learner or English Language Learner
FAFSA:	Free Application for Federal Student Aid
FFVP:	Fresh Fruit and Vegetable Program
F/R or FRP:	Free/Reduced or Free and Reduced Price (usually referring to eligible students)
FTE:	Full-Time Equivalent
FY:	Fiscal Year
GASB:	Governmental Accounting Standards Board
GLOW:	Gay, Lesbian Or Whatever (LGBTQ+/allies student group)
GPA:	Grade Point Average
HHM:	Homeless/Highly Mobile
HR:	Human Resources
HSSC:	Hennepin South Services Collaborative
IEP:	Individualized Education Plan
IHP:	Individual Healthcare Plan
LAN:	Local Area Network
LETRS:	Language Essentials for Teachers of Reading and Spelling
LGBTQ+ or LGBTQIA+:	Lesbian, Gay, Bisexual, Transgender, Queer, and others or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and others
LOR:	Local Optional Revenue
LTD:	Long Term Disability
LTFM:	Long-Term Facilities Maintenance
LSN:	Licensed School Nurse
MASA:	Minnesota Association of School Administrators
MASMS:	Minnesota Educational Facilities Management Professionals Association
MCA:	Minnesota Comprehensive Assessments
MDE:	Minnesota Department of Education
MDH:	Minnesota Department of Health
MFA:	Multi-Factor Authentication
MIEA:	Minnesota Indian Education Association
MIRA:	Módulo de información recursos y apoyo (CE partner)
MLL:	Multilingual Learning
MnDOT:	Minnesota Department of Transportation
MSBA:	Minnesota School Boards' Association
MSHSL:	Minnesota State High School League
MTSS:	Multi-Tiered Systems of Support

MVP:	Most Valuable Player
NCTM:	National Council of Teachers of Mathematics
NSBA:	National School Boards' Association
NSPRA:	National School Public Relations Association
NWEA-MAP	Northwest Evaluation Association-Measures of Academic Progress
OPEB:	Other Post-Employment Benefits
OSHA:	Occupational Safety and Health Administration
OW:	Outreach Worker
PAG:	Parent Advisory Group
PD:	Professional Development
PLC:	Professional Learning Community
PRESS:	Path to Reading Excellence in School Sites
PTO or PTSO:	Parent-Teacher Organization or Parent-Teacher-Student Organization
POS:	Point of Sale
Q Comp:	Alternative Teacher Professional Pay System
RCEP:	Richfield College Experience Program
RDLS:	Richfield Dual Language School
READY:	Residents Encouraging Asset Development in Youth
RFP:	Request for Proposal
RHRC:	Richfield Health Resource Center
RHS:	Richfield High School
RMS:	Richfield Middle School
RPS:	Richfield Public Schools
SBG:	Standards-Based Grading
SEC:	South Education Center
SEIU:	Service Employees International Union
SEL:	Social-Emotional Learning
SLA:	Spanish Language Arts
SPED:	Special Education
SRTS:	Safe Routes to School
STAT:	Student and Teacher Assistance Team
STEM:	Science, Technology, Engineering, and Math
SWBE:	School Wide Behavior Expectations
SY:	School year
T&L:	Teaching & Learning
TCRWP:	Teachers College Reading & Writing Project
TMC:	Tri-Metro Conference
TS GOLD:	Teaching Strategies GOLD® Assessment
UFARS:	Uniform Financial Accounting and Reporting Standards
VEBA:	Voluntary Employees' Beneficiary Association
VPK:	Voluntary PreKindergarten
WBWF:	World's Best Workforce
WCPM:	Words Correct Per Minute
WIN:	What I Need

YTD:

Year-to-Date

**RPS Student Demographic Data 2022-2023:**

4,148 Students District-wide

- 3,978 Traditional Count
  - 1,712 Elementary (K-5)      Average Class Size = 21.61
  - 807 Middle (6-8)              Average Class Size = 21.63
  - 1,322 High (9-12)            Average Class Size = 28.03
  - 112 ECSE
  - 25 Transition+
- 170 Voluntary Prekindergarten (VPK)

Student Diversity (based on MDE categories)

- BIPOC: 71%
  - American Indian or Alaska Native: 1.01%
  - Asian: 4.12%
  - Hispanic: 42.6%
  - Black or African American: 14.59%
  - Native Hawaiian or Other Pacific Islander: 0.05%
  - 2 or More Races: 8.63%
- White: 29%

English Learner

- ELL: 23.14%
- Non-ELL: 76.86%

Free/Reduced Eligible

- Eligible: 62.5%
- Not Eligible: 37.5%

**INFORMATION AND PROPOSALS –  
NON-ACTION ITEMS**

**Agenda Item II.B.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, September 5, 2023**

**Subject: Ongoing Board Calendar**

Upcoming Events to Attend:

Sunday, September 17: Penn Fest, 1 - 5 p.m.

Monday, September 18: Board Study Session, 6 p.m.

Monday, September 18: Board Meeting, 7 p.m.

Thursday, September 21: Sheridan Hills Fall Family Engineering Night, 5:30 p.m.

Friday, September 22: Early in person voting begins, 8 a.m. - 4:30 p.m. weekdays @  
Richfield City Hall (6700 Portland Ave.)

Friday, September 22: RDLS Family Night, 6 p.m.

Saturday, September 30: Richfield Homecoming Parade, 10 a.m.

Saturday, September 30: Richfield Homecoming Football Game, 12 p.m.

Monday, October 2: Board Meeting, 7 p.m.

Thursday, October 12: Centennial Family Bingo Night, 4:30 p.m.

Tuesday, October 17 – Wednesday, October 18: Student Government Class  
Presentations, 8:40 a.m. – 2:50 p.m. (*sign up for specific time slots*)

Upcoming Holidays, Heritage Months, and Appreciation Days:

September is Hispanic Heritage Month

Monday, September 4: Labor Day

Tuesday, September 26: Human Resource Professional Day

October is Bullying Prevention Month

Monday, October 9: Indigenous Peoples' Day

**INFORMATION AND PROPOSALS –  
NON-ACTION ITEMS**

**Agenda Item III.B.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, September 5, 2023**

**Subject: Superintendent Update**

Superintendent Unowsky will present a back to school update.

**Attached:**

Back to School Presentation



*Enriching and accelerating learning*

**R**

**RICHFIELD**  
**PUBLIC SCHOOLS**

## **Back to School Update**

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Board Meeting 9/5/23

*Enriqueciendo y acelerando el aprendizaje*

# Staff Professional Development



**RICHFIELD**  
PUBLIC SCHOOLS

- Management Team P.D. took place August 8-10
- New Teacher Orientation took place August 22-24
- Workshop Week took place August 25-September 1
- Theme: We Got This! Ensuring a Culture of Equity, Excellence and Belonging through Ambitious Curriculum and Instruction
- Components:
  - Emergency procedures
  - 2023-24 academic priorities & initiatives
  - Social-emotional learning
  - Mandatory health, safety & policy trainings
  - Many more important topics!



# Connect & Assess



- Back this year after a successful first year last year!
- Took place August 31, September 1, and September 5 (today!)
- Replaced traditional Open House events for students in grades PreK-5
- Focus on creating partnership between home and school to best support students
- Teachers have individual conferences with each family
  - Introductions
  - Relationship-building conversation
  - Brief baseline/benchmark assessment



# New This Year



**RICHFIELD**  
PUBLIC SCHOOLS

- Elementary literacy curriculum pilot (Benchmark Advance/Adelante)
- Revised teacher evaluation tool (Danielson)
- New standardized testing tools (FastBridge)
- Continued focus on:
  - Improving academic instruction
  - Using data to improve student outcomes
  - Elevating student voice
  - Social-emotional support for students and staff
- Legislative changes
  - Opioid overdose response
  - Discipline requirements
  - Paraprofessional training
  - Universal free meals



# U.S. News and World Report



**RICHFIELD**  
PUBLIC SCHOOLS

We are proud to announce that Richfield High School has been awarded a place on the "Best Public High Schools 2023-24" list by @U.S. News and World Report! This recognition is a testament to the dedication and hard work of our students, teachers, staff and the entire Richfield community. We ranked 62 out of 927 Minnesota high schools, placing us well within the top 10% in the state. We are extremely proud of this recognition and we promise to continue our commitment to excellence, growth and serving our amazing students.



# Enrollment & Staffing



**RICHFIELD**  
PUBLIC SCHOOLS

Elementary ENROLLMENT COUNT													
	RDLS	RDLS Sectio ns	RDLS Class Size	Cent	Cent Sectio ns	Cent Class Size	Sher	Sher Sectio ns	Sher Class Size	STEM	STEM Sectio ns	STEM Class Size	Total
K	102	5	20.40	50	2	25.00	73	3	24.33	102	4	25.50	327
1	78	3	26.00	44	2	22.00	68	3	22.67	94	4	23.50	284
2	95	4	23.75	46	2	23.00	54	2	27.00	85	4	21.25	280
3	73	3	24.33	44	2	22.00	77	3	25.67	94	4	23.50	288
4	68	3	22.67	55	2	27.50	55	3	18.33	85	3	28.33	263
5	61	3	20.33	49	2	24.50	69	3	23.00	82	3	27.33	261
Avg			22.91			24.00			23.50			24.90	
<b>School Total</b>	<b>477</b>			<b>288</b>			<b>396</b>			<b>542</b>			<b>1703</b>

School & Grade	23-24 Projections	Count as of 9/5/23
Cent Kinder	43	50
Cent 1	43	44
Cent 2	42	46
Cent 3	46	44
Cent 4	50	55
Cent 5	54	49
<b>Cent Total</b>	<b>278</b>	<b>288</b>
Sher Kinder	66	73
Sher 1	66	68
Sher 2	50	54
Sher 3	75	77
Sher 4	48	55
Sher 5	70	69
<b>Sher Total</b>	<b>375</b>	<b>396</b>
RDLS Kinder	81	102
RDLS 1	80	78
RDLS 2	98	95
RDLS 3	80	73
RDLS 4	65	68
RDLS 5	64	61
<b>RDLS Total</b>	<b>468</b>	<b>477</b>
STEM Kinder	88	102
STEM 1	87	94
STEM 2	80	85
STEM 3	83	94
STEM 4	87	85
STEM 5	84	82
<b>STEM Total</b>	<b>509</b>	<b>542</b>

School & Grade	23-24 Projections	Count as of 9/5/23
RMS 6	301	295
RMS 7	272	282
RMS 8	222	225
<b>RMS Total</b>	<b>795</b>	<b>802</b>
RHS 9	309	338
RHS 10	303	305
RHS 11	326	313
RHS 12	339	319
<b>RHS Total</b>	<b>1,277</b>	<b>1,275</b>

- Open positions as of 8/30:
  - Paraprofessionals: 14
  - Teachers: 3
  - Facilities, Nutrition, Office: 4
- Enrollment numbers are finalized on October 1 for the WWAIE report

# Election Update

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**RICHFIELD**  
PUBLIC SCHOOLS

- The CQC met on 8/28
- The RPS website was updated with voting information on 8/29
- Final ballot proofing was completed on 9/1
- Early voting begins on 9/22
- Required information will be mailed to taxpayers between 10/8 and 10/23

**DELIVERING**  
**ON OUR PROMISES**

**IT'S TIME TO RENEW**



# Upcoming Events



**RICHFIELD**  
PUBLIC SCHOOLS

- Penn Fest: September 17, 1 p.m. – 5 p.m.
- Richfield Homecoming Parade: September 30, 10 a.m.

Photos from  
Meet the  
Spartans





*Enriching and accelerating learning*



**RICHFIELD**  
**PUBLIC SCHOOLS**

**Questions/Comments**

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*Enriqueciendo y acelerando el aprendizaje*

**INFORMATION AND PROPOSALS –  
NON-ACTION ITEMS**

**Agenda Item III.B.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, September 5, 2023**

**Subject: Commendations**

Richfield Public Schools would like to commend staff members Chris Peterson, Shannon Lindberg, Joan Liljenquist, and all the athletic coaches and students who helped to put together the Meet the Spartans event on August 18. The superintendent received positive feedback from attendees of this event, who were impressed with the students and staff who have been hard at work more than a week before the start of the school year. Congratulations on a very successful event to kick off the 2023-2024 school year!

Richfield Public Schools would also like to commend staff members Shannon Lindberg and David Boie for supporting the RHS Class of 1978 reunion event. The superintendent received the following communication:

“Just wanted to acknowledge two employees who did an outstanding job in making the RHS Class of 78 reunion an outstanding event. First, Shannon Lindberg in the Athletic Office. She handled our facilities request for RHS to be open during our building. Shannon is/was professional, friendly and a joy to work with during the planning of our event. She answered all our questions and permit requests regarding the opening of RHS for our building tour. She even made sure the class of 78 appeared on the Spartan sign. The second was Dave Boie. Dave agreed to conduct the tour our class. He did a great job answering our questions as well as "showing off" all the changes in the past 4 years. His pride in being a Richfield teacher, the high school and the district was evident throughout the entire tour. Our tour group was very impressed with Dave as well as the changes to the high school.

Our group was happy to see the mural remained in place as we finished our tour with a group photo. I overheard many comments regarding "how Richfield has made positive changes and the "new" high school really made changes with students' needs and learning styles in mind.

Sincerely,  
Eric Paulson "Class of 78" and proud employee of RPS for 37 years”

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
	<b>309331-309335</b>	<b>7/31/2023</b>	<b>TEST #'S FOR EF+ VERSION UPGRADE</b>		
01	309336	08/02/2023	BSN SPORTS, LLC	R	10,377.12
01	309337	08/02/2023	CRISIS PREVENTION INSTITUTE INC	R	1,000.00
01	309338	08/02/2023	ECM PUBLISHERS INC	R	173.60
01	309339	08/02/2023	INSTRUMENTALIST AWARDS	R	158.00
01	309340	08/02/2023	KINECT ENERGY INC	R	8,538.17
01	309341	08/02/2023	MULTILINGUAL WORD INC	R	280.95
01	309342	08/02/2023	PROPIO LS, LLC	R	210.09
01	309343	08/02/2023	UNIVERSITY LANGUAGE CENTER	R	360.00
01	309344	08/02/2023	AMPLIFY EDUCATION, INC.	R	19,282.87
01	309345	08/02/2023	BOOKSOURCE	R	1,378.02
01	309346	08/02/2023	BSN SPORTS, LLC	R	1,214.65
01	309347	08/02/2023	BUSINESS ESSENTIALS	R	31,168.40
01	309348	08/02/2023	CDW GOVERNMENT INC	R	27,028.00
01	309349	08/02/2023	CESA 5	R	3,100.00
01	309350	08/02/2023	CINTAS CORPORATION NO 2	R	135.67
01	309351	08/02/2023	CLIA LABORATORY PROGRAM	R	180.00
01	309352	08/02/2023	COMCAST BUSINESS	R	406.35
01	309353	08/02/2023	DIGITAL INSURANCE LLC	R	1,629.00
01	309354	08/02/2023	DISTRICT 191 FOOD SERVICE	R	220.00
01	309355	08/02/2023	ECM PUBLISHERS INC	R	103.20
01	309356	08/02/2023	LIMINEX, INC.	R	10,465.00
01	309357	08/02/2023	JW PEPPER & SON INC	R	1,271.24
01	309358	08/02/2023	KINECT ENERGY INC	R	536.00
01	309359	08/02/2023	KRISTINE ANDERSON	R	45.00
01	309360	08/02/2023	MESPA-MN ELEMENTARY	R	703.00
01	309361	08/02/2023	METRO ECSU	R	6,166.80
01	309362	08/02/2023	MSOPA	R	100.00
01	309363	08/02/2023	PIONEER MANUFACTURING COMPANY	R	2,471.70
01	309364	08/02/2023	POWERSCHOOL GROUP LLC	R	3,600.00
01	309365	08/02/2023	PREMIER LIGHTING INC	R	669.94
01	309366	08/02/2023	RENAISSANCE	R	7,470.00
01	309367	08/02/2023	RIDDELL ALL AMERICAN SPORTS CORP	R	7,739.95
01	309368	08/02/2023	SETON	R	1,874.97
01	309369	08/02/2023	SMARTPASS INC.	R	7,185.24
01	309370	08/02/2023	TAFFE SARAH ANN	R	9,361.83
01	309371	08/02/2023	TYLER TECHNOLOGIES, INC.	R	14,184.26
01	309372	08/02/2023	UNIVERSITY LANGUAGE CENTER	R	765.86
01	309373	08/02/2023	XCEL ENERGY	R	44,069.56
01	V613082	08/03/2023	MICHELLE L AXELL	R	70.00
01	V613083	08/03/2023	ERICA T BARLOW	R	70.00
01	V613084	08/03/2023	MARY L CLARKSON	R	70.00
01	V613085	08/03/2023	ROBIN M CONLEY	R	43.01
01	V613086	08/03/2023	AMY L COUGHLIN	R	75.00
01	V613087	08/03/2023	LATANYA R DANIELS	R	70.00
01	V613088	08/03/2023	KRYSTAL M DEGRAW	R	70.00
01	V613089	08/03/2023	GEORGE A DENNIS	R	35.00
01	V613090	08/03/2023	MEGAN M STECHER	R	70.00
01	V613091	08/03/2023	PETER J FITZPATRICK	R	40.00

01	V613092	08/03/2023	STEVEN T FLUCAS	R	70.00
01	V613093	08/03/2023	DAVID A FREEBURG	R	70.00
01	V613094	08/03/2023	RACHEL GENS	R	70.00
01	V613095	08/03/2023	AREND J GEURINK	R	70.00
01	V613096	08/03/2023	JAMES A GILLIGAN	R	70.00
01	V613097	08/03/2023	CHRISTINA M GONZALEZ	R	114.00
01	V613098	08/03/2023	KYLE L GUSTAFSON	R	40.00
01	V613099	08/03/2023	KEVIN D HARRIS	R	40.00
01	V613100	08/03/2023	JONATHAN W HEYER	R	70.00
01	V613101	08/03/2023	JAMES L HILL	R	40.00
01	V613102	08/03/2023	JESSICA M HOFFMAN	R	40.00
01	V613103	08/03/2023	CRAIG D HOLJE	R	70.00
01	V613104	08/03/2023	CORY J KLINGE	R	70.00
01	V613105	08/03/2023	DANIEL E KRETSINGER	R	70.00
01	V613106	08/03/2023	ANOOP KUMAR	R	40.00
01	V613107	08/03/2023	SHANNON J LINDBERG	R	40.00
01	V613108	08/03/2023	JOHN M LORENZINI	R	70.00
01	V613109	08/03/2023	COLLEEN M MAHONEY	R	70.00
01	V613110	08/03/2023	MICHAEL A MANNING	R	70.00
01	V613111	08/03/2023	DANIEL P MCGINN	R	40.00
01	V613112	08/03/2023	DOUG R MCMEEKIN	R	70.00
01	V613113	08/03/2023	KENT D MEYER	R	70.00
01	V613114	08/03/2023	ALECIA M MOBLEY	R	70.00
01	V613115	08/03/2023	KATRINA L MORGAN	R	40.00
01	V613116	08/03/2023	ERIN H NEILON	R	40.00
01	V613117	08/03/2023	ROBERT G OLSON	R	40.00
01	V613118	08/03/2023	LAURA B OTTERNESS	R	70.00
01	V613119	08/03/2023	MARK S PEDERSEN	R	40.00
01	V613120	08/03/2023	CHRISTOPHER A PETERSON	R	70.00
01	V613121	08/03/2023	CASSANDRA QUAM	R	70.00
01	V613122	08/03/2023	RENEE C REED-KARSTENS	R	40.00
01	V613123	08/03/2023	KEITH D RIEF	R	40.00
01	V613124	08/03/2023	ASHLEY SCHAEFER	R	70.00
01	V613125	08/03/2023	MARTA I SHAHSAVAND	R	70.00
01	V613126	08/03/2023	AMY B SKARE-KLECKER	R	70.00
01	V613127	08/03/2023	NANCY J STACHEL	R	70.00
01	V613128	08/03/2023	LILAH D STRECKER	R	200.00
01	V613129	08/03/2023	PATRICK M SURE	R	40.00
01	V613130	08/03/2023	ANGELA TAYLOR	R	70.00
01	V613131	08/03/2023	STACY THEIEN-COLLINS	R	70.00
01	V613132	08/03/2023	VLADIMIR S TOLEDO	R	40.00
01	V613133	08/03/2023	STEVEN P UNOWSKY	R	270.00
01	V613134	08/03/2023	STEPHEN C URBANSKI	R	40.00
01	V613135	08/03/2023	CARRIE A VALA	R	70.00
01	V613136	08/03/2023	JENNIFER K VALLEY	R	70.00
01	V613137	08/03/2023	RYAN WAGNER	R	40.00
01	V613138	08/03/2023	REBECCA S WALD	R	40.00
01	V613139	08/03/2023	MICHELLE R WHITESIDE	R	70.00
01	V613140	08/03/2023	KASYA L WILLHITE	R	70.00
01	V613141	08/03/2023	KELLY L WOODS	R	70.00

