

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 or 612-798-6012 at least 24 hours before the meeting.

Tuesday, September 2, 2025 7 p.m. School Board Meeting

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
 - A. Superintendent Update (pages 9-34)
 - 1. Back to School Update (pages 10-19)
 - 2. Draft Superintendent Goals 2025-2026 (pages 20-34)
 - B. Commendation (page 35)
- IV. CONSENT AGENDA
 - A. Routine Matters (pages 36-49)
 - 1. Minutes of the Regular Meeting held August 18, 2025 (pages 37-45)
 - 2. General Disbursements as of 8/25/25 in the Amount of \$1,827,966.21 (pages 46-49)
 - B. Personnel Items (pages 50-51)
- V. OLD BUSINESS
 - A. Policy 403: Disability Nondiscrimination (pages 52-55)
- VI. NEW BUSINESS
 - A. Policy 103: Harassment Prohibition & Administrative Guideline 103.2 (pages 56-76)
 - B. Policy 113: Bullying Prohibition & Administrative Guidelines 113.1 & 113.2 (pages 77-99)

C. Donations (page 100)

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

9-15-2025	7 p.m.	Regular Board Meeting – Public Comment
10-6-2025	5 p.m.	Board Study Session
10-6-2025	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 2, 2025

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
ACCESS:	Assessing Comprehension & Communication in English State-to-State
ACHM:	All Conference Honorable Mention
ADA:	Americans with Disabilities Act
ADM:	Average Daily Membership
A.I.:	American Indian
A.I.:	Artificial Intelligence
AIPAC or IPAC:	American Indian Parent Advisory Committee or Indigenous Parent/Guardian 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
CACR:	Comprehensive Achievement and Civic Readiness (previously World's Best Workforce)
CAREI:	Center for Applied Research & Educational Improvement
CASEL:	Collaborative for Academic, Social, and Emotional Learning

CBM:	Curriculum Based Measurement
CCR:	Career & College Readiness
CDC:	Centers for Disease Control
CE:	Community Education
CIS:	College in the Schools
CPR & AED:	Cardiopulmonary Resuscitation & Automated External Defibrillator
DA:	Dream Act
D.O.:	District Office
DSLN:	District Summer Learning Network
EAP:	Employee Assistance Program
ECFE:	Early Childhood Family Education
ECSE:	Early Childhood Special Education
ELA:	English Language Arts
EL or ELL:	English Learner or English Language Learner
ESSA:	Every Student Succeeds Act
ESST:	Earned Sick and Safe Time
ESL:	English as a Second Language
ESY:	Extended School Year
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
HVAC:	Heating, Ventilation, & Air Conditioning
IEP:	Individualized Education Plan
IHP:	Individual Healthcare Plan
IT:	Instructional Technology
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
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
MIEA:	Minnesota Indian Education Association
MIRA:	Módulo de información recursos y apoyo (CE partner)
MLL:	Multilingual Learning
MnDOT:	Minnesota Department of Transportation
MNEEP:	Minnesota Education Equity Partnership
MOA:	Memorandum of Agreement
MSBA:	Minnesota School Boards' Association
MSHSL:	Minnesota State High School League
MTSS:	Multi-Tiered Systems of Support
MVP:	Most Valuable Player
NA/I:	Native American/Indigenous
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
PICA:	Parents in Community Action (Head Start organization)
PLC:	Professional Learning Community
PSEO:	Postsecondary Enrollment Options
PTO or PTSO:	Parent-Teacher Organization or Parent-Teacher-Student Organization
POS:	Point of Sale
POY:	Player of the Year
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
RLFA:	Richfield Latino Family Association
RMS:	Richfield Middle School
RPS:	Richfield Public Schools
SAEBRS:	Social, Academic, and Emotional Behavior Risk Screener
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
STAR:	Standardized Test for Assessment of Reading
STAT:	Student and Teacher Assistance Team
STEM:	Science, Technology, Engineering, and Math
SWBE:	Schoolwide Behavior Expectations
SY:	School Year
T&L:	Teaching & Learning
TMC:	Tri-Metro Conference
T Plus or T+	Transition Plus
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 (renamed Comprehensive Achievement and Civic Readiness)
WIDA:	World-Class Instructional Design & Assessment
WIN:	What I Need
YTD:	Year-to-Date

RPS Student and Staff Demographic Data 2024-2025:

4,117 Students Districtwide

- 3,963 Traditional Count
 - 1,739 Elementary (K-5) Average Class Size = 24.15
 - 813 Middle (6-8) Average Class Size = 24.19
 - 1,272 High (9-12) Average Class Size = 26.02
 - 115 Prekindergarten (16 ECSE VPK)
 - 24 Transition+
- 154 Voluntary Prekindergarten (VPK)

Student Diversity (based on MDE categories)

- BIPOC: 70.73%
 - American Indian or Alaska Native: 1.02%
 - Asian: 3.3%
 - Hispanic: 44.74%
 - Black or African American: 14.04%
 - Native Hawaiian or Other Pacific Islander: 0.07%
 - 2 or More Races: 7.55%
- White: 29.27%