01	V2401626	08/04/2023	P-CARD BAIRD LISA	R	1,906.35
01	V2401627	08/04/2023	P-CARD BARLOW ERICA	R	48.74
01	V2401628	08/04/2023	P-CARD BRUNNER PATTI	R	724.00
01	V2401629	08/04/2023	P-CARD CRUZ ESTEVA JENNIFER	R	100.81
01	V2401630	08/04/2023	P-CARD GEURINK AREND	R	856.03
01	V2401631	08/04/2023	P-CARD KRETSINGER DAN	R	1,633.46
01	V2401632	08/04/2023	P-CARD LUNDY MICHELLE	R	5,110.76
01	V2401633	08/04/2023	P-CARD MAHONEY COLLEEN	R	234.47
01	V2401634	08/04/2023	P-CARD MANNING MICHAEL	R	312.92
01	V2401635	08/04/2023	P-CARD MCDONALD (MORRISSEY) MELISSA	R	9,884.19
01	V2401636	08/04/2023	P-CARD MCGINN DAN	R	2,061.66
01	V2401637	08/04/2023	P-CARD PETERSON CHRIS	R	782.85
01	V2401638	08/04/2023	P-CARD SHAHSAVAND MARTA	R	3,841.25
01	V2401639	08/04/2023	P-CARD SKARE-KLECKER AMY	R	128.47
01	V2401640	08/04/2023	P-CARD STACHEL NANCY	R	835.74
01	V2401641	08/04/2023	P-CARD VALLEY JENNIFER	R	125.55
01	V2401642	08/04/2023	P-CARD YUNKER AUBREE	R	21.84
01	V2401643	08/04/2023	P-CARD BARLOW ERICA	R	827.49
01	V2401644	08/04/2023	P-CARD MCDONALD (MORRISSEY) MELISSA	R	3,935.43
01	V2401645	08/04/2023	P-CARD MCGINN DAN	R	181.72
01	V2401646	08/04/2023	P-CARD VALLEY JENNIFER	R	73.09
01	309374	08/09/2023	AMPLIFIED IT, A CDW COMPANY	R	3,734.14
01	309375	08/09/2023	BROTHERS FIRE & SECURITY	R	1,219.50
01	309376	08/09/2023	CAPITAL ONE TRADE CREDIT	R	25.86
01	309377	08/09/2023	HOME DEPOT U.S.A.	R	275.22
01	309378	08/09/2023	INSTITUTE FOR ENVIROMENTAL	R	5,574.00
01	309379	08/09/2023	SHUTTERFLY LIFETOUCH, LLC	R	20.00
01	309380	08/09/2023	PROFESSIONAL WIRELESS COMMUNICATION	R	15.00
01	309381	08/09/2023	REACH COMMUNICATIONS, INC	R	6,849.00
01	309382	08/09/2023	SCHUMACHER ELEVATOR COMPANY	R	121.50
01	309383	08/09/2023	TRANSPORTATION PLUS, INC.	R	192.00
01	309384	08/09/2023	FORT LEWIS COLLEGE	R	1,500.00
01	309385	08/09/2023	HAMLIN UNIVERSITY	R	1,000.00
01	309386	08/09/2023	LAWRENCE UNIVERSITY	R	1,500.00
01	309387	08/09/2023	NORMANDEALE COMMUNITY COLLEGE	R	1,500.00
01	309388	08/09/2023	SOUTHWEST MN STATE UNIVERSITY	R	500.00
01	309389	08/09/2023	U OF M - OFFICE OF STUDENT FINANCE	R	3,000.00
01	309390	08/09/2023	UNIVERSITY OF MINNESOTA-TWIN CITIES	R	1,500.00
01	309391	08/09/2023	UW-MADISON	R	1,500.00
01	309396	08/11/2023	CITY OF RICHFIELD	R	6,013.65
01	309397	08/11/2023	D.E.L.O.R.E.S WORKS, INC.	R	1,400.00
01	309398	08/11/2023	INTERMEDIATE DISTRICT 287	R	9,419.37
01	309399	08/14/2023	ARBON EQUIPMENT CORPORATION	R	523.00
01	309400	08/14/2023	BIX FRUIT COMPANY	R	1,702.33
01	309401	08/14/2023	BLUUM OF MINNESOTA, LLC	R	4,205.20
01	309402	08/14/2023	CAPITAL ONE TRADE CREDIT	R	181.27
01	309403	08/14/2023	FIELDTURF USA, INC.	R	41,029.01
01	309404	08/14/2023	FRONTLINE TECHNOLOGIES GROUP LLC	R	42,152.10
01	309405	08/14/2023	HOME DEPOT U.S.A.	R	1,558.49
01	309406	08/14/2023	INTERMEDIATE DISTRICT 287	R	5,000.00

01	309407	08/14/2023	NOTABLE, INC. (KAMI)	R	6,426.00
01	309408	08/14/2023	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	10,407.00
01	309409	08/14/2023	PBC GURU LLC	R	2,580.00
01	309410	08/14/2023	SOURCEWELL	R	39,438.80
01	309411	08/14/2023	UPPER LAKES FOODS	R	3,465.90
01	309412	08/14/2023	SCENARIO LEARNING, LLC	R	10,977.00
01	309413	08/14/2023	WORLD FUEL SERVICES, INC.	R	1,915.68
01	309414	08/14/2023	ZONEONE LOCATING	R	189.00

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<b>TOTAL CHECK, PCARD &amp; EPAY REGISTER</b>					<b>481,808.29</b>
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**P-CARD,CHECK RUNS, E-PAYS & WIRES FOR  
08/21/2023 BOARD REPORTS**

<b>BANK 05</b>	<b>DATE</b>	<b>AMOUNT</b>
Checks	8/2/2023	225,624.44
	8/9/2023	18,026.22
	8/11/2023	16,833.02
	8/14/2023	171,750.78
Checks-Scholarships	8/9/2023	12,000.00
P-Cards	8/4/2023	33,626.82
JULY Pcards		
E-Pays	8/3/2023	3,947.01

**CHECK REGISTER BANK 05 TOTAL = 481,808.29**

<b>BREAKDOWN</b>	
01-206-00	428,315.62
02-206-00	7,689.47
03-206-00	22,093.70
04-206-00	13,080.50
06-206-00	-
07-206-00	-
18-206-00	9,000.00
20-206-00	1,629.00
21-206-00	-
47-206-00	-
<b>BANK TOTAL =</b>	<b>481,808.29</b>

## 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*

**Monday, August 21, 2023**  
**7 p.m. School Board Meeting**

### I. CALL TO ORDER

The regular meeting of the board of education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, August 21, 2023 in the boardroom at the Richfield Public Schools District Office. Vice Chair Carter called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Banks Kupcho, Brakke and Pollis. Cole and Toensing were not able to attend.

Administrators present were Superintendent Unowsky, Assistant Superintendent Daniels, Executive Director Clarkson and Chief HR and Administrative Officer Holje.

### II. REVIEW AND APPROVAL OF THE AGENDA

Motion by Brakke, seconded by Banks Kupcho, and unanimously carried, the board of education approved the agenda.

### III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

- A. Public Comment
- B. Superintendent Update
  - 1. Presentation of the Spartan Foundation Scholarship Check
  - 2. Summer School Report
  - 3. Election Update
  - 4. Board Goals

### IV. CONSENT AGENDA

- A. Routine Matters
  - 1. Minutes of the regular meeting held August 7, 2023
  - 2. General Disbursements as of 8/14/23 in the amount of \$481,808.29
- B. Personnel Items

#### **Certified Full Time Teacher Year 1 of 3**

**Abigail Ternus** – Elementary Classroom Teacher – Building TBD  
Effective: 8/22/2023

#### **Certified Full Time Teacher Year 3 of 3**

**Molly Martin** – Kindergarten Teacher – STEM Elementary



Effective: 8/22/2023

**Nguyen Pham** – ELL Teacher – Richfield Middle School

Effective: 8/22/2023

**Abigail Whalen** – Career and College Coordinator – Richfield Senior High School

Effective: 8/22/2023

**Management Resignation**

**Megan Stecher** – Director of Secondary Ed – District Office

Effective: 10/06/2023

Years of Service: 8 years

**Classified Management Resignation**

**Emily La Fave** – Payroll Accountant – District Office

Effective: 8/25/2023

Years of Service: 1.5 years

**Melissa McDonald** – Data & Testing Coordinator – District Office

Effective: 8/18/2023

Years of Service: 2 years

**Certified Full Time Resignation**

**Jenna Healy** – ESL – Centennial Elementary

Effective: 8/16/2023

Years of Service: 8 years

**Administrative and Management Support Resignation**

**Evelyn Campos** – Admin Asst 2 – RCEP

Effective: 8/25/2023

Years of Service: 5 years

Motion by Banks Kupcho, seconded by Brakke, and unanimously carried, the board of education approved the consent agenda.

V. OLD BUSINESS

- A. Policy 405: Employee Publications, Instructional Materials, Inventions and Creations - third read

Motion by Brakke, seconded by Banks Kupcho, and unanimously carried, the board of education approved the revised policy.

- B. Policy 583: Do Not Resuscitate/Do Not Intubate Orders - second read

VI. NEW BUSINESS

- A. Resolution Relating to Election of School Board Members and Calling the School District General Election

Motion by Brakke, seconded by Banks Kupcho, and unanimously carried, the board of education approved the resolution.

- B. Resolution Relating to Renewing the Expiring Capital Project Levy Authorization, Revoking the Existing Referendum Revenue Authorization, Approving a New Authorization, and Calling an Election Thereon

Motion by Pollis, seconded by Brakke, and unanimously carried, the board of education approved the resolution.

- C. Policy 301: Organizational Chart & Policy 302: Position Assignments - single read

Motion by Pollis, seconded by Banks Kupcho, and unanimously carried, the board of education approved the revised policies.

- D. Donations

Motion by Banks Kupcho, seconded by Pollis, and unanimously carried, the board of education accepted the donations with gratitude.

#### VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Suggested/Future Agenda Items
- D. Future Meeting Dates

*Tuesday, 9-5-2023	7 p.m.	Regular Board Meeting
9-18-2023	7 p.m.	Regular Board Meeting - Public Comment

#### VIII. ADJOURN REGULAR MEETING

Vice Chair Carter adjourned the meeting at 8:08 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	309415	08/16/2023	CANON USA	R	862.52
01	309416	08/16/2023	CITY OF RICHFIELD	R	6,492.62
01	309417	08/16/2023	HEINEMANN	R	3,000.00
01	309418	08/16/2023	806 TECHNOLOGIES INC	R	3,850.00
01	309419	08/16/2023	APPRIZE TECHNOLOGIES	R	240.00
01	309420	08/16/2023	AQUA NORTH SOLUTIONS	R	3,311.00
01	309421	08/16/2023	BATTERIES R US	R	5,279.92
01	309422	08/16/2023	BENCO EQUIPMENT-HOPKINS	R	389.00
01	309423	08/16/2023	BCBS OF MINNESOTA & BLUE PLUS	R	9,706.00
01	309424	08/16/2023	BSI MECHANICAL, INC.	R	3,549.00
01	309425	08/16/2023	CEDAR SMALL ENGINE	R	40.96
01	309426	08/16/2023	CEL PUBLIC RELATIONS, INC.	R	1,200.00
01	309427	08/16/2023	CEP ART & DESIGN	R	747.00
01	309428	08/16/2023	CINTAS CORPORATION NO 2	R	271.34
01	309429	08/16/2023	COMCAST BUSINESS	R	546.35
01	309430	08/16/2023	CONTINENTAL RESEARCH CORP	R	2,609.22
01	309431	08/16/2023	CULLIGAN SOFT WATER	R	10.50
01	309432	08/16/2023	CYBERSOFT TECHNOLOGIES	R	10,430.00
01	309433	08/16/2023	DASH SPORTS, LLC	R	776.25
01	309434	08/16/2023	DAVIS EQUIPMENT CORP	R	66.80
01	309435	08/16/2023	DOOR SERVICE COMPANY OF THE TWIN CI	R	708.75
01	309436	08/16/2023	ECOLAB INC	R	1,154.04
01	309437	08/16/2023	EDUCATORS BENEFIT CONSULTANTS LLC	R	493.77
01	309438	08/16/2023	EMI AUDIO	R	288.20
01	309439	08/16/2023	FASTENAL INDUSTRIAL	R	131.04
01	309440	08/16/2023	FASTSIGNS	R	122.24
01	309441	08/16/2023	FLYNN MIDWEST LP	R	353,258.45
01	309442	08/16/2023	WW GRAINGER INC	R	194.61
01	309443	08/16/2023	GROUP MEDICAREBLUE RX	R	7,414.00
01	309444	08/16/2023	H&B SPECIALIZED PRODUCTS INC	R	594.00
01	309445	08/16/2023	HAAS MUSICAL INSTRUMENT REPAIR, INC	V	0.00
01	309446	08/16/2023	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	2,253.58
01	309447	08/16/2023	HASTINGS CREAMERY LLC	R	282.07
01	309448	08/16/2023	HAWKINS INC	R	3,442.26
01	309449	08/16/2023	HEALTH RISK STRATEGIES, LLC	R	400.00
01	309450	08/16/2023	HILLYARD MINNEAPOLIS	R	12,290.00
01	309451	08/16/2023	HOPE CHURCH	R	15,143.47
01	309452	08/16/2023	HOUSE OF PRINT	R	4,408.76
01	309453	08/16/2023	HUBERT COMPANY, LLC	R	6,106.50
01	309454	08/16/2023	HUDL	R	13,000.00
01	309455	08/16/2023	IIX INSURANCE INFORMATION EXCHANGE	R	40.40
01	309456	08/16/2023	JAMES E MARSHALL JR	R	40.00
01	309457	08/16/2023	JJ KELLER & ASSOCIATES INC	R	2,846.95
01	309458	08/16/2023	JW PEPPER & SON INC	R	472.99
01	309459	08/16/2023	KIDCREATE STUDIO	R	2,832.00
01	309460	08/16/2023	HAAG COMPANIES, INC.	R	47.99
01	309461	08/16/2023	KREMER SERVICES LLC	R	887.25
01	309462	08/16/2023	LANGUAGE LINE SERVICE	R	51.75
01	309463	08/16/2023	LEROY'S GREAT BEAR	R	90.00
01	309464	08/16/2023	LOFFLER COMPANIES	R	150.00
01	309465	08/16/2023	MAGERS & QUINN BOOKSELLERS	R	1,617.73
01	309466	08/16/2023	MARKS TOWING	R	161.00
01	309467	08/16/2023	MASP	R	40.00
01	309468	08/16/2023	MASSP-MN ASSOCIATION	R	865.00
01	309469	08/16/2023	MATRIX COMMUNICATIONS, INC	R	852,786.65

01	309470	08/16/2023	METRO APPLIANCE RECYCLING	R	4,601.91
01	309471	08/16/2023	METRO TRANSIT	R	970.00
01	309472	08/16/2023	METROPOLITAN MECHANICAL CONTRACTORS	R	2,609.51
01	309473	08/16/2023	MICHELLE VAUGHN	R	10.00
01	309474	08/16/2023	MIRA	R	19,830.00
01	309475	08/16/2023	MTN-METROPOLITAN TRANSP NETWORK	R	55,061.76
01	309476	08/16/2023	NAPA AUTO PARTS	R	244.94
01	309477	08/16/2023	NCS PEARSON INC	R	909.51
01	309478	08/16/2023	NORTH CENTRAL INTERNATIONAL, LLC	R	364.58
01	309479	08/16/2023	NOVA EDUCATION CONSULTANTS	R	120.00
01	309480	08/16/2023	ON SITE SANITATION	R	656.86
01	309481	08/16/2023	ONEBRIDGE BENEFITS INC.	R	5,275.50
01	309482	08/16/2023	PAYDHEALTH	R	18,297.79
01	309483	08/16/2023	POMPS TIRE SERVICE	R	500.33
01	309484	08/16/2023	PREMIER LIGHTING INC	R	104.78
01	309485	08/16/2023	PREMIUM WATERS INC	R	36.00
01	309486	08/16/2023	PRIOR LAKE HIGH SCHOOL	R	250.00
01	309487	08/16/2023	PROPIO LS, LLC	R	11.06
01	309488	08/16/2023	SCOTT ROGERS DESIGN	R	600.00
01	309489	08/16/2023	SHERWIN WILLIAMS CO	R	948.26
01	309490	08/16/2023	SITEONE LANDSCAPE SUPPLY LLC	R	718.75
01	309491	08/16/2023	SMARTSENSE BY DIGI	R	15,104.83
01	309492	08/16/2023	SPED FORMS LLC	R	11,169.16
01	309493	08/16/2023	STATE SUPPLY COMPANY	R	378.67
01	309494	08/16/2023	TEACHER CREATED MATERIALS, INC	R	276.97
01	309495	08/16/2023	THE HOME DEPOT PRO	R	196.98
01	309496	08/16/2023	THE RETROFIT COMPANIES, INC.	R	5,616.08
01	309497	08/16/2023	TIFFANY BEGIN	R	342.00
01	309498	08/16/2023	TOLL COMPANY	R	12.71
01	309499	08/16/2023	TRAFERA, LLC	R	393.23
01	309500	08/16/2023	UNITED HEALTHCARE INSURANCE CO	R	542.62
01	309501	08/16/2023	UNITED HEALTHCARE/AARP MEDICARE RX	R	109.60
01	309502	08/16/2023	UNITED HEARTHCARE /AARP MEDICARE RX	R	109.60
01	309503	08/16/2023	UNIVERSITY LANGUAGE CENTER	R	396.03
01	309504	08/16/2023	VELOCITY DRAIN SERVICES INC	R	1,014.25
01	309505	08/16/2023	WINSOR LEARNING	R	498.00
01	309506	08/16/2023	XCEL ENERGY	R	154.78
01	V613142	08/16/2023	MELISSA M HUSABY	R	28.46
01	V613143	08/16/2023	LI J MATTSON	R	175.00
01	V613144	08/16/2023	SHERRI L MEDVEC	R	98.25
01	V613145	08/16/2023	ALECIA M MOBLEY	R	188.12
01	V613146	08/16/2023	CASSI M O'MEARA	R	98.25
01	V613147	08/16/2023	LILAH STRECKER	R	200.00
01	V613148	08/16/2023	ANGELA TAYLOR	R	13.60
01	V613149	08/16/2023	MICHELLE R WHITESIDE	R	9.18
01	309507	08/18/2023	1000 PETALS, LLC	R	400.00
01	309508	08/18/2023	ARVIG ENTERPRISES INC	R	1,307.90
01	309509	08/18/2023	CENTURYLINK	R	116.32
01	309510	08/18/2023	CONSOLIDATED COMMUNICATIONS	R	2,679.29
01	309511	08/18/2023	HASTINGS CREAMERY LLC	R	1,172.45
01	309512	08/18/2023	HEWLETT PACKARD ENTERPRISE COMPANY	R	2,115.96
01	309513	08/18/2023	JESSICA KIEWEL	R	24.00
01	309514	08/18/2023	LOFFLER	R	1,225.09
01	309515	08/18/2023	RYAN JEANNIE M	R	718.89
01	309516	08/18/2023	UPPER LAKES FOODS	R	1,524.69
01	309517	08/18/2023	VERIZON WIRELESS	R	320.08

01	309518	08/23/2023	AQUA ENGINEERING INC	R	2,689.70
01	309519	08/23/2023	ARMSTRONG BOYS CRS COUNTRY BOOSTERS	R	400.00
01	309520	08/23/2023	A-Z RENTAL CENTER	R	1,608.00
01	309521	08/23/2023	BENCHMARK EDUCATION COMPANY, LLC.	R	177,707.10
01	309522	08/23/2023	BITUMINOUS ROADWAYS, INC.	R	79,947.89
01	309523	08/23/2023	BRICKMAN JACQUYLYN	R	3,315.00
01	309524	08/23/2023	BRINK'S INCORPORATED	R	2,147.84
01	309525	08/23/2023	BSI MECHANICAL, INC.	R	1,769.79
01	309526	08/23/2023	BC SOLUTIONS, LLC	R	1,328.10
01	309527	08/23/2023	CANON USA	R	4,541.16
01	309528	08/23/2023	CAPITAL ONE TRADE CREDIT	R	421.82
01	309529	08/23/2023	CINTAS CORPORATION NO 2	R	271.34
01	309530	08/23/2023	COMMUNITY PRODUCTS LLC	R	10,410.00
01	309531	08/23/2023	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	309532	08/23/2023	DIGITAL INSURANCE LLC	R	3,607.00
01	309533	08/23/2023	ECOLAB INC	R	401.65
01	309534	08/23/2023	ENVIROMATIC CORP OR AMERICA, INC	R	3,224.69
01	309535	08/23/2023	FARMINGTON HIGH SCHOOL	R	230.00
01	309536	08/23/2023	FASTENAL INDUSTRIAL	R	195.10
01	309537	08/23/2023	FIELDTURF USA, INC.	R	30,235.49
01	309538	08/23/2023	GEE TEEZ & COMPANY, LTD.	R	9,800.41
01	309539	08/23/2023	GILBERT MECHANICAL CONTRACTORS, LLC	R	2,012.94
01	309540	08/23/2023	WW GRAINGER INC	R	1,263.70
01	309541	08/23/2023	HASTINGS PUBLIC SCHOOLS	R	175.00
01	309542	08/23/2023	HAWKINS INC	R	3,826.58
01	309543	08/23/2023	HEARTLAND PAYMENT SYSTEMS INC	R	5,280.00
01	309544	08/23/2023	HILLYARD MINNEAPOLIS	R	1,810.67
01	309545	08/23/2023	HR SIMPLIFIED INC.	R	604.00
01	309546	08/23/2023	INNOVATIVE OFFICE SOLUTIONS LLC	R	42.87
01	309547	08/23/2023	JACKSON AGAR	R	16.20
01	309548	08/23/2023	KREMER SERVICES LLC	R	3,538.99
01	309549	08/23/2023	LAKEVILLE NORTH HIGH SCHOOL	R	310.00
01	309550	08/23/2023	LEROY'S GREAT BEAR	R	37.00
01	309551	08/23/2023	LOFFLER COMPANIES	R	2,000.00
01	309552	08/23/2023	LOS SANCHEZ TAQUERIA 2 LLC	R	1,445.00
01	309553	08/23/2023	MASBO	R	110.00
01	309554	08/23/2023	MASTER TECHNOLOGY GROUP	R	1,226.25
01	309555	08/23/2023	MEDSOURCE SALES LLC	R	1,565.00
01	309556	08/23/2023	METROPOLITAN MECHANICAL CONTRACTORS	R	9,217.05
01	309557	08/23/2023	MIDWEST BUS PARTS INC	R	131.04
01	309558	08/23/2023	NAPA AUTO PARTS	R	59.72
01	309559	08/23/2023	NORTH CENTRAL INTERNATIONAL, LLC	R	324.23
01	309560	08/23/2023	CAPITAL ONE TRADE CREDIT	R	243.99
01	309561	08/23/2023	PER MAR SECURITY SERVICES	R	14.50
01	309562	08/23/2023	PHILIP THIEWES	R	31.50
01	309563	08/23/2023	PITNEY BOWES BANK PURCHASE POWER	R	1,939.07
01	309564	08/23/2023	REGENTS OF THE U OF MINNESOTA	R	10,000.00
01	309565	08/23/2023	RICHFIELD SOCCER ASSOCIATION	R	375.00
01	309566	08/23/2023	ROSEMOUNT HIGH SCHOOL	R	300.00
01	309567	08/23/2023	SHERWIN WILLIAMS CO	R	175.44
01	309568	08/23/2023	SIMLEY HIGH SCHOOL	R	200.00
01	309569	08/23/2023	SITEONE LANDSCAPE SUPPLY LLC	R	41.89
01	309570	08/23/2023	SOROUGH NAJI	R	862.50
01	309571	08/23/2023	THE DANIELSON GROUP, INC	R	5,000.00
01	309572	08/23/2023	TOWN & COUNTRY FENCE	R	550.00
01	309573	08/23/2023	TRI METRO CONFERENCE	R	5,000.00

01	309574	08/23/2023	TRISTATE BOBCAT INC	R	22,375.96
01	309575	08/23/2023	TRUGREEN LIMITED PARTNERSHIP	R	8,582.00
01	309576	08/23/2023	TWIN CITY FILTER SERVICE INC	R	184.72
01	309577	08/23/2023	TWIN CITY TRANSPORTATION	R	38,586.45
01	309578	08/23/2023	UNIVERSITY OF MINNESOTA ATHLETICS	R	450.00
01	309579	08/23/2023	VIG SOLUTIONS INC	R	23,985.00
01	309580	08/23/2023	VSP INSURANCE CO. (CT)	R	3,412.97
01	309581	08/23/2023	WASHINGTON TECHNOLOGY MAGNET	R	150.00
01	309582	08/23/2023	ALLSTATE PETERBILT OF S ST PAUL	R	200.06
01	309583	08/23/2023	XCEL ENERGY	R	11,690.98
01	309584	08/23/2023	ZONEONE LOCATING	R	189.00
01	309585	08/23/2023	CENTURY COLLEGE	R	1,500.00
01	309586	08/23/2023	DAKOTA COUNTY TECHNICAL COLLEGE	R	1,500.00
01	309587	08/23/2023	DUNWOODY COLLEGE OF TECHNOLOGY	R	1,500.00
01	309588	08/23/2023	HENNEPIN TECHNICAL COLLEGE	R	1,500.00
01	309589	08/23/2023	IOWA CENTRAL COMMUNITY COLLEGE	R	1,500.00
01	309590	08/23/2023	NORMANDEALE COMMUNITY COLLEGE	R	2,300.00
01	309591	08/23/2023	ST OLAF COLLEGE	R	1,500.00
01	309592	08/23/2023	U OF MN TWIN CITIES	R	3,000.00
01	309593	08/23/2023	USC CASHIER'S OFFICE	R	1,500.00
01	V613150	08/24/2023	LISA M BAIRD	R	35.69
01	V613151	08/24/2023	ANDRE BORKA	R	210.26
01	V613152	08/24/2023	MELISSA M HUSABY	R	36.95
01	V613153	08/24/2023	MICHAEL A MANNING	R	98.25
01	V613154	08/24/2023	MICHELLE R WHITESIDE	R	6.50
01	V613155	08/24/2023	CORY M WISE	R	375.00

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<b>TOTAL CHECK, EPAYS &amp; SCHOLARSHIPS</b>					<b>2,019,548.51</b>
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**P-CARD,CHECK RUNS, E-PAYS & WIRES FOR  
09/05/2023 BOARD REPORTS**

<b>BANK 05</b>	<b>DATE</b>	<b>AMOUNT</b>
Checks	8/16/2023	1,486,430.98
	8/18/2023	11,604.67
	8/23/2023	504,139.35
E-Pays	8/16/2023	810.86
	8/24/2023	762.65
Scholarships	8/23/2023	15,800.00

<b>CHECK REGISTER BANK 05 TOTAL =</b>	<b>2,019,548.51</b>
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**BREAKDOWN**

01-206-00	1,802,143.80
02-206-00	44,052.79
03-206-00	105,384.15
04-206-00	44,526.73
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	21,923.20
21-206-00	1,517.84
47-206-00	

<b>BANK TOTAL =</b>	<b>2,019,548.51</b>
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## RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of  
August 30, 2023

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	2018A Bond	OPEB Bond
PENTAGON FEDERAL CREDIT UNION (183 day and	09/19/23	4.46%	760,000.00	760,000.00	-	-	-
VERITEX COMMUNITY BANK	09/19/23	4.52%	240,000.00	240,000.00	-	-	-
SERVISFIRST BANK	12/19/23	4.72%	236,300.00	236,300.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	12/19/23	4.45%	1,263,700.00	1,263,700.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	01/25/24	4.46%	2,263,800.00	2,263,800.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	01/25/24	4.54%	236,200.00	236,200.00	-	-	-
MODERN BANK, NATIONAL ASSOCIATION	05/02/24	4.54%	233,000.00	233,000.00	-	-	-
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	-	-	-
CUSTOMERS BANK	05/06/24	4.52%	244,632.85	244,632.85	-	-	-
UBS BANK USA	05/09/24	4.55%	249,525.90	249,525.90	-	-	-
MNTrust Term Series-Flex (PenFed C)	01/00/00	5.35%	7,441,397.92	7,441,397.92	-	-	-
US TREASURY N/B	01/15/24	4.22%	1,499,025.00	1,499,025.00	-	-	-
T BANK, NA	11/01/23	4.53%	124,000.00	-	124,000.00	-	-
Federated Institutional Tax-Free Cash Trust	01/00/00	0.00%	913,236.83	-	-	913,236.83	-
HAWAII-FA-TXBL	10/01/23	1.62%	882,359.50	-	-	-	882,359.50
US TREASURY N/B	10/15/24	1.12%	527,929.69	-	-	-	527,929.69
FIRST INTERNET BANK OF INDIANA	09/30/26	4.00%	209,500.00	-	-	-	209,500.00
FIRST PRYORITY BANK	11/07/24	4.56%	226,800.00	-	-	-	226,800.00
KS STATEBANK / KANSAS STATE BANK OF MANHA	11/10/25	4.74%	212,900.00	-	-	-	212,900.00
BANK HAPOALIM	10/01/26	4.45%	206,700.00	-	-	-	206,700.00
US TREASURY N/B	09/30/25	4.41%	621,742.19	-	-	-	621,742.19
US TREASURY N/B	09/30/26	4.34%	789,398.44	-	-	-	789,398.44
GENERAL ELECTRIC CREDIT UNION	06/28/24	4.75%	233,950.00	-	-	-	233,950.00
ELGA CREDIT UNION	06/30/25	4.13%	226,750.00	-	-	-	226,750.00
Great Midwest Bank, S.S.B.	06/30/25	4.13%	227,400.00	-	-	-	227,400.00
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
<b>Total Investments Held</b>			<b>22,094,832.30</b>	<b>15,167,060.13</b>	<b>124,000.00</b>	<b>913,236.83</b>	<b>5,890,535.34</b>



**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting September 5, 2023**

**Subject: PERSONNEL ITEMS**

(Recommended by superintendent)

That the board of education approve the following personnel items:

**Certified Full Time Teacher Year 1 of 3**

**Anji Rud** – Elementary STEM Specialist – Sheridan Hills Elementary

Effective: 8/22/2023

**Jack Morrison** – Social Studies – Richfield Senior High School

Effective: 8/22/2023

**Certified Full Time Teacher Year 3 of 3**

**Erika Kraus** – Math/Literacy Interventionist – Richfield Dual Language Elementary

Effective: 8/22/2023

**Kristin Vickstrom** – ELL Teacher - Centennial Elementary School

Effective: 8/22/2023

**Jacob Norwick** – Special Education Teacher – Centennial Elementary School

Effective: 8/22/2023

**Classified Full Time Facilities and Transportation for Employment**

**Pedro Rojas Gonzalez** – Assistant Transportation Coordinator – Garage

Effective: 9/5/2023

**Maria Fuentes Escobar** – Building Cleaner – Richfield High School

Effective: 9/5/2023

**Classified Part Time Food and Nutrition for Employment**

**Daniel Herrera Jimenez** – Kitchen Assistant – Richfield Middle School

Effective 9/5/2023

**Julia Rivera Ortega** – Kitchen Assistant – Richfield High School

Effective 9/5/2023

**Daniel Bjostad** – Kitchen Assistant – Richfield Middle School

Effective 9/5/2023

**John Herbert** – Kitchen Assistant – RSTEM Elementary

Effective 9/6/2023

**Classified Part Time Paraprofessional for Employment**

**Heidi Bebee** – Attendance Clerk – Richfield High School

Effective 9/5/2023

**Karla Canseco De Oliva** – Attendance Clerk – Richfield Middle School  
Effective 9/5/2023

**Kailin Thomas** – Special Education Para – Richfield High School  
Effective 9/5/2023

**Regina Guiracocha** – Special Education Para – Richfield High School  
Effective 9/6/2023

**Dean Kraus** – Special Education Para – Sheridan Hills Elementary  
Effective 9/5/2023

**Bouchra Barbouche** – Special Education Para – Sheridan Hills Elementary  
Effective 9/6/2023

**Guy Williams** – Special Education Para – Richfield High School  
Effective 9/5/2023

**Valerie Mayer** – Special Education Para – Richfield High School  
Effective 9/5/2023

**Megan Haik-Shaw** – Special Education Para – Sheridan Hills Elementary  
Effective 9/6/2023

**Erinn Flanery** – Special Education Para – RSTEM Elementary  
Effective 9/6/2023

**Nicole Stodola** – Clerical Paraprofessional – Districtwide  
Effective 8/24/2023

**Ashton Robinson** – Special Education Para – Richfield High School  
Effective 9/5/2023

**Anjelika Reid** – Special Education Para – Richfield Middle School  
Effective 9/5/2023

**Monroe Hill** – Campus Security – Richfield Middle School  
Effective 9/5/2023

**Sarah Nelson** – Media Specialist/Assessment Coordinator – RDLS Elementary  
Effective 9/6/2023

#### **Classified Full Time Outreach Worker for Employment**

**Angelica Meza** – Outreach Worker – Richfield High School  
Effective 8/24/2023

**Ryan Anderson** – Outreach Worker – Centennial Elementary  
Effective 9/6/2023

#### **Classified Full Time Safe Routes to Schools for Employment**

**Timothy Brackett** – Safe Routes to Schools Coordinator – Districtwide  
Effective 8/21/2023

#### **Classified Full Time Outreach Worker Resignation**

**Luis Bolanos** – Outreach Worker – Central Education Center  
Effective 9/1/2023

Years of Service: 6

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, September 5, 2023**

**Subject: Do Not Resuscitate/Do Not Intubate Orders**

(Recommended by the superintendent)

A third read of Policy 583: Do Not Resuscitate/Do Not Intubate Orders. Minor changes have been included to adhere to District branding and style guidelines.

The administration consulted with an attorney for the District who recommended to continue with the policy as written, given the following factors.

Factors relevant to the MSBA model policy:

- Not medical specialists. DNR/DNI orders are obviously medical documents. District staff, with the potential exception of nurses, are not trained to figure out if the conditions of a DNR/DNI are met. Generally, a DNR is an order written by a physician that directs that in the event of a cardiac respiratory arrest, the patient is not given CPR. District staff may not be able to determine if a student is in cardiac respiratory arrest, or if they are having some other medical event. Even medical specialists may have difficulty determining when and in what forms rescue efforts should be attempted, which leaves school personnel in an even more vulnerable situation of making medical decisions for which they are not trained.
- Issues with whether the DNR/DNI orders are current, agreed upon by parents, still reflect the family's wishes. In regard to forwarding the parents' wishes to medical personnel, issues could arise if a parent revoked the order the day before a medical event occurred, but the school did not have that updated information and relied on the no longer current DNR/DNI order. Or one parent could possibly revoke their support for the order, putting the school in the position of deciding which parent to side with.
- Failure to convey order. Another concern is whether the staff member involved in the incident knows of the DNR/DNI order and the liability risks that may arise if the policy states that the District will provide the order and then staff fail to do so. Although good policies/procedures can be in place, errors still

occur. Another example may be if a class is on a field trip and staff do not have the DNR/DNI order with them to convey it to emergency personnel.

- Bill introduced but failed. In 2016, a bill was introduced and referred to the Education Committee which would have required schools to honor students' do not resuscitate, do not intubate, and allow natural death orders. This bill did not pass.

**Attachments:**

Policy 583: Do Not Resuscitate/Do Not Intubate Orders - redlined

MSBA Model Policy 518: DNR-DNI Orders

RICHFIELD PUBLIC SCHOOLS

**DO NOT RESUSCITATE – DO NOT INTUBATE ORDERS**

**I. PURPOSE**

The Individuals with Disabilities Education Act (IDEA) mandates that school districts provide a free and appropriate education for students with disabilities, including students with complex health needs. The ~~Board~~ board of Education-education recognizes that ~~school-district~~ Richfield Public Schools staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate / Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to ~~school-d~~ District staff and parents or guardians in these situations.

**II. GENERAL STATEMENT OF POLICY**

- A. The primary mission of the Richfield Public Schools is education, and the ~~school-d~~ District is committed to providing related health services where necessary in order for a student to receive a free appropriate public education. However, DNR-DNI orders are medical documents that extend beyond the District's educational mission and commitments. Accordingly, ~~school-d~~ District staff will not accept or honor requests to withhold emergency care or DNR-DNI orders, nor will ~~school-d~~ District staff convey such orders to emergency medical personnel.
- B. ~~School-d~~ District staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. ~~School-d~~ District staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.

- 1 F. Parents/guardians who request that emergency care be withheld for  
2 their child or who present DNR-DNI orders, shall be advised of and  
3 shall be given a copy of this policy.  
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8 **Legal References:** 29 U.S.C. §794 et.seq. (Section 504 of the Rehabilitation Act  
9 of 1973)  
10 42 U.S.C. §§ 12101 – 12213 (Americans with Disabilities  
11 Act)  
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15 ~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: November 1, 2004  
16 REVIEWED ~~AND REAFFIRMED~~ BY THE BOARD OF EDUCATION: February  
17 20, 2018  
18 REVISED BY THE BOARD OF EDUCATION:

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 518

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2003

## **518 DNR-DNI ORDERS**

### **I. PURPOSE**

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

### **II. GENERAL STATEMENT OF POLICY**

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

**Legal References:** 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

**Cross References:** None

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, September 5, 2023**

**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 Policy 103: Harassment Prohibition; Administrative Guideline 107.1: Electronic Use and Communications; Policy 113: Bullying Prohibition & Administrative Guideline 113.2; Policy 506: Student Sex Nondiscrimination; and Policy 802: Crisis Management at this time. All other policies are recommended for passage with no updates necessary. Any changes included are either to follow District branding and style guidelines or revise based on recent updates to statute or best practices.

Other policies that require annual review have been pulled out of this list for further attention and will be brought back to the board later this school year.

**Attachments:**

Policy 103: Harassment Prohibition - redlined

- Administrative Guideline 103.2

Policy 107: Electronic Use and Communications

- Administrative Guideline 107.1 - redlined
- Administrative Guideline 107.2

Policy 113: Bullying Prohibition - redlined

- Administrative Guideline 113.1
- Administrative Guideline 113.2 - redlined
- MSBA Model Policy 514: Bullying Prohibition Policy

Policy 407: Leaves of Absence

Policy 409: 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 602: School District System Accountability

Policy 802: Crisis Management - redlined



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2 RICHFIELD PUBLIC SCHOOLS  
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4 HARASSMENT PROHIBITION POLICY  
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8 I. PURPOSE  
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10 The purpose of this policy is to maintain a learning and working  
11 environment that is free from harassment and violence on the basis of  
12 race, color, creed, religion, national origin, sex, age, marital status, familial  
13 status, status with regard to public assistance, sexual orientation, gender  
14 identity or expression, disability, or any class protected under the law.  
15

16 II. GENERAL STATEMENT OF POLICY  
17

18 A. ~~The school district~~Richfield Public Schools prohibits any form of  
19 harassment or violence on the basis of race, color, creed, religion,  
20 national origin, sex, age, marital status, familial status, status with  
21 regard to public assistance, sexual orientation, gender identity or  
22 expression, disability, or any other class protected under the law.  
23

24 B. A violation of this policy occurs when any student, teacher,  
25 administrator, or other ~~school-d~~District personnel harasses or  
26 inflicts, threatens to inflict, or attempts to inflict violence upon a  
27 student, teacher, administrator, or other ~~school-d~~District personnel  
28 or group of students, teachers, administrators, or other ~~school~~  
29 ~~d~~District personnel through conduct or communication based on a  
30 person's race, color, creed, religion, national origin, sex, age,  
31 marital status, familial status, status with regard to public  
32 assistance, sexual orientation, gender identity or expression, or  
33 disability, as defined by this policy. (For purposes of this policy,  
34 ~~school-d~~District personnel includes: school board members, school  
35 employees, agents, volunteers, contractors, or persons subject to  
36 the supervision and control of the ~~district~~District.)  
37

38 C. The ~~school-d~~District will act to investigate all complaints, either  
39 formal or informal, verbal or written, of harassment or violence  
40 based on a person's race, color, creed, religion, national origin,  
41 sex, age, marital status, familial status, status with regard to public  
42 assistance, sexual orientation, gender identity or expression,  
43 disability, or any class protected under the law, and to discipline or  
44 take appropriate action against any student, teacher, administrator,  
45 or other school district personnel who is found to have violated this  
46 policy.  
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48 III. DEFINITIONS  
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50 A. "Assault" is:

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1. an act done with intent to cause fear in another of imminent bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, 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.

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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

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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

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

3  
4 e. unwelcome sexual behavior or words, including  
5 demands for sexual favors, accompanied by implied  
6 or overt promises of preferential treatment with regard  
7 to an individual's employment or educational status;  
8 or

9  
10 f. unwelcome behavior or words directed at an  
11 individual because of gender.  
12

13 **H. Sexual Violence; Definition**

14  
15 1. Sexual violence is a physical act of aggression or force or  
16 the threat thereof which involves the touching of another's  
17 intimate parts, or forcing a person to touch any person's  
18 intimate parts. Intimate parts, as defined in Minn. Stat. §  
19 609.341, includes the primary genital area, groin, inner thigh,  
20 buttocks, or breast, as well as the clothing covering these  
21 areas.  
22

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

24  
25 a. touching, patting, grabbing, or pinching another  
26 person's intimate parts, whether that person is of the  
27 same sex or the opposite sex;

28  
29 b. coercing, forcing, or attempting to coerce or force the  
30 touching of anyone's intimate parts;

31  
32 c. coercing, forcing, or attempting to coerce or force  
33 sexual intercourse or a sexual act on another; or

34  
35 d. threatening to force or coerce sexual acts, including  
36 the touching of intimate parts or intercourse, on  
37 another.  
38

39 **I. Violence; Definition**

40  
41 Violence prohibited by this policy is a physical act of aggression or  
42 assault upon another or group of individuals because of, or in a  
43 manner reasonably related to, race, color, creed, religion, national  
44 origin, sex, age, marital status, familial status, status with regard to  
45 public assistance, sexual orientation, gender identity or expression,  
46 disability, or any class protected under the law.  
47

48 **IV. REPORTING PROCEDURES**

49

- 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-d~~istrict 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          ~~d~~istrict personnel or group of students, teachers, administrators,  
11          or other ~~school-d~~istrict personnel should report the alleged acts  
12          immediately to an appropriate school district official designated by  
13          this policy.  
14
- 15          B.    The ~~school-d~~istrict 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-d~~istrict 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-D~~istrict has a Title IX policy and grievance procedure,  
24          and nothing in this policy shall prevent any person from reporting  
25          sexual harassment or violence in the manner specified by Policy  
26          115: Title 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-D~~istrict 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-d~~istrict human  
37          rights officer by the reporting party or complainant. ~~School-d~~istrict  
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-d~~istrict 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-d~~istrict 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

1 practicable by the Building Report Taker to the human rights  
2 officer. If the report was given verbally, the Building Report Taker  
3 shall personally reduce it to written form within 24 hours and  
4 forward it to the human rights officer. Failure to forward any  
5 harassment or violence report or complaint as provided herein may  
6 result in disciplinary action against the Building Report Taker.  
7

8 F. In the District. The school board hereby designates Craig Holje,  
9 Chief Human Resources and Administrative Officer as the ~~school~~  
10 ~~d~~District human rights officer to receive reports or complaints of  
11 harassment or violence prohibited by this policy. The ~~school~~  
12 ~~d~~District human rights officer also serves as the ~~district-District~~ Title  
13 IX coordinator, and it is ultimately the responsibility of this individual  
14 to determine whether any allegations of sexual harassment fall  
15 under the purview of Policy 115: Title IX or under this policy and to  
16 proceed according to the correct policy. If the complaint involves  
17 the human rights officer, the complaint shall be filed directly with  
18 the superintendent, and the superintendent shall then assume that  
19 responsibility. The ~~school-d~~District shall conspicuously post the  
20 name of the human rights officer(s), including mailing addresses  
21 and telephone numbers.  
22

23 G. Submission of a good faith complaint or report of harassment or  
24 violence prohibited by this policy will not affect the complainant or  
25 reporter's future employment, grades, or work assignments.  
26 Retaliation against a victim, good faith reporter, or a witness of  
27 violence or harassment is prohibited. Knowingly false accusations  
28 or reports of violence or harassment against another person are  
29 prohibited.  
30

31 H. Reports of harassment or violence prohibited by this policy are  
32 classified as private educational and/or personnel data and/or  
33 confidential investigative data and will not be disclosed except as  
34 permitted by law. The ~~school-d~~District will respect the privacy of  
35 the complainant(s), the individual(s) against whom the complaint is  
36 filed, and the witnesses as much as possible, consistent with the  
37 school district's legal obligations to investigate, to take appropriate  
38 action, and to comply with any discovery or disclosure obligations.  
39

#### 40 **V. INVESTIGATION**

41  
42 A. By authority of the ~~school-d~~District, the human rights officer or  
43 Building Report Taker as appropriate, upon receipt of a report or  
44 complaint alleging harassment or violence prohibited by this policy,  
45 shall immediately undertake or authorize any investigation that may  
46 be required to understand the facts of the situation. The  
47 investigation may be conducted by ~~school-d~~District officials or by a  
48 third party designated by the ~~school-d~~District.  
49

- 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-d~~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-d~~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-d~~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-human Rights-rights Officer~~officer, they will ensure  
35 appropriate follow up with the employee(s) or student(s) or other  
36 parties involved.  
37

38 **VI. SCHOOL DISTRICT ACTION**  
39

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



1 or in writing to the complainant by the school district in accordance  
2 with state and federal law regarding data or records privacy.