English Learner

- ELL: 24.17%
- Non-ELL: 75.83%

Free/Reduced Eligible

- Eligible: 53%
- Not Eligible: 47%

670 Total Staff Districtwide (634.142 FTE)

- 351 Teachers/Licensed Staff (Non-administrators)
- 116 Paraprofessionals
- 74 Facilities & Transportation
- 46 Administration & Classified Management
- 38 Nutrition Services
- 23 Administrative Support Professionals
- 11 Outreach Workers
- 11 Other

(Does not include casual, substitutes, or cocurricular assignments)

Staff Diversity (based on self-reported categories)

- BIPOC: 30.65%
 - Hispanic/Latino: 15.63%
 - Black/African American: 8.04%
 - Other: 3.27%
 - Asian: 2.83%
 - American Indian: 0.89%
- White: 69.35%

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

Agenda Item II.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 2, 2025

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Thursday, September 11: RHS Family Open House, 5:30 p.m.

Saturday, September 13: RHS Girls Tennis 100 Sets Event, 9 a.m.

Monday, September 15: School Board Meeting, 7 p.m.

Saturday, September 20: Homecoming Parade, 9 a.m.

Tuesday, September 23: RMS Latino Night & State of the School, 6 p.m.

Wednesday, September 24: Sheridan Hills Fall Family Engineering Night, 5:30 p.m.

Monday, September 29: RHS College Knowledge Family Night, 6:30 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

September is School Board Recognition Month

September 15 – October 15: Hispanic Heritage Month

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

Agenda Item III.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 2, 2025

Subject: Superintendent Update

Superintendent Unowsky will provide an update on back-to-school information and share a draft of his goals for the 2025-2026 school year.

Attachments:

Back to School Presentation

Draft Superintendent Goals 2025-2026 Presentation

Enriching and accelerating learning

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Back to School Update

Board Meeting 9/2/25

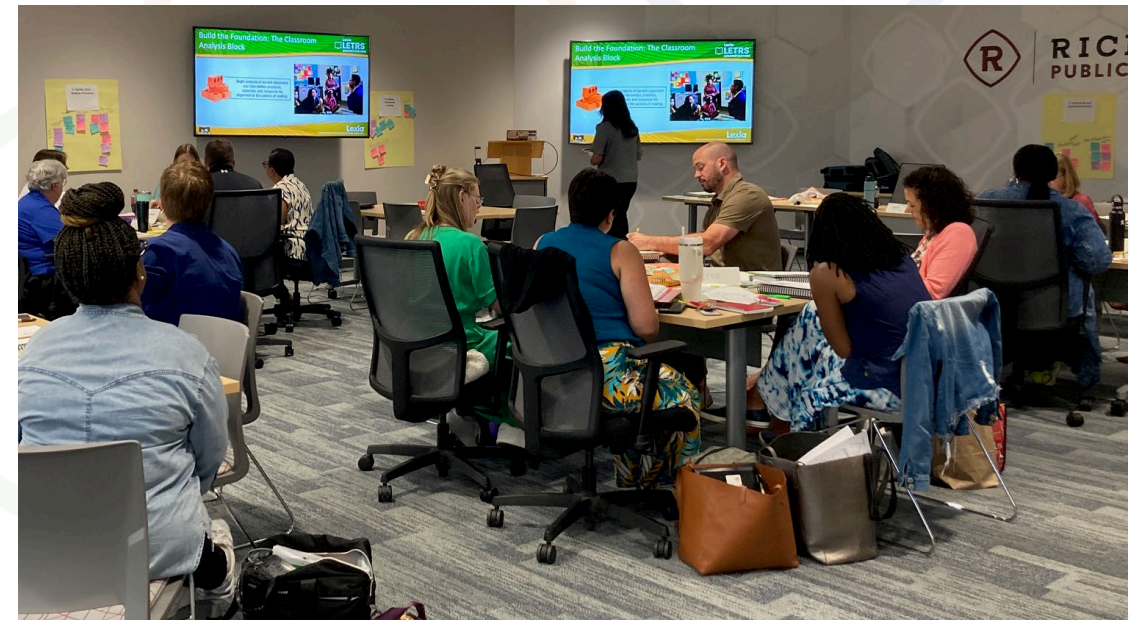
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Staff Professional Development



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- Management Team P.D. took place August 5-7
- New Teacher Orientation took place August 19-21
- Workshop Week took place August 22-29
- Theme: Believe in the Best
- Components:
 - Leadership, equity & data work
 - 2025-26 academic priorities & initiatives
 - LETRS training
 - Mandatory health, safety & policy trainings
 - Many more important topics!