3  
4 **VII. REPRISAL**

5  
6 The ~~school-d~~District will discipline or take appropriate action against any  
7 student, teacher, administrator, or other school personnel who retaliates  
8 against any person who makes a good faith report of alleged harassment  
9 or violence prohibited by this policy or any person who testifies, assists, or  
10 participates in an investigation, or who testifies, assists, or participates in  
11 a proceeding or hearing relating to such harassment or violence.  
12 Retaliation includes, but is not limited to, any form of intimidation, reprisal,  
13 harassment, or intentional disparate treatment.

14  
15 **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

16  
17 These procedures do not deny the right of any individual to pursue other  
18 avenues of recourse which may include filing charges with the Minnesota  
19 Department of Human Rights, initiating civil action, or seeking redress  
20 under state criminal statutes and/or federal law.

21  
22 **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- 23  
24 A. Under certain circumstances, alleged harassment or violence may  
25 also be possible abuse under Minnesota law. If so, the duties of  
26 mandatory reporting under Minn. Stat. § 260E may be applicable.  
27  
28 B. Nothing in this policy will prohibit the ~~school-d~~District from taking  
29 immediate action to protect victims of alleged harassment,  
30 violence, or abuse.

31  
32 **X. DISSEMINATION OF POLICY AND TRAINING**

- 33  
34 A. This policy shall be conspicuously posted in each school building in  
35 areas accessible to students and staff members. It will be available  
36 on the District website.  
37  
38 B. This policy shall be given to or access provided to the website  
39 containing the policy for each ~~school-d~~District employee and  
40 independent contractor at the time of entering into the person's  
41 employment contract.  
42  
43 C. This policy shall appear in the student handbook.  
44  
45 D. The ~~school-d~~District will develop a method of discussing this policy  
46 with students and employees.  
47  
48 E. The ~~school-d~~District may implement violence prevention and  
49 character development education programs to prevent and reduce  
50 policy violations. Such programs may offer instruction on character

1 education including, but not limited to, character qualities such as  
2 attentiveness, truthfulness, respect for authority, diligence,  
3 gratefulness, self-discipline, patience, forgiveness, respect for  
4 others, peacemaking, resourcefulness, and/or sexual abuse  
5 prevention.

6  
7 F. This policy shall be reviewed at least annually for compliance with  
8 state and federal law.  
9  
10

11 **Legal References:**

12 Minn. Stat. § 120B.232 (Character Development Education)  
13 ~~\_\_\_\_\_~~ Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention  
14 Education)  
15 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and  
16 Violence Policy) Formatted: Indent: Hanging: 1.5"  
17 Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act) Formatted: Indent: Left: 0"  
18 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
19 Minn. Stat. § 609.341 (Definitions)  
20 Minn. Stat. § 260E (Reporting of Maltreatment of Minors)  
21 20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and  
22 Campus Crime Statistics Act ("Clery Act"))  
23 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)  
24 20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Improvement  
25 Act of 2004)  
26 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
27 34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
28 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
30 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
31 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
32 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
33 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)  
34  
35

36 **Cross References:**

37 Policy 102 (Equal Educational Opportunity)  
38 Policy 113 (Bullying Prohibition Policy) Formatted: Indent: Left: 0"  
39 ~~\_\_\_\_\_~~ Policy 108 (Hazing Prohibition)  
40 ~~\_\_\_\_\_~~ Policy 115 (Title IX)  
41 ~~\_\_\_\_\_~~ Policy 111 (Weapons on School Premises)  
42 ~~\_\_\_\_\_~~ Policy 402 (Equal Employment Opportunity)  
43 ~~\_\_\_\_\_~~ Policy 403 (Disability Nondiscrimination)  
44 ~~\_\_\_\_\_~~ Policy 409 (Mandated Reporting of Child Neglect or Physical  
45 or Sexual Abuse)  
46 ~~\_\_\_\_\_~~ Policy 410 (Mandated Reporting of Maltreatment of  
47 Vulnerable Adults)  
48 ~~\_\_\_\_\_~~ Policy 412 (Public and Private Personnel Data)  
49 ~~\_\_\_\_\_~~ Policy 505 (Student Disability Nondiscrimination)  
50 ~~\_\_\_\_\_~~ Policy 506 (Student Sex Nondiscrimination)

- 1 ~~\_\_\_\_\_~~ Policy 541 (Student Behavior)
- 2 ~~\_\_\_\_\_~~ Policy 581 (Protection and Privacy of Pupil Records)
- 3 ~~\_\_\_\_\_~~ Policy 582 (Staff Notification of Violent Behavior by
- 4 Students)
- 5 ~~\_\_\_\_\_~~ Policy 586 (Gender Inclusion)
- 6 ~~\_\_\_\_\_~~ Policy 742 (Student Transportation Services)
- 7 ~~\_\_\_\_\_~~ Policy 783 (Video Surveillance)

8  
9

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

11

12 REVIEWED & REAFFIRMED BY THE BOARD OF EDUCATION: April 18, 2005;  
13 August 16, 2021; September 6, 2022

14

15 REVISED BY THE BOARD OF EDUCATION: December 7, 1999; January 22,  
16 2002; March 17, 2003; June 17, 2008; August 18, 2014; January 19, 2021

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**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

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**\*\*\*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](http://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 70<sup>TH</sup> STREET W (DOOR #26)  
RICHFIELD, MN 55423  
PHONE: 612-798-6031**

1 General Statement of Policies Prohibiting Harassment, Violence, and Bullying  
2  
3 Richfield Public Schools prohibits harassment, violence, discrimination and bullying in all  
4 forms, including but not limited to that which occurs on the basis of a person's actual or  
5 perceived race, color, creed, religion, national origin, sex, age, marital status, familial  
6 status, status with regard to public assistance, sexual orientation, gender identity or  
7 expression, disability, or any class protected under the law. If you or someone you know  
8 has experienced harassment, violence, discrimination, or bullying at school or at any  
9 school-related event for any reason, please complete this reporting form to have the  
10 incident(s) investigated by the District. Any student, parent/guardian, or district  
11 employee may complete this form and return it to any administrator.  
12

13 Retaliation against any individual who makes a report or who participates or assists in  
14 an investigation of harassment, violence, discrimination, or bullying is strictly prohibited.  
15

16 1. Preliminary Information

17 Date of Report: \_\_\_\_\_  
18 Name of Person Making Report: \_\_\_\_\_  
19 Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_  
20

21 2. Description of Incident:

22 Date of Alleged Incident(s) \_\_\_\_\_  
23

24 Please provide the name(s) of all persons (including yourself, if applicable) who were  
25 the target of the harassment, discrimination, violence or bullying: \_\_\_\_\_  
26 \_\_\_\_\_  
27

28 Please provide the name(s) and/or descriptions of all individuals (students, school  
29 employees, school visitors, or others) who engaged or participated in the alleged  
30 discrimination, harassment, or bullying (if known): \_\_\_\_\_  
31 \_\_\_\_\_  
32

33 Where and when did the incident(s) occur (please be specific)? \_\_\_\_\_  
34 \_\_\_\_\_  
35

36 List any witnesses who were present. \_\_\_\_\_  
37 \_\_\_\_\_  
38

39 Detailed Description of Incident (Attach additional pages if necessary.) \_\_\_\_\_  
40 \_\_\_\_\_  
41 \_\_\_\_\_  
42 \_\_\_\_\_  
43

44 By signing below, I am stating that all of the information I have provided is true,  
45 accurate, and complete to the best of my knowledge:  
46

47 \_\_\_\_\_  
48 Complaint Signature \_\_\_\_\_ Date \_\_\_\_\_  
49

50 \_\_\_\_\_  
51 Received by \_\_\_\_\_ Date \_\_\_\_\_  
52

**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 \_\_\_\_\_

Name & Title of Person Conducting Review: \_\_\_\_\_

2. Initial Category of Claim

\_\_\_\_\_ Harassment (Non-sexual) \_\_\_\_\_ School Related  
\_\_\_\_\_ Violence \_\_\_\_\_ Outside of School Only  
\_\_\_\_\_ Discrimination (Not on the basis of sex) \_\_\_\_\_ Electronic Communication  
\_\_\_\_\_ Bullying  
\_\_\_\_\_ 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.) \_\_\_\_\_

Final Action Taken (Attach additional pages if necessary.) \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_

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## 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.

1 Users are expected to use access through the District's digital network  
2 resources and system to further educational and personal goals consistent  
3 with the mission of the school district and school policies. Uses which might  
4 be acceptable to a user's private personal account or equipment on another  
5 system may not be acceptable on this limited-purpose system.  
6

7 **V. PROHIBITED USES**

8  
9 A. While not an exhaustive list, the following uses of the District's system,  
10 hardware, software, and internet resources or accounts are considered  
11 unacceptable:  
12

13 1. Users will not use the District's system to access, review,  
14 upload, download, store, print, post, receive, transmit, or  
15 distribute:  
16

17 a. pornographic, obscene, or sexually explicit material or  
18 other visual depictions that are harmful to minors;  
19

20 b. obscene, abusive, profane, lewd, vulgar, rude,  
21 inflammatory, threatening, disrespectful, or sexually  
22 explicit language;  
23

24 c. materials that use language or images that are  
25 inappropriate in the education setting or disruptive to the  
26 educational process;  
27

28 d. information or materials that could cause damage or  
29 danger of disruption to the educational process;  
30

31 e. materials that use language or images that advocate  
32 violence or discrimination toward other people (hate  
33 literature) or that may constitute harassment or  
34 discrimination.  
35

36 2. Users will not use the District's system to knowingly or  
37 recklessly post, transmit, or distribute false or defamatory  
38 information about a person or organization, or to harass another  
39 person, or to engage in personal attacks, including prejudicial or  
40 discriminatory attacks.  
41

42 3. Users will not use the District's system to engage in any illegal  
43 act or violate any local, state, or federal statute or law.  
44

45 4. Users will not use the District's system to vandalize, damage, or  
46 disable the property of another person or organization, will not  
47 make deliberate attempts to degrade or disrupt equipment,

- 1 software, or system performance by spreading computer  
2 viruses or by any other means, will not tamper with, modify, or  
3 change the District's system software, hardware, or wiring or  
4 take any action to violate the District's security system, and will  
5 not use the District's system in such a way as to disrupt the use  
6 of the system by other users.  
7
- 8 5. Users will not use the District's system to gain unauthorized  
9 access to information resources or to access another person's  
10 materials, information, or files without the implied or direct  
11 permission of that person.  
12
- 13 6. Users will not use the District's system to post private  
14 information about another person, personal contact information  
15 about themselves or other persons, or other personally  
16 identifiable information, including, but not limited to, addresses,  
17 telephone numbers, school addresses, work addresses,  
18 identification numbers, account numbers, access codes or  
19 passwords, unapproved labeled photographs, or other  
20 information that would make the individual's identity easily  
21 traceable, and will not repost a message that was sent to the  
22 user privately without permission of the person who sent the  
23 message.  
24
- 25 a. This paragraph does not prohibit the posting of employee  
26 contact information on the District's website or  
27 communications between employees and other  
28 individuals when such communications are made for  
29 education-related purposes (i.e., communications with  
30 parents or other staff members related to students).  
31
- 32 b. Employees creating or posting school-related digital  
33 presences may include personal contact information  
34 about themselves on a webpage. However, employees  
35 may not post personal contact information or other  
36 personally identifiable information about students unless:  
37
- 38 (1) such information is classified by the District's as  
39 directory information and verification is made that  
40 the District has not received notice from a  
41 parent/guardian or eligible student that such  
42 information is not to be designated as directory  
43 information in accordance with Policy 581; or  
44
- 45 (2) Such information is not classified by the District as  
46 directory information but written consent for  
47 release of the information to be posted has been

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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

1 invasion of the rights of others. A student or employee engaging in  
2 unacceptable use of the internet when off District premises also may  
3 be in violation of this policy as well as other school district policies.  
4 Examples of such violations may include, but are not limited to,  
5 serious or severe bullying or harassment targeting particular  
6 individuals; threats aimed at teachers or other students; failure to  
7 follow rules concerning lessons, the writing of papers, the use of  
8 computers, or participation in other online school activities; and  
9 breaches of school security devices. If the District receives a report  
10 of an unacceptable use originating from a non-school computer or  
11 resource, the District may investigate such reports to the best of its  
12 ability. Students or employees may be subject to disciplinary action  
13 for such conduct, including, but not limited to, suspension or  
14 cancellation of the use or access to the District computer system and  
15 the internet and discipline under other appropriate District policies,  
16 including suspension, expulsion, exclusion, or termination of  
17 employment.

18  
19 C. If a user inadvertently accesses unacceptable materials or an  
20 unacceptable internet site, the user shall immediately disclose the  
21 inadvertent access to an appropriate District official. In the case of a  
22 District employee, the immediate disclosure shall be to the  
23 employee's immediate supervisor and/or the building administrator.  
24 This disclosure may serve as a defense against an allegation that the  
25 user has intentionally violated this policy. In certain rare instances, a  
26 user also may access otherwise unacceptable materials if necessary  
27 to complete an assignment and if done with the prior approval of and  
28 with appropriate guidance from the appropriate teacher or, in the  
29 case of a District employee, the building administrator.

30  
31 **VI. LIMITATIONS ON SCHOOL DISTRICT LIABILITY**

32  
33 Use of the District's system is at the user's own risk. The system is provided  
34 on an "as is, as available" basis. The District will not be responsible for any  
35 damage users may suffer, including, but not limited to, loss, damage, or  
36 unavailability of data stored on District hard drives, cloud services, or servers  
37 (physical or virtual), or for delays or changes in or interruptions of service or  
38 misdeliveries or nondeliveries of information or materials, regardless of the  
39 cause. The District is not responsible for the accuracy or quality of any advice  
40 or information obtained through or stored on the school district system. The  
41 District will not be responsible for financial obligations arising through  
42 unauthorized use of the school district system or the internet.

43  
44 **VII. INTERNET SAFETY**

45  
46 The District will employ technical systems designed to restrict and monitor  
47 access to materials harmful to minors, including but not limited to internet

1 filtering systems. Access to systems such as email and social media will be  
2 limited to curriculum-related work only.

3  
4 A. With respect to any of its computers with internet access, the District  
5 will monitor the online activities of both minors and adults and employ  
6 technology protection measures during any use of such computers by  
7 minors and adults. The technology protection measures utilized will  
8 block or filter internet access to any visual depictions that are:

- 9  
10 1. Obscene;  
11  
12 2. Child pornography;  
13  
14 3. Harmful to minors; or  
15  
16 4. Detrimental to, or obstructive of a student's ability to learn in a  
17 safe, productive environment.

18  
19 B. The term "harmful to minors" means any picture, image, graphic image  
20 file, or other visual depiction that:

- 21  
22 1. Taken as a whole and with respect to minors, appeals to a  
23 prurient interest in nudity, sex, or excretion; or  
24  
25 2. Depicts, describes, or represents, in a patently offensive way  
26 with respect to what is suitable for minors, an actual or  
27 simulated sexual act or sexual contact, actual or simulated  
28 normal or perverted sexual acts, or a lewd exhibition of the  
29 genitals; and  
30  
31 3. Taken as a whole, lacks serious literary, artistic, political, or  
32 scientific value as to minors.

33  
34 C. Software filtering technology shall be narrowly tailored and shall not  
35 discriminate based on viewpoint.

36  
37 D. An administrator, supervisor, or other person authorized by the  
38 superintendent may disable the technology protection measure, during  
39 use by an adult, to enable access for bona fide research or other  
40 lawful purposes.

41  
42 E. The District will educate students about appropriate online behavior,  
43 including interacting with other individuals on social networking  
44 websites and will actively train students on digital fluency, literacy, and  
45 cyberbullying awareness and response.

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47 **VIII. PRIVACY EXPECTATIONS**

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- 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:
    - a. Information stored on District hard drives, cloud-based storage, or servers.

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

38 **X. PARENT/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT**  
39 **INTERNET USE**

- 40
- 41 A. Outside of school, parents/guardians bear responsibility for the same  
42 guidance of internet use as they exercise with information sources  
43 such as television, telephones, smartphones, tablets, personal  
44 computers, radio, movies, streaming content, video games, and other  
45 possibly offensive media. Parents/guardians are responsible for  
46 monitoring their child's use of the District's system and of the internet if



- 1 the child is accessing the District's system from home or a remote  
2 location.  
3
- 4 B. Parents/guardians will be notified that their child will be using District  
5 resources/accounts to access the internet. This notification should  
6 include:  
7
- 8 1. A copy of the user notification form provided to the student user.  
9
  - 10 2. A description of parent/guardian responsibilities.  
11
  - 12 3. A statement that the Internet Use Agreement must be digitally  
13 or physically signed by the user and the parent or guardian prior  
14 to use by the student.  
15
  - 16 4. A statement that the District's acceptable use policy is available  
17 for parental review on the District website.  
18

19 **XIII. IMPLEMENTATION; POLICY REVIEW**

- 20
- 21 A. The District administrators may develop appropriate user notification  
22 forms, guidelines, and procedures necessary to implement this policy  
23 for submission to the school board for approval. Upon approval by the  
24 school board, such guidelines, forms, and procedures shall be an  
25 addendum to this policy.  
26
  - 27 B. The administration shall revise the user notifications, including student  
28 and parent/guardian notifications, if necessary, to reflect the adoption  
29 of these guidelines and procedures.  
30
  - 31 C. The District's internet policies and procedures are available for review  
32 by all parents, guardians, staff, and members of the community on the  
33 District website.  
34
  - 35 D. Because of the rapid changes in the development of the internet, the  
36 school board shall conduct an annual review of this policy.  
37

38

39 ***Legal References:***

- 40
- 41 Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
  - 42 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
  - 43 17 U.S.C. § 101 *et seq.* (Copyrights)
  - 44 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
  - 45 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
  - 46 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
  - 47 Minn. Stat. § 121A.031 (School Student Bullying Policy)

- 1 Minn. Stat. § 125B.15 (Internet Access for Students)
- 2 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
- 3 *Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S., 141 S. Ct. 2038 (2021)
- 4 *Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)
- 5 *United States v. Amer. Library Assoc.*, 539 U.S. 1942003)
- 6 *Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)
- 7 *R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)
- 8 *Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other
- 9 grounds 816 N.W.2d 509 (Minn. 2012)
- 10 *S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)
- 11 *Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch.*
- 12 *Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)
- 13 *M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)
- 14
- 15
- 16

**Cross References:**

- 17 Board Policy 103 (Harassment Prohibition)
- 18 Board Policy 109 (Distribution of Nonschool-sponsored Materials on School
- 19 Premises by Students and Employees)
- 20
- 21 Board Policy 113 (Bullying Prohibition)
- 22 Board Policy 412 (Public and Private Personal Data
- 23 Board Policy 452 (Evaluation and Development of Professional Staff)
- 24 Board Policy 451 (Student Discipline)
- 25 Board Policy 564 (School Records and Data Privacy)
- 26 Board Policy 581 (Protection and Privacy of Pupil Records)
- 27 Board Policy 601 (Curriculum and Instruction Goals)
- 28 Board Policy 607 (Online Learning Options)
- 29 Board Policy 608 (Students with Disabilities)
- 30 Board Policy 610 (Selection of Instructional Material)
- 31 Board Policy 611 (Provision for Alternative Instruction)
- 32 Board Policy 612 (Curriculum Management)
- 33 Board Policy 616 (School Sponsored Publications)
- 34 Board Policy 802 (Crisis Management)
- 35 Employee handbooks, collective bargaining agreements
- 36
- 37
- 38
- 39

40 RATIFIED BY THE BOARD OF EDUCATION: September 16, 1996

41  
42 REVISED BY THE BOARD OF EDUCATION: August 23, 1999; October 15, 2001;  
43 November 20, 2006; December 4, 2007; March 16, 2015; April 19, 2021; September  
44 6, 2022

45  
46 REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: February 5,  
47 2001; August 16, 2021

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**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 ransomware, virus attacks, compromise of network systems and services, and legal issues. It is the responsibility of every technology resource user to know these guidelines and to conduct their activities accordingly.

**A. NOTIFICATION**

1. ~~The school principal shall~~The director of technology shall coordinate with the school principals to 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.

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2. NEW STAFF – The ~~Director~~ director of ~~Technology~~ technology shall coordinate plans to ~~insure~~ ensure 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.

- 1 6. PRINTING LOCATIONS – Printers shall be strategically located for ease  
2 of use and to reduce maintenance and hardware costs. Document  
3 printing centers shall be the primary location to print documents in excess  
4 of 10 pages. These locations will be determined by building  
5 administrators. Printing more than 10 pages at a time using a printer other  
6 than the printing center may be subject to review by building and  
7 department administrators.  
8
- 9 7. SCANNING FOR VIRUSES – Virus scanning software shall be installed  
10 on all school issued computers with virus definition files kept up-to-date.  
11 Non-school issued computers will be restricted to use on a network that is  
12 separate from the internal network unless specifically authorized by the  
13 ~~Director~~ director of ~~Technology~~ technology or authorized representative of  
14 the technology department.  
15
- 16 8. INTERNET AND EMAIL FILTERING – Redundant systems shall be  
17 installed to block inappropriate internet sites and email messages. This  
18 system shall allow the addition or removal of individual internet sites and  
19 email addresses from a list of those to be blocked. Staff may submit  
20 requests for changes to the blocking list to the ~~Director~~ director  
21 of ~~Technology~~ technology for consideration by a committee made up of  
22 instructional representatives, the ~~Director~~ director of  
23 ~~Technology~~ technology, and a member of the technology department.  
24
- 25 9. RESPONSIBILITY FOR INTERNET USE – Each individual has the  
26 responsibility to avoid inappropriate sites, and to report any occurrence of  
27 inappropriate internet use to building staff or administration. Although  
28 systems to block access to inappropriate internet sites are in place, it is  
29 not possible to block all sites that may contain inappropriate or  
30 undesirable material. If a user inadvertently accesses unacceptable  
31 materials or an unacceptable internet site, the user shall immediately  
32 disclose the inadvertent access to an appropriate District official. In the  
33 case of an employee, the immediate disclosure shall be to the employee's  
34 immediate supervisor and/or the building administrator. This disclosure  
35 may serve as a defense against an allegation that the user has  
36 intentionally violated this policy.  
37
- 38 10. REFORMAT COMPUTERS\_- District computers will be reconfigured when  
39 an employee leaves the District or a computer is reassigned. Files or  
40 individual applications may be removed. It is the responsibility of the  
41 individual to back up their files before returning their computer for reuse.

- 42
- 43 ~~40.~~ 11. LIMIT PER PERSON – Staff is limited to a maximum of one computer per  
44 user for most user groups and shared computers for others. The director  
45 of technology is responsible for designating standard issue technology by  
46 employee classification group and for keeping technology up to date.  
47

48 **E. STAFF, STUDENT AND TENANT NETWORK ACCESS AND ACCOUNTS**

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2 TECHNOLOGY SUPPORT PROVIDER – The District ~~Technology-technology~~  
3 ~~Support-support Team-team~~ shall support network accounts, network resources,  
4 passwords and software/hardware maintenance. Building staff shall report all  
5 technology support requests to the technology support provider via the District  
6 help desk system. District technology support staff shall initiate or coordinate  
7 basic repairs on equipment and/or coordinate requests for repair or network  
8 services in a timely manner.  
9

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

- 11
- 12 • Each user shall be authorized to use the adequate features necessary  
13 rather than all available features possible.
  - 14
  - 15 • Accounts shall be accessible via an intranet portal for access in and  
16 away from school.
  - 17
  - 18 • Students no longer enrolled in Richfield Public Schools will have  
19 limited account access upon leaving the District, and their accounts  
20 permanently removed 30 days after being unenrolled or on June 30 of  
21 the school year they are last enrolled, whichever occurs first.
  - 22
  - 23 • Staff no longer employed in Richfield Public Schools will have limited  
24 account access upon ending employment with the District either  
25 voluntarily or involuntarily, and their accounts permanently removed 30  
26 days after ending employment or on June 30<sup>th</sup> of the school year they  
27 are last employed, whichever occurs first.

28

29 2. TENANTS' ACCOUNTS – Tenants and other non-authorized users of  
30 District facilities desiring access to the network must follow District  
31 operating procedures in obtaining and maintaining network access and  
32 accounts.  
33

34 3. LOG OFF – Employees should log out of accounts when finished with  
35 their use. Computers should be turned off ~~or locked whenever an~~  
36 ~~employee walks away from their work station at the end of the day, unless~~  
37 ~~specifically requested to leave them on.~~ Logged on computers should  
38 never be left unattended at workstations.  
39

40 4. PASSWORDS – Staff and students are expected to use passwords and  
41 keep them secure. Automated systems shall periodically expire  
42 passwords, yet notify users that passwords are about to expire.  
43 Individuals are expected to respect the privacy and security of others.  
44 Persons should not watch when others are entering their password.  
45 Users should not write passwords where others may access them and  
46 should change a password as soon as possible if they suspect someone  
47 else knows it. New password creation and management structures such

1 as multi factor authentication (MFA) may be enforced at any time by the  
2 District technology department with a 30 day prior notice to affected users.

- 3  
4 5. PERSONAL BACKUPS – Storage will be available on District computers  
5 or servers to support the instructional activities of staff and students. All  
6 individuals are encouraged to make backups of their important work, since  
7 files on District computers ~~and cloud-based systems~~ cannot be  
8 guaranteed.

- 9  
10 6. UNAUTHORIZED USE OR ACCESS REVOKING ACCOUNTS –  
11 Depending on the nature and degree of the violation and the number of  
12 previous violations, unacceptable use of the District's system or the  
13 internet may result in one or more of the following consequences:  
14 suspension or cancellation of use or access privileges; payments for  
15 damages and repairs; discipline under other applicable District policies,  
16 including suspension, expulsion, exclusion or termination of employment;  
17 or civil or criminal liability under other applicable laws.

18  
19 Unauthorized access could include but is not limited to network and email  
20 accounts, network administrative functions, computer lab management  
21 software, unauthorized internet sites, infrastructure resources, printers,  
22 servers, switches, and networking closets.

23  
24 If unauthorized uses are observed or documented, the following actions  
25 may be taken:

- 26  
27 • Staff: temporary suspension of an account by an administrator or  
28 designee in accordance with provisions of employee contracts.  
29  
30 • Students: network and email privileges may be temporarily suspended  
31 by a supervising staff member, or suspended for a period of time not to  
32 exceed one (1) school year by building administration according to the  
33 school's discipline policies.

- 34  
35 7. INTERNET USE AGREEMENT AND DISCLAIMER

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

- 39  
40 • An ~~Internet internet Use-use Agreement-agreement~~ form for students  
41 must be read and physically or digitally signed by the user and the  
42 parent or guardian annually. The ~~Internet-internet Use-use~~  
43 ~~Agreement-agreement~~ form for employees must be ~~signed by the~~  
44 ~~employee and filed at the District office, physically or virtually~~  
45 ~~signed annually by all employees~~.  
46  
47 • All users shall be notified of the District policies relating to internet  
48 use. Notification shall include:



- 1           ○ Disclaimers limiting the District's liability
- 2           ○ A description of privacy rights and limitations
- 3           ○ Notification that means used to limit student access do not provide
- 4           a fool proof means for enforcing provisions of this policy
- 5           ○ Notification that violation of the acceptable use policy may result in
- 6           revocation of privileges, school disciplinary action or other
- 7           appropriate legal action
- 8

- 9           8.    PARENT/GUARDIAN OPT OUT OF STUDENT INTERNET USE –
- 10          Parents/guardians may request alternative activities for their children that
- 11          do not require internet access or computer use. If parents/guardians
- 12          exercise this right, the students will have no internet or computer access
- 13          throughout the District.
- 14

15   **F.    SOFTWARE**

- 16           1.    LEGAL LICENSING – The District will install and use only legally
- 17           purchased and licensed software on District computers and servers. The
- 18           District will purchase software licenses for each computer, site licenses or
- 19           concurrent use licenses.
- 20
- 21           2.    CURRENT SUPPORTED SOFTWARE – Curriculum software shall be
- 22           aligned with academic standards and curricular needs based on teacher
- 23           recommendation and shall be approved by the District teaching and
- 24           learning staff and the District network staff prior to purchase.
- 25
- 26           3.    INSTALLATION OF DISTRICT-WIDE SOFTWARE – Technology support
- 27           staff shall load operating system software, District-wide application
- 28           software, local application software, or peripherals onto District computers
- 29           or onto district servers.
- 30
- 31           4.    SYSTEM SOFTWARE – System software shall be maintained as the
- 32           vendor has intended, unless modification is recommended by the District
- 33           technical staff and approved by District administration.
- 34
- 35           5.    COPYING APPLICATIONS – A software application shall not be copied to
- 36           another computer without a legal license or procedure to pay for that
- 37           additional license.
- 38
- 39           6.    HOME SOFTWARE – Use of software applications (purchased for home
- 40           use by staff or students) on school computers is prohibited. Use of school
- 41           applications on home computers is prohibited, unless specifically allowed
- 42           in the software license.
- 43
- 44

45   **G.    ADDING EQUIPMENT BY PURCHASE OR DONATION**

46

47

- 1 1. NETWORK ACCESSIBILITY – Technology equipment purchased or  
2 obtained for use by students, teachers, administrators, and/or staff with  
3 the capability of fully utilizing network and internet resources, will be  
4 considered for both the intended use at the time of purchase and future,  
5 undetermined uses.  
6
- 7 2. CONSIDERATIONS FOR ADDITIONAL EQUIPMENT – Criteria for  
8 identifying computer and network hardware for purchase, or for accepting  
9 donated hardware, will include:  
10
  - 11 ▪ The alignment of the computer hardware to educational outcomes for  
12 students and teachers.
  - 13
  - 14 ▪ The educational and developmental appropriateness of the hardware.
  - 15
  - 16 ▪ The ability of technical support staff to administer and maintain the  
17 equipment.
  - 18
  - 19 ▪ The ability to operate and communicate with the existing network  
20 configuration in place or being developed at the time of acquisition.
  - 21
  - 22 ▪ The ability of the District to maintain low total cost of ownership (TCO),  
23 to include initial purchase cost, device security, ongoing maintenance  
24 costs, costs for necessary and/or desired software, and purchase of  
25 replacement parts.  
26
- 27 3. APPROVAL PROCEDURES – All purchases of instructional and non-  
28 instructional software, computer, and video and media hardware must be  
29 approved by the ~~Director~~ director of ~~Technology~~ technology before being  
30 placed in the District's order entry system. The ~~Director~~ director of  
31 ~~Technology~~ technology will also approve re-installation of previously  
32 removed software after verification that such software aligns with current  
33 curriculum and student objectives, as well as wider District strategic goals.  
34  
35 All purchases of network infrastructure hardware and software must be  
36 approved by the District's technology support department before being  
37 placed in the District's order entry system.  
38  
39 All potential donations of computer technology or equipment must be  
40 approved by the ~~Director~~ director of ~~Technology~~ technology and ~~Director~~  
41 director of ~~Finance~~ finance before being accepted and added to the  
42 District equipment inventory system. Technology support personnel shall  
43 assist in the evaluation of donated equipment prior to its acceptance by  
44 the District.  
45
- 46 4. TECHNOLOGY SPECIFICATIONS – Technology specifications shall be  
47 developed and updated at appropriate intervals to reflect current software  
48 and workstation requirements for new and donated equipment.

1  
2 **H. HOME USE OF COMPUTERS**  
3

4 1. AUTHORIZED USERS – Current employees and students of the District  
5 may, upon completion of proper forms or procedures as developed, use  
6 school computer, technology and/or electronics equipment at their home  
7 for school use.  
8

9 2. ~~APPROVAL-CHECKOUT PROCEDURES – School technology equipment~~  
10 ~~should not be signed out to any staff or student for home use unless~~  
11 ~~designated as a personal issue device. This is limited to a laptop for staff~~  
12 ~~and a Chromebook and/or wireless hotspot for students. No other~~  
13 ~~technology should be issued for home use. Procedures for the sign-out of~~  
14 ~~school equipment shall be developed by the District's technology~~  
15 ~~department and maintained by the building administration or designee.~~  
16 ~~Signatures will be obtained from the appropriate building administrator,~~  
17 ~~building media specialist or technology support provider, and the~~  
18 ~~employee or student making the request. Procedures and criteria for~~  
19 ~~approving the request will include completion of a request form that~~  
20 ~~addresses all personal care and responsibility guidelines listed under H.3~~  
21 ~~of these administrative guidelines.~~  
22

23 ~~3. PERSONAL CARE AND RESPONSIBILITY~~  
24

- 25 ~~\* Building administrators or designee will record the dates when~~  
26 ~~equipment may be taken off the school property and the deadline date~~  
27 ~~by which equipment should be returned.~~
- 28
- 29 ~~\* Equipment should be in nearly the same working order when returned~~  
30 ~~as when signed out.~~
- 31
- 32 ~~\* No unauthorized changes or additions will be made to the equipment.~~  
33
- 34 ~~\* The District is not liable for any damages to personal property that may~~  
35 ~~result from the use of school equipment by the user outside the schools.~~  
36
- 37 ~~▪ The user is potentially liable for repair or replacement costs, which may~~  
38 ~~arise due to damage or loss of the equipment. Such costs will be~~  
39 ~~clearly defined on user signed documentation collected as part of the~~  
40 ~~checkout process.~~

41  
42 **I. USE OF PERSONAL DIGITAL DEVICES AT SCHOOL WORKSITES**  
43

44 1. AUTHORIZED USERS – Current employees, students, and authorized  
45 visitors of the Richfield Public Schools may, with prior approval, use their  
46 personal digital devices for school related tasks on the District's guest  
47 network.  
48

1           2.    INSTALLATION, MAINTENANCE AND REMOVAL  
2

- 3                   ▪    The date when equipment is added to the District network will be  
4                   recorded.  
5  
6                   ▪    Personal computers or digital devices shall not be repaired,  
7                   maintained, nor have other hardware changes or additions provided by  
8                   District staff.  
9  
10                  ▪    The District is not liable for any damages or loss (including theft) to  
11                  personal property that may result from the use of personal equipment  
12                  at the school work site.  
13

14 **J.    STAFF USE OF EMAIL, CHAT, VOICEMAIL, PHONE AND FAX**  
15

- 16           1.    ETIQUETTE – Individuals sending messages using District technology  
17           such as voicemail and email should keep in mind that they are perceived  
18           as a representative of the Richfield Public Schools.  
19  
20           2.    VOICE MESSAGES– Voicemail messages are not backed up or archived  
21           by network personnel. Messages are automatically deleted after 90 days.  
22  
23           3.    STAFF EMAIL AND CHAT - Staff email and chat is archived for a period  
24           of three (3) years from the date the message was sent or received.  
25  
26           4.    STUDENT EMAIL AND CHAT - Student email and chat, sent or received,  
27           is archived for a period of one (1) year from the date the message was  
28           sent or received, or upon removal of the account, whichever comes first.  
29  
30           5.    MESSAGES ARE NOT PRIVATE – Messages stored on District systems  
31           or District authorized systems shall not be considered private property and  
32           may be accessed by District administrative employees. This would  
33           generally be done to resolve technical problems or at the request of  
34           administration.  
35  
36           6.    CONSERVE RESOURCES – Individuals should use the voicemail, email  
37           and fax systems in a manner to conserve resources  
38  
39           7.    AVOID AUTOMATIC FORWARDING – Emails sent to District email  
40           addresses should not be setup to automatically forward to external email  
41           locations in order to avoid the distribution of sensitive student or employee  
42           information.  
43  
44           8.    900 NUMBERS – Calls to 900 numbers shall not be permitted.  
45

46 **K.    WEBSITE MANAGEMENT**  
47

- 1 1. WEBSITES – Schools and District programs shall have the opportunity to  
2 post content on the official school and District websites to enhance  
3 communication with students, families, and the community. These  
4 websites were established within systems agreed upon by the ~~Director~~  
5 ~~director~~ of ~~Marketing-marketing &-and Communicationscommunications~~,  
6 the ~~Technology Director~~~~director of technology~~, and the District Technology  
7 Advisory Committee (DTAC).  
8  
9 a. Intranet: An internal “intranet” website will be maintained for uses  
10 specific to internal Richfield Public Schools authorized users.  
11 Technical management of the intranet will be done by the  
12 communications department and the technology department. Content  
13 for the site will be determined by District administration. Teachers,  
14 building staff, and building administration may provide  
15 recommendations for additional site content.  
16
- 17 2. WEBSITE PUBLISHING RIGHTS – The ~~Director-director~~ of ~~Marketing~~  
18 ~~marketing &-and Communicationscommunications~~ and the ~~Director~~  
19 ~~director~~ of ~~Technology-technology~~ have the responsibility for granting  
20 publishing rights to District or school websites. These rights may be  
21 extended to employees, students, parents/guardians and/or community  
22 members. Training shall be provided to all users prior to granting of  
23 publishing rights to ensure effective use of the system, and to emphasize  
24 proper etiquette and accepted format to professionally and appropriately  
25 represent Richfield Public Schools. Training includes, but is not limited to,  
26 ADA compliance in web content, AP Style, and District brand guidelines.  
27 Employees should not create public, school-related websites outside of  
28 the official school or District websites. Teachers should use school-  
29 approved learning management systems for communicating with students  
30 and families. If educators or other District staff create Google sites for  
31 communication purposes, they should be set to be visible only to District  
32 students and staff; they should not be public.  
33
- 34 3. WEBSITE CONTENT EXPECTATIONS – Teaching staff, program  
35 leaders, and administrators are expected to provide up-to-date website  
36 content with information of interest to District staff, students and the  
37 community. Expectations shall be developed by the ~~Director-director~~ of  
38 ~~Marketing-marketing &-and Communicationscommunications~~ and ~~district~~  
39 ~~District~~ administration, monitored at the building level by building  
40 administration.  
41
- 42 4. STUDENT WEBSITES – Student websites will not be provided through  
43 the District website structure. However, students may occupy web  
44 presences such as blogs, Google Sites, etc. Training shall be provided to  
45 students prior to granting publishing rights to ensure effective use of the  
46 systems, and to emphasize proper etiquette and industry accepted  
47 formats, which appropriately represent Richfield Public Schools. Sites that  
48 contain inappropriate content, inaccurate information, or are not a positive

1 representation of Richfield Public Schools will be edited or removed,  
2 generally at the recommendation of the ~~Director~~ director of ~~Marketing~~  
3 ~~marketing & and Communications~~ communications and the appropriate  
4 building or District administrator.  
5

6  
7 Dated: February 5, 2001

8  
9 Reviewed: November 4, 2007; April 6, 2015; August 16, 2021; September 6, 2022

10  
11 Revised: November 20, 2006; April 19, 2021  
12

1  
2 **RICHFIELD PUBLIC SCHOOLS**

3  
4 **ADMINISTRATIVE GUIDELINES**

5  
6 **SOCIAL MEDIA**

7  
8 Richfield Public Schools recognizes the continually growing presence and potential  
9 social media has in our daily experiences and educational settings. The purpose of this  
10 document is to guide social media practices and outline specific expectations that are  
11 designed to increase the effectiveness of social media in our educational settings.

12  
13 **A. GENERAL STATEMENT**

14  
15 Information produced, shared, retrieved, or highlighted through the use of social  
16 media reaches a magnified audience and has a significant level of impact. As an  
17 ever-emerging medium, social media reaches its audiences and establishes its  
18 impacts in new ways on a continual basis.

19  
20 Richfield Public Schools expects that when staff and students use social media in  
21 the educational setting, they maintain the highest ethical and educational  
22 standards. These guidelines are designed to create an atmosphere of honesty,  
23 individual accountability, and safety. Failure to meet or follow these guidelines  
24 may result in professional intervention and/ or disciplinary action.

25  
26 **B. DEFINITIONS**

- 27  
28 1. **SOCIAL MEDIA** - Social media is defined as any electronic  
29 communication program, application, or network that allows  
30 communication between and among multiple individuals, allowing  
31 individuals to retrieve, share, exchange, and produce information, or  
32 allowing individuals to highlight information whether they created it or not.

33  
34 **C. GENERAL GUIDELINES**

35  
36 The following guidelines are established to meet the expectations in the general  
37 statement provisions set forth above. These general guidelines apply to staff and  
38 students engaging in the use of social media on school sites or at school-  
39 sponsored events and/or on district-provided technology and technology  
40 systems. They may also apply to social media that impacts the educational or  
41 work environment in a way that impedes any person's use or enjoyment of the  
42 environment or causes disruption or harm.

- 43  
44 1. Treat all information and ideas contained in social media as being fully  
45 accessible to the public.  
46

- 1           2.     Treat all information and ideas contained in social media as being subject  
2           to all of the District's policies, specifically including discipline, anti-bullying,  
3           anti-harassment, and internet usage policies.
- 4
- 5           3.     Treat all information and ideas contained in social media as if it is or could  
6           be permanent public information that represents the staff member or  
7           student now and in the future.
- 8
- 9           4.     Staff and students must self- identify and may not misrepresent  
10          themselves using another person's or organization's identity.
- 11
- 12          5.     Staff and students must follow copyright regulations and give appropriate  
13          credit to the source of the information.
- 14
- 15          6.     Post and/or link only appropriate and relevant information that does not  
16          violate any District policy relating to the treatment of other individuals.
- 17
- 18          7.     Respond to others with respect and avoid comments that may be hurtful.
- 19
- 20          8.     Communicate without the use of profanity, obscenities, or threatening  
21          language.
- 22
- 23          9.     Only accept invitations to share information from people you know and  
24          trust.
- 25
- 26          10.    Whenever possible, consider utilizing privacy settings to control access to  
27          your information and ideas.
- 28
- 29          11.    Keep passwords and other personal information secure and monitor and  
30          track their disclosure.
- 31
- 32          12.    Notify a staff member immediately when coming across inappropriate  
33          material, or material that is disrespectful or discriminatory in content or  
34          language, or is in violation of any District policy.
- 35

36 **D.     GUIDELINES FOR EMPLOYEE PERSONAL USE OF SOCIAL MEDIA**

37  
38     The decision to make personal use of social media is left to the discretion of each  
39     employee. The District does not affirmatively monitor employee use of social  
40     media; However, it may take appropriate responsive action when it becomes  
41     aware of, or suspects, conduct or communication on social media that adversely  
42     affects the workplace or educational environment or violates applicable  
43     professional codes of ethics, law, or District policy. Employees will be held  
44     responsible for their disclosure, whether purposeful or not of confidential or  
45     private information; information that violates the rights or privacy of individuals or  
46     of a third party, or for the content of anything communicated by the employee on  
47     social media. For that reason, employees shall observe the following when using  
48     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**

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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; September 6, 2022

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**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~~Richfield Public Schools 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~~District and the rights and welfare of its students and is within the control of the ~~school district~~District in its normal operations, it is the ~~school district~~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~~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;

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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.

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

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network internet 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. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

DE. "On ~~school-district~~District property or at school-related functions" means all ~~school-district~~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~~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~~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~~District does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying, cyberbullying, malicious and

1 sadistic conduct, sexual exploitation, or retaliation or reprisal for  
2 asserting, alleging, reporting, or providing information about such  
3 conduct or knowingly making a false report about prohibited  
4 conduct.  
5  
6

7 **III. GENERAL STATEMENT OF POLICY**  
8

9 **A.**—An act of bullying, by either an individual student or a group of  
10 students, is expressly prohibited on ~~school-district~~District property  
11 or at school-related functions. This policy applies not only to  
12 students who directly engage in an act of bullying but also to  
13 students who, by their indirect behavior, condone or support  
14 another student's act of bullying. This policy also applies to any  
15 student whose conduct at any time or in any place constitutes  
16 bullying that interferes with or obstructs the mission or operations  
17 of ~~the school-district~~Richfield Public Schools or the safety or  
18 welfare of the student, other students, or employees. The misuse  
19 of technology including, but not limited to, teasing, intimidating,  
20 defaming, threatening, or terrorizing another student, teacher,  
21 administrator, volunteer, contractor, or other employee of the  
22 ~~school-district~~District by sending or posting e-mail messages,  
23 instant messages, text messages, digital pictures or images, or  
24 website postings, including blogs, also may constitute an act of  
25 bullying regardless of whether such acts are committed on or off  
26 ~~school-district~~District property and/or with or without the use of  
27 ~~school-district~~District resources. This policy also applies to sexual  
28 exploitation.  
29

30 **A.** Malicious and sadistic conduct involving race, color, creed, national  
31 origin, sex, age, marital status, status with regard to public  
32 assistance, disability, religion, sexual harassment, and sexual  
33 orientation and gender identity as defined in Minnesota Statutes,  
34 chapter 363A is prohibited. This prohibition applies to students,  
35 independent contractors, teachers, administrators, and other  
36 school personnel.  
37

38 Malicious and sadistic conduct and sexual exploitation by a District  
39 or school staff member, independent contractor, or enrolled student  
40 against a staff member, independent contractor, or student that  
41 occurs as described in Article II.A above is prohibited.  
42

43  
44 **B.** No teacher, administrator, volunteer, contractor, or other employee  
45 of the ~~school-district~~District shall permit, condone, or tolerate  
46 bullying.  
47

48 **C.** Apparent permission or consent by a student being bullied does not  
49 lessen the prohibitions contained in this policy.  
50

1 D. Retaliation against a victim, good faith reporter, or a witness of  
2 bullying is prohibited.

3  
4 E. False accusations or reports of bullying against another student are  
5 prohibited.

6  
7 F. A person who engages in an act of bullying, reprisal, or false  
8 reporting of bullying or permits, condones, or tolerates bullying  
9 maybe subject to discipline for that act in accordance with ~~school~~  
10 ~~district~~District's policies and procedures. The ~~school-district~~District  
11 may take into account the following factors in determining whether  
12 discipline is required and if so, the type and extent of discipline:

13  
14 1. The developmental and maturity levels of the parties  
15 involved;

16  
17 2. The levels of harm, surrounding circumstances, and nature  
18 of the behavior;

19  
20 3. Past incidences or past or continuing patterns of behavior;

21  
22 4. The relationship between the parties involved; and

23  
24 5. The context in which the alleged incidents occurred.

25  
26 Consequences for students who commit prohibited acts of bullying  
27 may range from positive behavioral interventions up to and  
28 including suspension and/or expulsion. Consequences for  
29 employees who permit, condone, or tolerate bullying or engage in  
30 an act of reprisal or intentional false reporting of bullying may result  
31 in disciplinary action up to and including termination or discharge.  
32 Consequences for other individuals engaging in prohibited acts of  
33 bullying may include, but not be limited to, exclusion from ~~school~~  
34 ~~district~~District property and events and/or termination of services  
35 and/or contracts.

36  
37 G. The ~~school-district~~District will act to investigate all complaints of  
38 bullying and will discipline or take appropriate action against any  
39 student, teacher, administrator, volunteer, contractor, or other  
40 employee of the ~~school-district~~District who is found to have violated  
41 this policy.

42  
43  
44  
45  
46 **IV. REPORTING PROCEDURE**

47  
48 A. Any person who believes they have been the victim of bullying or  
49 any other person (e.g. witness, parent, colleague) with knowledge  
50 or belief of conduct that may constitute bullying is encouraged to

1 report the alleged acts immediately to an appropriate ~~school~~  
2 ~~district~~District official designated by this policy. A person may report  
3 conduct they believe to be bullying even if more than 24 hours  
4 have passed. A person may report bullying anonymously.  
5 However, the ~~school-district~~District's ability to take action against  
6 an alleged bully based solely on an anonymous report may be  
7 limited.  
8

9 B. The ~~school-district~~District encourages the reporting party or  
10 complainant to use the report form available from the principal of  
11 each building or available from the ~~school-district~~District office, but  
12 oral reports shall be considered complaints as well.  
13

14 C. The building principal, the principal's designee, or the building  
15 supervisor (hereinafter Building Report Taker) is the person  
16 responsible for receiving reports of bullying at the building level.  
17 Any person may report bullying directly to a ~~school-district~~District  
18 human rights officer or the superintendent. If the complaint  
19 involves the Building Report Taker, the complaint shall be made or  
20 filed directly with the superintendent or the ~~school-district~~District  
21 human rights officer by the reporting party or complainant.  
22

23 D. A teacher, school administrator, volunteer, contractor, or other  
24 school employee shall be particularly alert to possible situations,  
25 circumstances, or events that might include bullying. Any such  
26 person who receives a report of, observes, or has other knowledge  
27 or belief of conduct that may constitute bullying shall inform the  
28 Building Report Taker immediately. ~~School-district~~District  
29 personnel who fail to inform the Building Report Taker of conduct  
30 that may constitute bullying in a timely manner may be subject to  
31 disciplinary action.  
32

33 E. Reports of bullying are classified as private educational and/or  
34 personnel data and/or confidential investigative data and will not be  
35 disclosed except as permitted by law.  
36

37 F. Submission of a good faith complaint or report of bullying will not  
38 affect the complainant's or reporter's future employment, grades, or  
39 work assignments, or educational or work environment.  
40

41 G. The ~~school-district~~District will respect the privacy of the  
42 complainant(s), the individual(s) against whom the complaint is  
43 filed, and the witnesses as much as possible, consistent with the  
44 ~~school-district~~District's obligation to investigate, take appropriate  
45 action, and comply with any legal disclosure obligations.  
46  
47

48 **V. STAFF EXPECTATIONS**  
49

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

- 4
- 5 A. Closely supervise students in all areas of the school and  
6 playground;
  - 7
  - 8 B. Watch for signs of bullying and stop it when it happens;
  - 9
  - 10 C. Respond quickly and sensitively to bullying reports using an  
11 appropriate response process;
  - 12
  - 13 D. Report bullying to the Building Report Taker;
  - 14
  - 15 E. Notify the Building Report Taker when efforts to address the  
16 bullying prove unsuccessful;
  - 17
  - 18 F. Help create a school culture of respect and kindness by  
19 modeling and fostering these traits.

20  
21 **VI. INVESTIGATION**

- 22
- 23 A. Upon receipt of a complaint or report of bullying, the ~~school~~  
24 ~~district~~District shall undertake or authorize an investigation by  
25 ~~school-district~~District officials or a third party designated by the  
26 ~~school-district~~District within three school days of the report. This  
27 process is overseen by the Building Report Taker.
  - 28
  - 29 B. The Building Report Taker may take immediate steps, at their  
30 discretion, to protect the complainant, reporter, students, or others  
31 pending completion of an investigation of bullying, consistent with  
32 applicable law.

33  
34 **VII. ~~SCHOOL-DISTRICT~~DISTRICT ACTION**

- 35
- 36 A. Upon completion of the investigation, the ~~school-district~~District will  
37 take appropriate action. Such action may include, but is not limited  
38 to, warning, suspension, exclusion, expulsion, transfer,  
39 remediation, termination, or discharge. The primary purpose of  
40 such action is to protect the student(s) who have been the target of  
41 bullying behavior and to deter the prohibited behavior in the future.  
42 ~~School-district~~District action taken for violation of this policy will be  
43 consistent with the requirements of applicable collective bargaining  
44 agreements; applicable statutory authority, including the Minnesota  
45 Pupil Fair Dismissal Act; ~~school-district~~District policies; and  
46 regulations.
  - 47
  - 48 B. The ~~school-district~~District is not authorized to disclose to a victim  
49 private educational or personnel data regarding an alleged bully  
50 who is a student or employee of the ~~school-district~~District. School



1 officials will notify the parent(s) or guardian(s) of students involved  
2 in a bullying incident of the incident and of action taken, to the  
3 extent permitted by law.  
4

5 C. Referral to Professional School Support Staff. A student who  
6 violates this policy may be asked to meet with a school counselor  
7 or other staff to work on positive behavioral interventions to help  
8 prevent future violations.  
9

10 D. Referral to available community resources. The involved students  
11 and their parents will be given references to community resources  
12 and support, as it is appropriate.  
13

14 E. Individualized Education Plans or Section 504 Plans may address  
15 the skills and proficiencies needed for students with disabilities to  
16 engage in positive behaviors and respond appropriately to  
17 prohibited conduct.  
18

19 F. Staff Consequences. A Richfield Public School employee who fails  
20 to immediately and appropriately address bullying may be asked to  
21 participate in additional staff training, may be mentored, or may be  
22 disciplined. A staff member's repeated failure to address bullying  
23 behavior may result in discipline up to and including termination or  
24 discharge.  
25

#### 26 **VIII. REPRISAL**

27  
28 The ~~school-district~~District will discipline or take appropriate action against  
29 any student, teacher, administrator, volunteer, contractor, or other  
30 employee of the ~~school-district~~District who retaliates against any person  
31 who makes a good faith report of alleged bullying or against any person  
32 who testifies, assists, or participates in an investigation, or against any  
33 person who testifies, assists, or participates in a proceeding or hearing  
34 relating to such bullying. Retaliation includes, but is not limited to, any  
35 form of intimidation, reprisal, harassment, or intentional disparate  
36 treatment.  
37

#### 38 **IX. TRAINING AND EDUCATION**

39  
40 A. The ~~school-district~~District annually will provide information and any  
41 applicable training to ~~school-district~~District staff regarding this  
42 policy.  
43

44 B. The ~~school-district~~District annually will provide education and  
45 information to students regarding bullying, including information  
46 regarding this ~~school-district~~District policy prohibiting bullying,  
47 appropriate reporting procedures for reporting bullying, the harmful  
48 effects of bullying, and other applicable initiatives to prevent  
49 bullying.  
50

- 1 C. The administration of the ~~school-district~~District is directed to  
2 implement programs and other initiatives to prevent bullying, to  
3 respond to bullying in a manner that does not stigmatize the victim,  
4 and to make resources or referrals to resources available to victims  
5 of bullying.  
6
- 7 D. The ~~school-district~~District may implement violence prevention and  
8 character development education programs to prevent and reduce  
9 policy violations. Such programs may offer instruction on character  
10 education including, but not limited to, character qualities such as  
11 attentiveness, truthfulness, respect for authority, diligence,  
12 gratefulness, self-discipline, patience, forgiveness, respect for  
13 others, peacemaking, and resourcefulness.  
14

15 **X. NOTICE**  
16

17 ~~The school-district~~District will give annual notice of this policy to students,  
18 parents or guardians, and staff, and this policy shall appear in the student  
19 handbook.

20 A. The District will give annual notice of this policy to students, parents  
21 or guardians, and staff, and this policy shall appear in the student  
22 handbook.  
23

24 B. This policy must be conspicuously posted throughout each school  
25 building, in the administrative offices of the District, and in the office of  
26 each school.  
27

28 C. This policy must be distributed to each District or school employee  
29 and independent contractor at the time of hiring or contracting  
30

31 D. Notice of the rights and responsibilities of students and their  
32 parents under this policy must be included in the student discipline policy  
33 distributed to parents at the beginning of each school year.  
34

35 E. This policy shall be available to all parents and other school  
36 community members in an electronic format in the language appearing on  
37 the District's or a school's website.  
38

39 F. Each school must develop a process for discussing this policy with  
40 students, parents of students, independent contractors, and school  
41 employees.  
42

43 G. The District shall provide an electronic copy of its most recently  
44 amended policy to the Minnesota Commissioner of Education.  
45

46  
47  
48 **Legal References:**

49 Minn. Stat. § 120B.232 (Character Development Education)

50 ~~Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)~~

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1 ~~Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and~~  
2 ~~Bullying)~~  
3 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
4 Minn. Stat. § 121A.69 (Hazing Policy)  
5 Minn. Stat. §121A.031 (School Student Bullying Policy)  
6 ~~Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)~~  
7 ~~Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)~~  
8 ~~Minn. Stat. § 121A.03 (Model Policy)~~  
9 ~~Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)~~  
10 ~~Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students~~  
11 ~~and Parents under the Safe and Supportive Minnesota Schools Act)~~  
12 ~~Minn. Stat. Ch. 124E (Charter Schools)~~  
13 ~~Minn. Stat. Ch. 363A (Minnesota Human Rights Act)~~  
14 ~~20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)~~  
15 ~~34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)~~

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17  
18  
19 **Cross References:**

20 Policy 103: ~~(Racial, Religious and Sexual Harassment and Violence Harassment~~  
21 ~~Prohibition)~~  
22 \_\_\_\_\_ Policy 108: ~~(Hazing Prohibition)~~  
23 \_\_\_\_\_ Policy 111: ~~(Weapons on School Premises)~~  
24 \_\_\_\_\_ Policy 409: ~~(Mandated Reporting of Child Neglect or~~  
25 ~~Physical or Sexual Abuse)~~  
26 \_\_\_\_\_ Policy 410: ~~(Mandated Reporting of Maltreatment of~~  
27 ~~Vulnerable Adults)~~  
28 \_\_\_\_\_ Policy 505: ~~(Student Disability Nondiscrimination)~~  
29 \_\_\_\_\_ Policy 506: ~~(Student Sex Nondiscrimination)~~  
30 \_\_\_\_\_ Policy 541: ~~(Student Behavior)~~  
31 \_\_\_\_\_ Policy 581: ~~(Protection and Privacy of Pupil Records)~~  
32 \_\_\_\_\_ Policy 582: ~~(Staff Notification of Violent Behavior by~~  
33 ~~Students)~~  
34 \_\_\_\_\_ Policy 742: ~~(Student Transportation Services)~~  
35 \_\_\_\_\_ Policy 783: ~~(Video Surveillance)~~

36  
37  
38 RATIFIED BY THE BOARD OF EDUCATION: July 16, 2007

39  
40 REVISED BY THE BOARD OF EDUCATION: September 4, 2007; August 18,  
41 2014; January 19, 2021; September 5, 2023

42  
43 REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: August 16,  
44 2021; September 6, 2022

**\*\*\*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](http://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

\_\_\_\_\_ Harassment (Non-sexual) \_\_\_\_\_ School Related  
\_\_\_\_\_ Violence \_\_\_\_\_ Outside of School Only  
\_\_\_\_\_ Discrimination (Not on the basis of sex) \_\_\_\_\_ Electronic Communication  
\_\_\_\_\_ Bullying  
\_\_\_\_\_ 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.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

Final Action Taken (Attach additional pages if necessary.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

## Richfield Public Schools

### Summary of Policy 113: Bullying Prohibition Policy 113

It is the intent of Richfield Public Schools to prevent bullying, and to take action to investigate, respond, remediate, and discipline acts of bullying which have not been successfully prevented. Richfield Public Schools defines bullying as “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. -Bullying that is addressed in this policy substantially interferes with the targeted student’s or students’ educational benefits, opportunities, or performance. Bullying takes many forms, and can occur via physical, verbal, social-relational, electronic or other forms of interactions or communication, including cyberbullying, where an imbalance of power is implied. It includes conduct that interferes with the mission or operations of the ~~school district~~District, and also the misuse of technology – committed on or off ~~school district~~District property and with or without the use of ~~school district~~District resources - that hurts or defames a student, students, or employees. The term “bullying” also specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

Bullying, by either an individual student or a group of students, is expressly prohibited on all ~~school district~~District property or at school-related functions. This policy applies not only to students who directly engage in the act of bullying, but also to students who, through their indirect behavior, condone or support another student’s or students’ act of bullying.

No district employee or ~~school district~~District volunteer shall permit, condone or tolerate bullying. The consequences for students who commit 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 who engage in reprisal or false reporting of bullying may result in disciplinary action up to and including termination or discharge. The ~~school district~~District will act to investigate *all* complaints of bullying in a timely manner and will take appropriate action against any student, staff member, volunteer, or contractor who is found to have violated the Bullying Prohibition Policy.

Any person who believes he or she has been the victim of bullying or any other person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate ~~school district~~District official designated to receive the reports at school, which is the building principal or his/her/their designee, or the building supervisor (herein called the Building Report Taker). Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except permitted by law.

Filing a complaint or report of bullying will in no way affect the reporter’s future employment, grades, or work assignments, or educational work environment. The ~~school district~~District will respect the privacy of all involved parties as much as possible, but the ~~school district~~District shall undertake or authorize an investigation by ~~school district~~District officials or a third party designated by the ~~school district~~District within **three days of the report**. While this investigation is in process, the Building Report Taker may take immediate steps at his/her/their discretion to protect the reporter, the alleged victim, students or others. Upon completion of the investigation, the ~~school district~~District will take appropriate action which may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Such action will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; ~~school district~~District policies; and regulations. This policy protects all those involved in the reporting and investigation from any and all acts of retaliation, including intimidation, reprisal, harassment, or intentional harmful treatment.

The ~~school district~~District will annually provide information and any applicable training to ~~school district~~District staff regarding this policy, and will provide education and information to students regarding bullying, including the information found in this policy about reporting procedures.

For more information on Richfield Public Schools’ Bullying Prohibition Policy, view Board Policy 113 at [http://www.richfield.k12.mn.us/page/2710\\_richfieldschools.org/about/policies](http://www.richfield.k12.mn.us/page/2710_richfieldschools.org/about/policies).

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 514

Orig. 2003

Revised: \_\_\_\_\_

Rev. 2023

## **514 BULLYING PROHIBITION POLICY**

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

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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



applies to sexual exploitation.

- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

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

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

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

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

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

- J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher,

administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

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

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

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

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

- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. .
- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

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

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other

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

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

#### **V. SCHOOL DISTRICT ACTION**

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

alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

## **VI. RETALIATION OR REPRISAL**

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

## **VII. TRAINING AND EDUCATION**

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

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

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

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

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

incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

#### **VIII. NOTICE**

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

#### **IX. POLICY REVIEW**

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

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

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

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



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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 of 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 of 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;

- 1 F. Number of other employees in the same category currently on
- 2 leaves of absence;
- 3
- 4 G. Timing of the leave in order to minimize disruption to the operation
- 5 of district programs;
- 6
- 7 H. Potential benefits to the district of granting the leave;
- 8

9 **IV. GUIDELINES TO BE USED IN GRANTING LEAVES OF ABSENCE**

- 10
- 11 A. Normally, the length of an approved leave of absence shall not
- 12 exceed one (1) year. In extenuating circumstances, an extension of
- 13 one (1) additional year may be granted for a maximum of two
- 14 consecutive years of leave.
- 15
- 16 B. An unpaid leave of absence for child care shall generally be limited
- 17 to a maximum period of 18 months coinciding with the birth or
- 18 adoption of the employee's own child.
- 19
- 20 C. When an unpaid leave of absence is requested in conjunction with
- 21 another leave of absence, such as a child care leave of absence,
- 22 the total time of absence from work for all leaves shall not exceed
- 23 two (2) consecutive years, or longer if necessary to have the
- 24 ending point of the leave coincide with a break in the school
- 25 calendar.
- 26
- 27 D. The maximum duration of an extended leave of absence for
- 28 teachers pursuant to M.S. §122A.46, Subd. 2. must be determined
- 29 by mutual agreement of the Board and the teacher at the time the
- 30 leave is granted and shall be at least three, but no more than five,
- 31 years. An extended leave may be granted to teachers who have
- 32 been employed by the district for at least five years and who have
- 33 at least ten years of allowable service in Minnesota.
- 34

35 **V. LEAVES OF ABSENCE FOR CLASSIFIED PERSONNEL**

- 36
- 37 A. Military Leave
- 38
- 39 Any classified employee who is a member of an armed forces
- 40 reserve organization and who is called up for training or active duty
- 41 shall be paid the difference between the pay received for such
- 42 military duty and the rate regularly paid by the district, for a period
- 43 of up to fifteen days in any calendar year. Moreover, the employee
- 44 shall not lose seniority status, vacation, sick leave, or any benefits
- 45 while engaged in such period of training or active service. This
- 46 payment will be limited to fifteen days per year and will be paid
- 47 upon presentation of a certificate of satisfactory performance of
- 48 said duties. Longer leaves of absence without pay and
- 49 reinstatement rights for an employee called to active service in time

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

3

4 B. Emergency Leave

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

13

14 C. Jury Duty

15

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

21

22 **VI. DISSEMINATION OF POLICY**

23

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

26

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

29

30

31 *Legal References:*

32

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

33

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

34

Minn. Stat. 192.26, Subd. 1: State and Municipal officers and employees not to

35

lose pay while on military duty.

36

Minn. Stat. 192.261 (Leaves of Absence)

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

38

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

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38 U.S.C. § 101 (Definitions)

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

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RATIFIED BY THE BOARD OF EDUCATION: March 15, 1999

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REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: June 11,  
2012; August 16, 2021

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

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**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. 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 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 (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.

- 1 D. "Mandated Reporter" means any school personnel who knows or  
2 has reason to believe a child is being neglected or physically or  
3 sexually abused, or has been neglected or physically or sexually  
4 abused within the preceding three years.  
5
- 6 E. "Mental injury" means an injury to the psychological capacity or  
7 emotional stability of a child as evidenced by an observable or  
8 substantial impairment in the child's ability to function within a  
9 normal range of performance and behavior with due regard to the  
10 child's culture.  
11
- 12 F. "Neglect" means the commission or omission of any of the acts  
13 specified below, other than by accidental means:  
14
- 15 1. failure by a person responsible for a child's care to supply a  
16 child with necessary food, clothing, shelter, health care,  
17 medical care, or other care required for the child's physical  
18 or mental health when reasonably able to do so;  
19
  - 20 2. failure to protect a child from conditions or actions that  
21 seriously endanger the child's physical or mental health  
22 when reasonably able to do so, including a growth delay,  
23 which may be referred to as failure to thrive, that has been  
24 diagnosed by a physician and is due to parental neglect;  
25
  - 26 3. failure to provide for necessary supervision or child care  
27 arrangements appropriate for a child after considering  
28 factors such as the child's age, mental ability, physical  
29 condition, length of absence, or environment, when the child  
30 is unable to care for the child's own basic needs or safety or  
31 the basic needs or safety of another child in their care;  
32
  - 33 4. failure to ensure that a child is educated in accordance with  
34 state law, which does not include a parent's refusal to  
35 provide his or her child with sympathomimetic medications;  
36
  - 37 5. prenatal exposure to a controlled substance as defined in  
38 state law used by the mother for a nonmedical purpose, as  
39 evidenced by withdrawal symptoms in the child at birth,  
40 results of a toxicology test performed on the mother at  
41 delivery or the child's birth, or medical effects or  
42 developmental delays during the child's first year of life that  
43 medically indicate prenatal exposure to a controlled  
44 substance or the presence of a fetal alcohol spectrum  
45 disorder;  
46
  - 47 6. medical neglect as defined by Minn. Stat. § 260C.007, subd.  
48 6, clause (5);  
49

- 1                   7.     chronic and severe use of alcohol or a controlled substance  
2                   by a parent or person responsible for the care of the child  
3                   that adversely affects the child's basic needs and safety; or  
4  
5                   8.     emotional harm from a pattern of behavior which contributes  
6                   to impaired emotional functioning of the child which may be  
7                   demonstrated by a substantial and observable effect in the  
8                   child's behavior, emotional response, or cognition that is not  
9                   within the normal range for the child's age and stage of  
10                  development, with due regard to the child's culture.

11  
12                  Neglect does not occur solely because the child's parent, guardian,  
13                  or other person responsible for the child's care in good faith selects  
14                  and depends upon spiritual means or prayer for treatment care of  
15                  disease or remedial care of the child in lieu of medical care.

16  
17                  G.     "Person responsible for the child's care" means (1) an individual  
18                  functioning within the family unit and having responsibilities for the  
19                  care of the child such as a parent, guardian, or other person having  
20                  similar care responsibilities, or (2) an individual functioning outside  
21                  the family unit and having responsibilities for the care of the child  
22                  such as a teacher, school administrator, other school employees or  
23                  agents, or other lawful custodian of a child having either full-time or  
24                  short-term care responsibilities including, but not limited to, day  
25                  care, babysitting whether paid or unpaid, counseling, teaching, and  
26                  coaching.

27  
28                  H.     "Physical Abuse" means any physical injury, mental injury, or  
29                  threatened injury, inflicted by a person responsible for the child's  
30                  care other than by accidental means; or any physical or mental  
31                  injury that cannot reasonably be explained by the child's history of  
32                  injuries or any aversive or deprivation procedures, or regulated  
33                  interventions, that have not been authorized by Minn. Stat. §  
34                  125A.0942 or § 245.825.

35  
36                  Abuse does not include reasonable and moderate physical  
37                  discipline of a child administered by a parent or legal guardian that  
38                  does not result in an injury. Abuse does not include the use of  
39                  reasonable force by a teacher, principal, or school employee as  
40                  allowed by Minn. Stat. § 121A.582.

41  
42                  Actions that are not reasonable and moderate include, but are not  
43                  limited to, any of the following:

- 44  
45                  1.     throwing, kicking, burning, biting, or cutting a child;  
46                  2.     striking a child with a closed fist;  
47                  3.     shaking a child under age three;  
48                  4.     striking or other actions which result in any nonaccidental  
49                  injury to a child under 18 months of age;  
50                  5.     unreasonable interference with a child's breathing;

- 1                   6.     threatening a child with a weapon, as defined in Minn. Stat.  
2                         § 609.02, subd. 6;
- 3                   7.     striking a child under age one on the face or head;
- 4                   8.     striking a child who is at least age one but under age four on  
5                         the face or head, which results in an injury;
- 6                   9.     purposely giving a child poison, alcohol, or dangerous,  
7                         harmful, or controlled substances which were not prescribed  
8                         for the child by a practitioner, in order to control or punish  
9                         the child, or giving the child other substances that  
10                        substantially affect the child's behavior, motor coordination,  
11                        or judgment or that result in sickness or internal injury, or  
12                        subject the child to medical procedures that would be  
13                        unnecessary if the child were not exposed to the  
14                        substances;
- 15                  10.    unreasonable physical confinement or restraint not permitted  
16                        under Minn. Stat. § 609.379 including, but not limited to,  
17                        tying, caging, or chaining; or
- 18                  11.    in a school facility or school zone, an act by a person  
19                        responsible for the child's care, that is a violation under  
20                        Minn. Stat. § 121A.58.
- 21
- 22                  I.     "Report" means any communication received by the local welfare  
23                        agency, police department, county sheriff, or agency responsible  
24                        for child protection pursuant to this section that describes neglect  
25                        or physical or sexual abuse of a child and contains sufficient  
26                        content to identify the child and any person believed to be  
27                        responsible for the neglect or abuse, if known.
- 28
- 29                  J.     "School Personnel" means professional employee or professional's  
30                        delegate of the school district who provides health, educational,  
31                        social, psychological, law enforcement or childcare services.
- 32
- 33                  K.     "Sexual Abuse" means the subjection of a child by a person  
34                        responsible for the child's care, by a person who has a significant  
35                        relationship to the child (as defined in Minn. Stat. § 609.341, §  
36                        Subd. 15), or by a person in a current or recent position of authority  
37                        (as defined in Minn. Stat. § 609.341, § Subd. 10) to any act which  
38                        constitutes a violation of Minnesota statutes prohibiting criminal  
39                        sexual conduct. Such acts include sexual penetration, sexual  
40                        contact, solicitation of children to engage in sexual conduct, and  
41                        communication of sexually explicit materials to children. Sexual  
42                        abuse also includes any act involving a minor which constitutes a  
43                        violation of Minnesota statutes prohibiting prostitution, or use of a  
44                        minor in a sexual performance. Sexual abuse includes all reports  
45                        of known or suspected child sex trafficking involving a child who is  
46                        identified as a victim of sex trafficking. Sexual abuse includes  
47                        threatened sexual abuse which includes the status of a parent or  
48                        household member who has committed a violation which requires  
49                        registration under Minn. Stat. § 243.166, Subd. 1b (a) or (b)  
50                        (Registration of Predatory Offenders).



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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 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 their 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

- 1 immediately report to the local welfare agency if the person  
2 knows or has reason to believe that a woman is pregnant and  
3 has used a controlled substance for a nonmedical purpose  
4 during the pregnancy, including, but not limited to,  
5 tetrahydrocannabinol, or has consumed alcoholic beverages  
6 during the pregnancy in any way that is habitual or excessive.  
7
- 8 F. A person mandated by Minnesota law and this policy to report who  
9 fails to report may be subject to criminal penalties and/or discipline,  
10 up to and including termination of employment.  
11
- 12 G. An employer of a mandated reporter shall not retaliate against the  
13 person for reporting in good faith maltreatment against a child with  
14 respect to whom a report is made, because of the report.  
15
- 16 H. Any person who knowingly or recklessly makes a false report under  
17 the provisions of applicable Minnesota law or this policy shall be  
18 liable in a civil suit for any actual damages suffered by the person  
19 or persons so reported and for any punitive damages set by the  
20 court or jury, plus costs and reasonable attorney fees. Knowingly or  
21 recklessly making a false report also may result in discipline.  
22
- 23 I. The Minnesota Department of Education (MDE) is responsible for  
24 assessing or investigating allegations of child maltreatment in  
25 schools. Although a report may be made to any of the agencies  
26 listed in Section IV.A., above, and there is no requirement to file  
27 more than one report, if the initial report is not made to MDE, it  
28 would be helpful to MDE if schools also report to MDE.  
29 Administrative Guidelines 409.1 provides additional information  
30 regarding reporting suspected maltreatment in schools by school  
31 employees.  
32

## 33 **V. INVESTIGATION**

- 34
- 35 A. The responsibility for assessing or investigating reports of  
36 suspected maltreatment rests with the appropriate county, state, or  
37 local agency or agencies. The agency responsible for assessing or  
38 investigating reports of maltreatment has the authority to interview  
39 the child, the person or persons responsible for the child's care, the  
40 alleged offender, and any other person with knowledge of the  
41 maltreatment for the purpose of gathering the facts, assessing  
42 safety and risk to the child, and formulating a plan. The  
43 investigating agency may interview the child at school. The  
44 interview may take place outside the presence of the alleged  
45 offender or parent, legal guardian, or a school official. The  
46 investigating agency, not the school, is responsible for either  
47 notifying or withholding notification of the interview to the parent,  
48 guardian or person responsible for the child's care. School officials  
49 may not disclose to the parent, legal custodian, or guardian the  
50 contents of the notification or any other related information

1 regarding the interview until notified in writing by the local welfare or  
2 law enforcement agency that the investigation or assessment has  
3 been concluded. If the investigator is a Police Officer, Board Policy  
4 977 and Guidelines 977.1 will be followed.

5  
6 B. When the investigating agency determines that an interview should  
7 take place on school property, written notification of intent to  
8 interview the child on school property must be received by school  
9 officials prior to the interview. The notification shall include the  
10 name of the child to be interviewed, the purpose of the interview,  
11 and a reference to the statutory authority to conduct an interview  
12 on school property.

13  
14 C. Except where the alleged offender is believed to be a school official  
15 or employee, the time and place, and manner of the interview on  
16 school premises shall be within the discretion of school officials, but  
17 the local welfare or law enforcement agency shall have the  
18 exclusive authority to determine who may attend the interview. The  
19 conditions as to time, place, and manner of the interview set by the  
20 school officials shall be reasonable and the interview shall be  
21 conducted not more than 24 hours after the receipt of the  
22 notification unless another time is considered necessary by  
23 agreement between the school officials and the local welfare or law  
24 enforcement agency. Every effort must be made to reduce the  
25 disruption of the educational program of the child, other students,  
26 or school employees when an interview is conducted on school  
27 premises.

28  
29 D. Where the alleged offender is believed to be a school official or  
30 employee, the school district shall additionally conduct its own  
31 investigation independent of MDE and, if involved, the local welfare  
32 or law enforcement agency.

33  
34 E. Upon request by MDE, the school district shall provide all  
35 requested data that are relevant to a report of maltreatment and  
36 are in the possession of a school facility, pursuant to an  
37 assessment or investigation of a maltreatment report of a student in  
38 school. The school district shall provide the requested data in  
39 accordance with the requirements of the Minnesota Government  
40 Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational  
41 Rights and Privacy Act, 20 U.S.C. § 1232g.

42  
43 **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR**  
44 **POTENTIAL ABUSE**

45  
46 A. When a local welfare or local law enforcement agency determines  
47 that a potentially abused or abused child should be interviewed on  
48 school property, written notification of the agency's intent to  
49 interview on school property must be received by school officials  
50 prior to the interview. The notification shall include the name of the

1 child to be interviewed, the purpose of the interview, and a  
2 reference to the statutory authority to conduct the interview. The  
3 notification shall be private data. School officials may not disclose  
4 to the parent, legal custodian, or guardian the contents of the  
5 notice or any other related information regarding the interview until  
6 notified in writing by the local welfare or law enforcement agency  
7 that the investigation has been concluded. If the investigator is a  
8 Police Officer, Board Policy 977 and Guidelines 977.1 will be  
9 followed.

- 10  
11 B. All records regarding a report of maltreatment, including any  
12 notification of intent to interview which was received by the school  
13 as described above in Paragraph A, shall be destroyed by the  
14 school only when ordered by the agency conducting the  
15 investigation or by a court of competent jurisdiction.  
16

17 **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR**  
18 **VIOLENCE**

19  
20 Under certain circumstances, alleged physical or sexual abuse may also  
21 be sexual harassment or violence under Minnesota law. If so, the duties  
22 relating to the reporting and investigation of such harassment or violence  
23 may be applicable.  
24

25 **VIII. DISSEMINATION OF POLICY AND TRAINING**

- 26  
27 A. This policy shall appear in school personnel handbooks where  
28 appropriate.  
29  
30 B. The School District will develop a method of discussing this policy  
31 with school personnel. District will also review the mandated  
32 reporting process along with this policy annually with new staff and  
33 at least every five years. Additionally, a review would occur upon  
34 significant statutory changes leading to a change in practice.  
35  
36 C. This policy shall be reviewed at least annually by superintendent or  
37 designee for compliance with state law.  
38  
39

40 ***Legal References:***

- 41 Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act),  
42 Minn. Stat. § 121A.58 (Corporal Punishment)  
43 Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
44 Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
45 Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
46 Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
47 Minn. Stat. § 260C.007, Subd.6, clause (5) (Child in Need of Protection)  
48 Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
49 Minn. Stat. § 260D (Child involuntary Foster Care for Treatment)

- 1 Minn. Stat. § 260E (Reporting of Maltreatment of Minors)
- 2 Minn. Stat. § 609.02, Subd.6 (Definitions–Dangerous Weapon)
- 3 Minn. Stat. § 609.341, Subd. 10 (Definitions–Position of Authority)
- 4 Minn. Stat. § 609.341, Subd. 15 (Definitions–Significant Relationship)
- 5 Minn. Stat. § 609.379 (Reasonable Force)
- 6 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
- 7

8 ***Cross References:***

- 9 Board Policy 410 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- 10 Board Policy 977 and Guidelines 977.1 (Cooperation with Law Enforcement
- 11 Agencies)
- 12
- 13

14 RATIFIED BY THE BOARD OF EDUCATION: August 4, 2003

15  
16 REVISED BY THE BOARD OF EDUCATION: May 5, 2008, May 6, 2019,  
17 August 17, 2020; September 6, 2022

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19 REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: August 16,  
20 2021

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**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.

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Additional information about mandated reporting of child maltreatment can be found on the MDE website ([education.state.mn.us](http://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

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## **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

1 **IV. REPORTING PROCEDURES**

- 2
- 3 A. A mandated reporter as defined herein shall immediately report the  
4 suspected maltreatment to the common entry point responsible for  
5 receiving reports. .  
6
- 7 B. Whenever a mandated reporter, as defined herein, knows or has  
8 reason to believe that an individual made an error in the provision  
9 of therapeutic conduct to a vulnerable adult which results in injury  
10 or harm, which reasonably requires the care of a physician, such  
11 information shall be reported immediately to the designated county  
12 agency. The mandated reporter also may report a belief that the  
13 error did not constitute neglect and why the error does not  
14 constitute neglect.  
15
- 16 C. The reporter shall to the extent possible identify the vulnerable  
17 adult, the caregiver, the nature and extent of the suspected  
18 maltreatment, any evidence of previous maltreatment, the name  
19 and address of the reporter, the time, date, and location of the  
20 incident and any other information that the reporter believes might  
21 be helpful in investigating the suspected abuse or neglect. A  
22 mandated reporter may disclose not public data as defined under  
23 Minn. Stat. §13.02 to the extent necessary to comply with the  
24 above reporting requirements.  
25
- 26 D. A person mandated to report suspected maltreatment of a  
27 vulnerable adult who negligently or intentionally fails to report is  
28 liable for damages caused by the failure. A negligent or intentional  
29 failure to report may result in discipline. A mandatory reporter who  
30 intentionally fails to make a report, who knowingly provides false or  
31 misleading information in reporting or who intentionally fails to  
32 provide all the material circumstances surrounding the reported  
33 incident may be guilty of a misdemeanor.  
34
- 35 E. Retaliation against a person who makes a good faith report under  
36 Minnesota law and this policy, or against the vulnerable adult who  
37 is named in a report is prohibited.  
38
- 39 F. Any person who intentionally makes a false report under the  
40 provisions of applicable Minnesota law or this policy shall be liable  
41 in a civil suit for any actual damages suffered by the person or  
42 persons so reported and for any punitive damages set by the court  
43 or jury. The intentional making of a false report may result in  
44 discipline.  
45

46 **V. INVESTIGATION**

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

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**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)

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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

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## 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~~Richfield Public Schools 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 d~~District employee to comply with this policy.

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

D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations 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 d~~District human rights officer.

#### III. REPORTING GRIEVANCE PROCEDURES

A. Any student who believes ~~he or she has~~they have 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 d~~District official designated by this policy or may

1 file a grievance. The ~~school-d~~District encourages the reporting  
2 party or complainant to use the report form available from the  
3 principal of each building or available from the ~~school-d~~District  
4 ~~office~~Office, but oral reports shall be considered complaints as well.  
5 Nothing in this policy shall prevent any person from reporting  
6 unlawful sex discrimination toward a student directly to ~~a-the school~~  
7 ~~d~~District human rights officer or to the superintendent.  
8

9 B. In Each School Building. The building principal is the person  
10 responsible for receiving oral or written reports or grievances of  
11 unlawful sex discrimination toward a student at the building level.  
12 Any adult ~~school-d~~District personnel who receives a report of  
13 unlawful sex discrimination toward a student shall inform the  
14 building principal immediately.  
15

16 C. Upon receipt of a report or grievance, the principal must notify the  
17 ~~school-d~~District human rights officer immediately. The principal  
18 may request, but may not insist upon a written complaint. A written  
19 statement of the facts alleged will be forwarded as soon as  
20 practicable by the principal to the human rights officer. If the report  
21 was given verbally, the principal shall personally reduce it to written  
22 form within 24 hours and forward it to the human rights officer.  
23 Failure to forward any report or complaint of unlawful sex  
24 discrimination toward a student as provided herein may result in  
25 disciplinary action against the principal. If the complaint involves  
26 the building principal, the complaint shall be made or filed directly  
27 with the superintendent or the ~~school-d~~District human rights officer  
28 by the reporting party or complainant.  
29

30 D. The school board hereby designates its Title IX coordinator as the  
31 ~~school-d~~District human rights officer(s) to receive reports,  
32 complaints or grievances of unlawful sex discrimination toward a  
33 student. If the complaint involves ~~a-the~~ human rights officer, the  
34 complaint shall be filed directly with the superintendent.  
35

36 E. The ~~school-d~~District shall conspicuously post the name of the Title  
37 IX coordinator and human rights officer(s), including office mailing  
38 addresses and telephone numbers.  
39

40 F. Submission of a good faith complaint, grievance or report of  
41 unlawful sex discrimination toward a student will not affect the  
42 complainant or reporter's future employment, grades or work  
43 assignments.  
44

45 G. Use of formal reporting forms is not mandatory.  
46

47 H. The ~~school-d~~District will respect the privacy of the complainant, the  
48 individual(s) against whom the complaint is filed, and the witnesses  
49 as much as possible, consistent with the school district's legal

1 obligations to investigate, to take appropriate action, and to  
2 conform with any discovery or disclosure obligations.  
3

4 **IV. INVESTIGATION**

5  
6 A. By authority of the ~~school-d~~District, the human rights officer, upon  
7 receipt of a report, complaint or grievance alleging unlawful sex  
8 discrimination toward a student shall promptly undertake or  
9 authorize an investigation. The investigation may be conducted by  
10 school district officials or by a third party designated by the school  
11 district.  
12

13 B. The investigation may consist of personal interviews with the  
14 complainant, the individual(s) against whom the complaint is filed,  
15 and others who may have knowledge of the alleged incident(s) or  
16 circumstances giving rise to the complaint. The investigation may  
17 also consist of any other methods and documents deemed  
18 pertinent by the investigator.  
19

20 C. In determining whether alleged conduct constitutes a violation of  
21 this policy, the ~~school-d~~District should consider the surrounding  
22 circumstances, the nature of the behavior, past incidents or past or  
23 continuing patterns of behavior, the relationships between the  
24 parties involved and the context in which the alleged incidents  
25 occurred. Whether a particular action or incident constitutes a  
26 violation of this policy requires a determination based on all the  
27 facts and surrounding circumstances.  
28

29 D. In addition, the ~~school-d~~District may take immediate steps, at its  
30 discretion, to protect the complainant, pupils, teachers,  
31 administrators or other school personnel pending completion of an  
32 investigation of alleged unlawful sex discrimination toward a  
33 student.  
34

35 E. The investigation will be completed as soon as practicable. The  
36 ~~school-d~~District human rights officer shall make a written report to  
37 the superintendent upon completion of the investigation. If the  
38 complaint involves the superintendent, the report may be filed  
39 directly with the school board. The report shall include a  
40 determination of whether the allegations have been substantiated  
41 as factual and whether they appear to be violations of this policy.  
42

43 **V. SCHOOL DISTRICT ACTION**

44  
45 A. Upon conclusion of the investigation and receipt of a report, the  
46 ~~school-d~~District will take appropriate action. Such action may  
47 include, but is not limited to, warning, suspension, exclusion,  
48 expulsion, transfer, remediation, termination or discharge. ~~School~~  
49 ~~d~~District action taken for violation of this policy will be consistent

1 with requirements of applicable collective bargaining agreements,  
2 Minnesota and federal law and school district policies.  
3

- 4 B. The result of the ~~school-d~~District's investigation of each complaint  
5 filed under these procedures will be reported in writing to the  
6 complainant by the ~~school-d~~District in accordance with state and  
7 federal law regarding data or records privacy.  
8

9 **VI. REPRISAL**

10  
11 The ~~school-d~~District will discipline or take appropriate action against any  
12 pupil, teacher, administrator or other school personnel who retaliates  
13 against any person who reports alleged unlawful sex discrimination toward  
14 a student or any person who testifies, assists or participates in an  
15 investigation, or who testifies, assists or participates in a proceeding or  
16 hearing relating to such unlawful sex discrimination. Retaliation includes,  
17 but is not limited to, any form of intimidation, reprisal or harassment.  
18

19 **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

20  
21 These procedures do not deny the right of any individual to pursue other  
22 avenues of recourse which may include filing charges with the Minnesota  
23 Department of Human Rights, initiating civil action or seeking redress  
24 under state criminal statutes and/or federal law, or contacting the Office of  
25 Civil Rights for the United States Department of Education.  
26

27 **VIII. DISSEMINATION OF POLICY AND EVALUATION**

- 28  
29 A. This policy shall be made available to all students,  
30 parents/guardians of students, staff members, employee unions  
31 and organizations.  
32

- 33 B. The ~~school-d~~District shall review this policy and the ~~school~~  
34 ~~d~~District's operation for compliance with state and federal laws  
35 prohibiting discrimination on a continuous basis.  
36  
37

38 ***Legal References:***

39 Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
40 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
41 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
42 34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
43

44 ***Cross References:***

45 Board Policy 102 (Equal Educational Opportunity)  
46 Board Policy 104 (Harassment Prohibition)  
47 Board Policy 115 (Title IX)  
48

49 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
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**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

1 graduation and education standards contained in the Minnesota  
2 Academic Standards and federal law. The broad goals shall be  
3 reviewed annually by the school board.  
4

- 5 2. Advisory Committees will be established by the Board to ensure active  
6 community participation in all phases of development, implementation,  
7 and assessment of school district goals. Advisory Committees will  
8 also provide review and oversight of the specific tactics employed in  
9 support of strategic goals. The school district-wide improvement goals  
10 should address recommendations identified through the Advisory  
11 Committee process. School district goals may also be developed  
12 through an education effectiveness program, an evaluation of student  
13 progress committee, or through some other locally determined  
14 process.  
15
- 16 3. The school district's goal setting process will include consideration of  
17 individual school site goals as well as goals of departments within  
18 school sites. However, all operational units within the school district  
19 should have strategic goals that clearly and intentionally align with  
20 district-wide goals.  
21
- 22 4. The superintendent or designee shall communicate progress  
23 measurements and participation to the school board throughout this  
24 process.  
25

26 **B. Implementation of Standards through Instruction and Curriculum**  
27

- 28 1. Incorporated in the process will be analysis of the school district's  
29 progress toward implementation of the Minnesota Academic  
30 Standards. Instruction and curriculum shall be reviewed and  
31 evaluated by taking into account strategies and best practices, student  
32 outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd.  
33 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or  
34 122A.41, Subd. 5. This process is described in full in Policy 610  
35 Selection and Reevaluation of Instructional Resources and Guideline  
36 610.1 along with Policy 612 Curriculum Development and Guideline  
37 612.1 and Policy 601 Academic Standards and Instructional  
38 Curriculum.  
39
- 40 2. The superintendent or designee shall communicate progress  
41 measurements and participation to the school board throughout this  
42 process.  
43

44 **C. Implementation of Graduation Requirements**  
45

46 The Advisory Committees shall also advise the superintendent on  
47 implementation of the state and local graduation requirements, including K-  
48 12 curriculum, assessment, student learning opportunities, and other  
49 related issues. Recommendations of the Advisory Committees shall be  
50 published to the community. . Graduation Requirements are described in

1 full in Policy 521 Graduation Requirements and accompanying guidelines  
2 521.1 and 521.2.

3  
4 D. Evaluation of Student Achievement

5  
6 1. The superintendent shall annually review and determine if student  
7 achievement levels at each school site meet federal expectations. If  
8 the superintendent determines that student achievement levels at a  
9 school site do not meet federal expectations and the site has not made  
10 adequate yearly progress for two consecutive school years, the  
11 superintendent or designee shall work with the school site to adopt a  
12 plan to raise student achievement levels to meet federal expectations.  
13 This process shall include parental input and collaboration with  
14 Advisory Committees. The superintendent or designee may seek  
15 assistance from the Commissioner of the Minnesota Department of  
16 Education (MDE) (Commissioner) in developing a plan which must  
17 include parental involvement components.

18  
19 2. The educational assessment system component utilized by the  
20 superintendent to measure individual students' educational progress  
21 must be based, to the extent annual tests are administered, on  
22 indicators of achievement growth that show an individual student's  
23 prior achievement. Indicators of achievement and prior achievement  
24 must be based on highly reliable statewide or districtwide  
25 assessments. The superintendent will utilize models developed by the  
26 Commissioner for measuring individual student progress. The  
27 superintendent must coordinate with MDE in evaluating school sites  
28 and continuous improvement plans, consistent with best practices.

29  
30 3. The superintendent or designee shall communicate progress  
31 measurements and participation to the school board throughout this  
32 process.

33  
34 E. Scope and Authority of Advisory Committees

35  
36 1. Advisory Committees will meet multiple times yearly to advise and  
37 assist the school district in the implementation of the school district  
38 system accountability and comprehensive continuous improvement  
39 process.

40  
41 2. Advisory Committees will continue to provide active community  
42 participation and ongoing input and feedback in a variety of areas  
43 including:

44  
45 a. Reviewing the school district instructional and curriculum plan,  
46 with emphasis on implementing the Minnesota Academic  
47 Standards;

48  
49 b. Identifying annual instruction and curriculum improvement goals  
50 for recommendation to the superintendent;

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- 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)

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- f. Local Business Representatives (representing diverse areas of expertise)
  - g. Others as appropriate
5. Translation services should be provided to the extent appropriate and practicable.
6. Advisory Committees shall meet according to a published calendar of scheduled gatherings. Schedules shall ideally be published on the district website in the yearly calendar and communicated directly to all families via electronic or written communication methods. Notes and documentation shall be maintained by advisory committees and routinely published on the district website.
7. Advisory Committees may include but not be limited to the following list. The descriptions of the advisory committees are included for illustrative purposes and are not intended to be permanent directives.
- a. Athletics & Activities: This committee reviews and works collaboratively toward providing students, families and the Richfield community with great opportunities for learning and participation beyond the classroom. The committee works with the District, booster clubs, coaches and others to cooperate and coordinate together.
  - b. Community Education: This committee advises the staff and board on matters of planning, growth, development and evaluation of Community Education. The committee addresses programs and services for early learning, youth, teens, adults and families.
  - c. Curriculum: The purpose of this committee is to advise and support the District in their implementation of the curriculum. The committee shares instructional practices, assessment results and district plans to engage in feedback and conversation.
  - d. Finance: The purpose of this committee is to provide advice and counsel to the superintendent in areas of budget and finance related planning. The reoccurring task each year is to help prepare and review the next year's fiscal plan, which is the basis for budget development and staffing.
  - e. Fundraising: This committee creates guidelines and processes for any group associated with Richfield Public Schools that does any fundraising or asking for donations, such as booster groups, PTOs, clubs, student groups, etc.
  - f. Health, Wellness & Safety: This committee identifies and reviews 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)

1  
2 E. Reporting

3  
4 1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the superintendent  
5 or designee shall publish a report in the local newspaper with the  
6 largest circulation in the district, by mail, or by electronic means on  
7 the school district website. The school board shall hold an annual  
8 public meeting to review and revise, where appropriate, student  
9 achievement goals, local assessment outcomes, plans, strategies,  
10 and practices for improving curriculum and instruction and cultural  
11 competency and efforts to equitably distribute diverse, effective,  
12 experienced, and in-field teachers, and to review school district  
13 success in realizing the previously adopted student achievement  
14 goals and related benchmarks and the improvement plans leading to  
15 the world's best workforce. The superintendent must transmit an  
16 electronic summary of its report to the Commissioner in the form and  
17 manner the Commissioner determines. The school district will also  
18 annually report progress on its Strategic Plan goals through vision  
19 cards presented at public school board meetings.

20  
21 2. The school performance report for a school site and a school district  
22 must include performance reporting information and calculate  
23 proficiency rates as required by the most recently reauthorized  
24 Elementary and Secondary Education Act.  
25  
26

27 **Legal References:**

- 28 Minn. Stat. § 120B.018 (Definitions)  
29 Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
30 Minn. Stat. § 120B.11 (School District Process)  
31 Minn. Stat. § 120B.35 (Student Achievement Levels)  
32 Minn. Stat. § 120B.36 (School Accountability; Appeals Process)  
33 Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
34 Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
35 Minn. Stat. § 123B.04 (Site Decision Making Agreement)  
36 Minn. Stat. § 123B.147, Subd. 3 (Principals)  
37 Minn. Stat. § 124D.13  
38 Minn. Stat. § 124D.19  
39 Minn. Stat. § 124D.78  
40 Minn. Stat. § 125A.24  
41 Minn. Stat. § 182.676  
42 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
43 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
44 Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
45 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
46 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
47 Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
48 20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)  
49 42 U.S.C. § 1758(b) (Healthy, Hunger-Free Kids Act of 2010)  
50



1 **Cross References:**

2 Policy 101 Strategic Plan

3 Policy 521 & Guidelines 521.1 and 521.2 Graduation Requirements

4 Policy 610 & Guideline 610.1 Selection and Reevaluation of Instructional Resources

5 Policy 612 & Guideline 612.1 Curriculum Development

6 Policy 601 Academic Standards and Instructional Curriculum

7 Policy 620 & Guideline 620.1 Credit for Learning

8

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

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

11

1  
2 **RICHFIELD PUBLIC SCHOOLS**  
3  
4 **CRISIS MANAGEMENT POLICY**  
5

6  
7 **I. INTRODUCTION**  
8

9 This policy is pursuant to Minn. Statute § 121A.035, which requires school  
10 boards to ~~adopt~~approve a Crisis Management Policy.  
11

12 **II. PURPOSE**  
13

14 Policy 802 and the ~~Crisis Management~~Emergency Procedures are  
15 intended to serve as a guide for ~~school~~Richfield Public Schools district  
16 and building administrators, school employees, students and community,  
17 and are designed to address a wide range of potential crisis situations.  
18

19 **III. THE PLAN**  
20

21 This policy is to be used when developing a building-specific ~~Crisis~~  
22 ~~Management~~Emergency Plan to coordinate protective actions prior to,  
23 during, and after any emergency or potential crisis situation. The ~~District~~  
24 ~~Crisis Management Committee (DCMC)~~superintendent shall be  
25 responsible for developing and annually updating ~~Crisis~~  
26 ~~Management~~Emergency Procedures to accommodate the ~~district's~~  
27 ~~District's~~ needs. The ~~DCMC~~superintendent works in conjunction with  
28 district and building ~~site personnel~~administrators to update site specific  
29 procedures, connect with and update committee resources, and to train  
30 staff.  
31

32  
33 **IV. ELEMENTS OF A SCHOOL'S CRISIS MANAGEMENT PLAN**  
34

35 The ~~District Crisis Management Committee~~superintendent shall develop  
36 district-wide and building-specific ~~Crisis Management~~Emergency  
37 Procedures that shall include A) ~~District Crisis Protocols~~Crisis  
38 ~~Management Checklist~~, B) ~~Crisis Response~~Emergency Procedures, and  
39 C) Postvention ~~Response~~Manual.  
40

41 The school's plan shall be created in consultation with ~~local community~~  
42 ~~response agencies~~experts in the field and other appropriate individuals  
43 and groups likely to be involved in assisting with a school emergency.  
44

45 **A. District Crisis Protocols**  
46

47 The ~~Crisis Management~~Emergency Procedures shall include:

- 48 ~~1) Communication Procedures~~  
49 ~~2) Evacuation Procedures~~

- 2) Sheltering/Lockdown Procedures
- 3) Other Crisis Response

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

1. Communication Procedures

Information about emergencies must be communicated to the Superintendent's Office immediately. All media inquiries will be referred to the Superintendent's Office/Director of Communications. ~~The school district~~ Richfield Public Schools, in coordination with assisting agencies, assumes responsibility for issuing public statements during an emergency.

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

2. Evacuation Procedures

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

These ~~crisis management~~ emergency procedures include:

- ~~Fire~~
- Flooding
- ~~Hazardous Materials~~
- ~~Bomb Threats~~
- ~~Student Relocation~~ Release/Reunification

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3. Sheltering/Lockdown Procedures

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

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

These ~~crisis management~~ emergency procedures include:

- From Outside to Inside (Reverse Evacuation)
- Blizzard/Winter Storms

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- Bomb Threat
- ~~• Severe Weather~~
- Demonstration/Protests
- Intruder/Hostage
- Intruder
- Shelter-in-Place
- Shooting
- Tornado/Severe Thunderstorm
- Weapons

B. Other Crisis Response

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

These are district-wide procedures designed so that school administrators can tailor response procedures when creating building-specific ~~Crisis Management~~Emergency Procedures.

The ~~crisis management~~emergency procedures include:

- Abduction
- Assault~~/Sexual Assault~~
- Bus Accidents
- Communicable Diseases/Pandemic
- ~~• Death~~
- Fights/Disturbances
- Medical ~~Emergencies~~Emergency
- Suicide Threat/Attempt
- Suspicious Package/Mail ~~—or~~ Chemical/Biological Threat
- Terrorism
- Threats

C. Postvention Response

The Postvention Manual outlines steps to debrief, provide support and reduce additional risk in the situation of a crisis response, including a death of a student or staff member.

D. Facility Diagrams and Site Plans

The ~~District Crisis Management Committee (DCMC)~~Facilities Department shall provide school buildings with a facility diagram and site plan including:

- exits, AED, and fire extinguisher locations

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- location of primary and secondary evacuation routes
- designated safe areas inside and outside the building
- relocation sites
- lockdown and evacuation procedures

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

E. Emergency Telephone Numbers

School buildings shall have an Emergency Log with a current list of emergency telephone numbers and the names and addresses of local and county personnel who are likely to be involved in resolving a crisis situation. The list will include numbers for agencies such as: police, 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-ManagementBuilding Response Teams

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

1. The leader shall select and train the building Crisis ManagementBuilding Response 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)superintendent shall maintain a current listing-copy of the RPS Emergency Log of the Crisis-ManagementBuilding Response 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

1 school personnel who have direct contact with students. All staff shall  
2 be aware of the Crisis Management Policy and their school's ~~Crisis~~  
3 ~~Management~~Emergency Plan.  
4

5  
6  
7  
8 *Legal References:*

9 Minn. Stat. §121A.06 (Reports of dangerous weapon in — school zones)  
10 ~~—————~~ Minn. Stat. §121A.035 (Crisis management policy)  
11 ~~—————~~ Minn. Stat. §299F.011 (Uniform fire code; adoption)  
12 ~~—————~~ Minn. Stat. §299F.30 (Fire drill in school; doors and exits)  
13 ~~—————~~ Minn. Stat. §299F.391 (Healthcare, education, or lodging  
14 facility)  
15

16  
17  
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19  
20 RATIFIED BY THE BOARD OF EDUCATION: February 3, 2003

21  
22 REVISED BY THE BOARD OF EDUCATION: September 5, 2006, October 3,  
23 2016; September 5, 2023

24  
25 REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: August 4,  
26 2008, November 16, 2020; August 16, 2021; September 6, 2022  
27

**NEW BUSINESS - FOR ACTION**

**AGENDA ITEM VI.B.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, September 5, 2023**

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

(Recommended by superintendent)

That the board of education authorize board member Tim Pollis to perform casual/part-time services during the 2023-2024 school year.

### **Background Information**

(Prepared by Craig Holje)

Member Pollis performs casual/part-time services officiating athletic competitions and as a substitute teacher.

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.

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, September 5, 2023**

**Subject: Workers' Compensation Renewal**

(Recommended by the superintendent)

The administration has worked with Todd Awes, Debbie Thurner and Steve Gillette from Dolliff Insurance, the District Insurance Consultant, to renew our workers' compensation insurance for 2023-2024 with SFM Insurance. The 2023-2024 renewal results in a total projected cost of \$459,639, which is an increase of \$68,024 or 17.37%. This rate is inclusive of projected payroll increases, an increase of 39.8% in the experience mod, reductions in premium rates, and the application of a scheduled credit. While the standard premium rates were reduced by 2.8%, this is offset by the increase in payroll and applied experience mod.

**Attachments**

Workers' Compensation Proposal



# A Workers Compensation Insurance Report

Prepared For:

**Richfield Public Schools, ISD #280**

**District Office - Door 26**

**401 70<sup>th</sup> Street West**

**Richfield, MN 55423**

Presented To:

**Craig Holje**

**Chief Human Resources and Administrative Officer**

Prepared By:

**Todd A. Awes**

**Steve Gillette**

**Debbie Thurner**

Policy Period:

**September 1, 2023 - September 1, 2024**



**DOLLIFF INSURANCE**

*since 1929*

10900 Wayzata Blvd., Suite 250

Minnetonka, MN 55305

Phone: 952-593-7400

Fax: 952-593-7444

Toll Free: 800-338-3531

[www.dolliff.com](http://www.dolliff.com)

## **DOLLIFF TEAM**

---

### **Todd Awes, Executive Vice President**

DD# (952)593-7445

E-Mail: [tawes@dolliff.com](mailto:tawes@dolliff.com)

### **Steve Gillette, Agent**

DD#: (952) 593-7421

E-Mail: [sgillette@dolliff.com](mailto:sgillette@dolliff.com)

### **Debbie Thurner, Account Executive**

DD# (952)593-7417

E-Mail: [dthurner@dolliff.com](mailto:dthurner@dolliff.com)



## RENEWAL COST COMPARISON

	<b>2022/23</b>	<b>2023/24</b>	<b>% Change</b>
<b>Workers Compensation</b>			
School: Professional Employees Payroll	\$ 41,184,849	\$ 41,905,784	1.75%
Rate	\$ 0.61	\$ 0.61	0.00%
School: All Other Employees Payroll	\$ 2,755,189	\$ 2,955,966	7.29%
Rate	\$ 5.78	\$ 5.42	-6.23%
Bus Drivers Payroll	\$ 621,339	\$ 826,279	32.98%
Rate	\$ 5.34	\$ 5.32	-0.37%
Garage Mechanics Payroll	\$ 63,000	\$ 126,940	101.49%
Rate	\$ 3.21	\$ 2.96	-7.79%
Delivery Drivers & Helpers Payroll	\$ 53,000	\$ 42,000	-20.75%
Rate	\$ 7.85	\$ 7.56	-3.69%
Schedule Mod	1.09	0.88	19.27%
Experience Mod	0.86	1.20	39.53%
<b>Total Payroll</b>	<b>\$ 44,677,377</b>	<b>\$ 45,856,969</b>	<b>2.64%</b>
<b>TOTAL</b>	<b>\$ 391,615</b>	<b>\$ 459,639</b>	<b>17.37%</b>

### Loss History with SFM:

Policy Term	Premium	Losses	Loss Ratio	# of Open Claims
9-1-2022/23	\$391,615	\$303,702	77.55%	12
9-1-2021/22	\$420,394	\$251,265	59.77%	3
9-1-2020/21	\$374,614	\$58,882	15.72%	1
9-1-2019/20	\$421,657	\$256,358	60.80%	0
9-1-2018/19	\$383,844	\$92,439	24.08%	0
<b>TOTAL</b>	<b>\$1,992,124</b>	<b>\$962,646</b>	<b>48.32%</b>	<b>16</b>



**EXHIBIT 1**

**WORKERS COMPENSATION – RENEWAL QUOTE**

---

Coverage A: Statutory Benefits

Coverage B: \$500,000 Each Accident – Bodily Injury by Disease  
 \$500,000 Policy Limit – Bodily Injury by Disease  
 \$500,000 Each Employee – Bodily Injury by Disease

States Included: Minnesota

<b>Description</b>	<b>Class Code</b>	<b>Payroll</b>	<b>Rate</b>	<b>Premium</b>
School: Professional Employees	8868	\$ 41,905,784	\$ .61	\$ 255,625
School: All Other Employees	9101	2,955,966	5.42	160,213
Bus Drivers	7382	826,279	5.32	43,958
Garage Mechanics	8385	126,940	2.96	3,757
Delivery Drivers & Helpers	7380	42,000	7.56	3,175
		<b>\$ 45,856,969</b>		
Standard Premium				\$ 466,728
Increased Limits Charge				+ 3,734
Experience Modification Adjustment (1.20)				+ 94,092
Scheduled Mod (.88)				- 67,746
Premium Discount				- 53,484
Terrorism				+ 2,293
Expense Constant				+ 205
Minnesota Special Compensation Fund Assessment				+ 13,817
<b>Total Estimated Premium</b>				<b>\$ 459,639</b>

**Subject to Audit**



**EXHIBIT 2**  
**WORKERS COMPENSATION – RENEWAL PAYROLL USING EXPIRING**  
**RATES and MODS**

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Coverage A:            Statutory Benefits

Coverage B:            \$500,000 Each Accident – Bodily Injury by Disease  
                              \$500,000 Policy Limit – Bodily Injury by Disease  
                              \$500,000 Each Employee – Bodily Injury by Disease

States Included:       Minnesota

<u>Description</u>	<u>Class Code</u>	<u>Payroll</u>	<u>Rate</u>	<u>Premium</u>
School: Professional Employees	8868	\$ 41,905,784	\$ 0.61	\$ 255,625
School: All Other Employees	9101	2,955,966	5.78	170,855
Bus Drivers	7382	826,279	5.34	44,123
Garage Mechanics	8385	126,940	3.21	4,075
Delivery Drivers & Helpers	7380	42,000	7.85	3,297
		<b>\$ 45,856,969</b>		
Standard Premium				\$ 477,975
Increased Limits Charge				+ 3,824
Experience Modification Adjustment (.86)				- 67,452
Scheduled Mod (1.09)				+ 37,291
Premium Discount				- 48,343
Terrorism				+ 205
Expense Constant				+ 2,293
Minnesota Special Compensation Fund Assessment				+ 14,459
<b>Total Estimated Premium</b>				<b>\$ 420,252</b>

**Subject to Audit**



**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, September 5, 2023**

**Subject: Board Member Virtual Attendance**

During the 2023 legislative session, Minnesota Statute 13D.02 was amended so that Subdivision 1(b)(2) is no longer applicable only during a state of emergency. The following is now allowable even during non-emergency times:

A board member may attend a meeting virtually if:

- They have been advised by a health care professional against being in a public place for medical reasons related to themselves or their family members; and
- The board member has not already attended virtually three times in the calendar year; and
- All board members can see and hear each other, and all audience members can see and hear all board members; and
- At least one board member is present at the regular meeting location that is open to the public; and
- All board votes are conducted by roll call.

In this circumstance, the board member attending virtually does not need to publish their location in advance or have it open to the public. The board member attending virtually is considered present for the purpose of having a quorum and is able to fully participate in board actions.

This provision is intended to be used for occasional situations in which a board member or their family member has been diagnosed with a potentially contagious medical condition, but the board member still feels well enough to participate in the meeting remotely.

It is also still possible for a board member to join a meeting virtually when they and their family are not sick, but in that case their location must be published in advance and open to the public. There has been no change to the statute in regards to this.