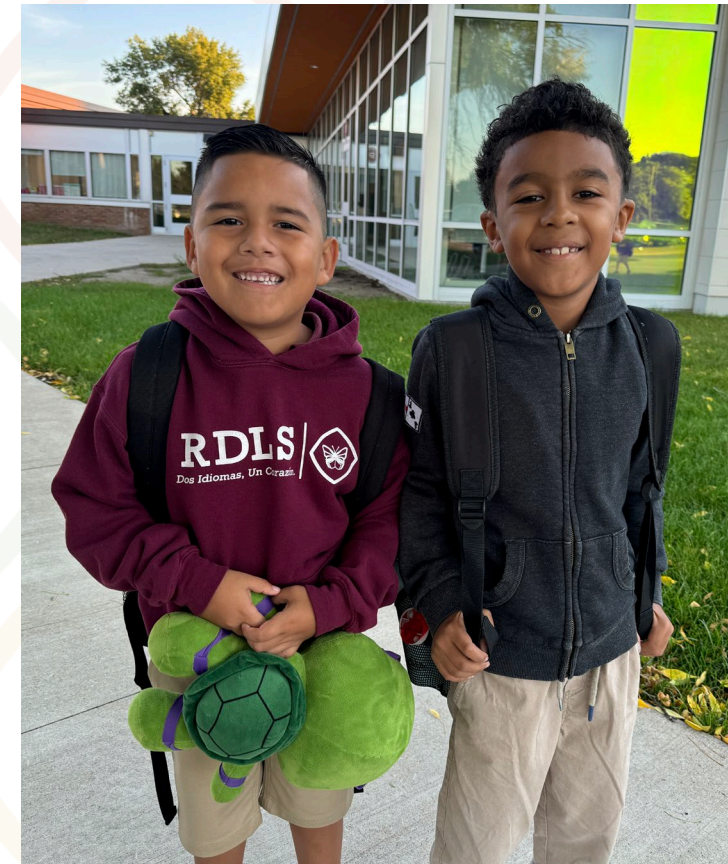
First Days



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- Connect & Assess: August 28, August 29, and September 2 (today!)
- First Day of School for Secondary: September 2 (today!)
- First Day of School for Elementary: September 3

Photos from
the first day of
school 24-25



New This Year



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- Implementation of new ELA/SLA Curriculum at the secondary level (StudySync)
- Completion of READ Act Phase 1 (LETRS Training) & start of Phase 2
- RHS & R-STEM Staff Equity/Community Building Pilot
- Continued focus on:
 - FastBridge assessment and progress monitoring tools
 - Improving academic instruction
 - Using data to improve student outcomes
 - Elevating student voice & valuing bilingualism
 - Social-emotional support for students and staff

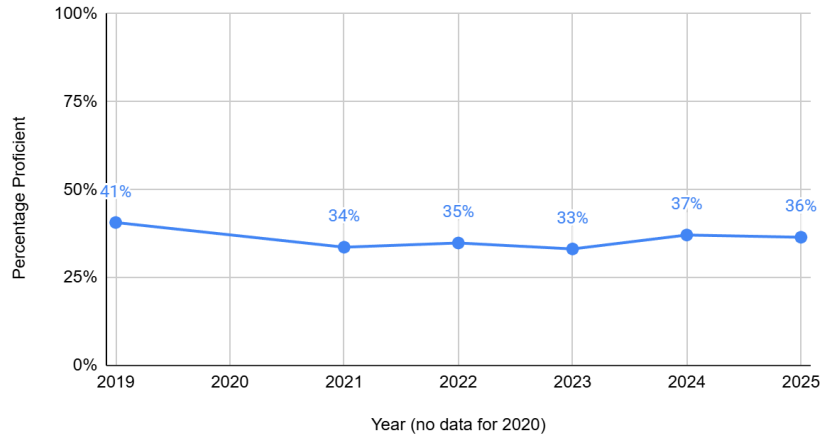


Official 2025 MCA Results

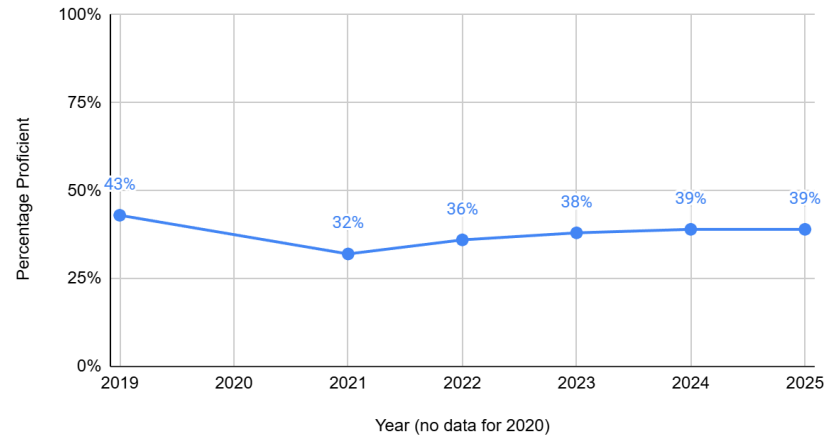


- Data was released on August 29

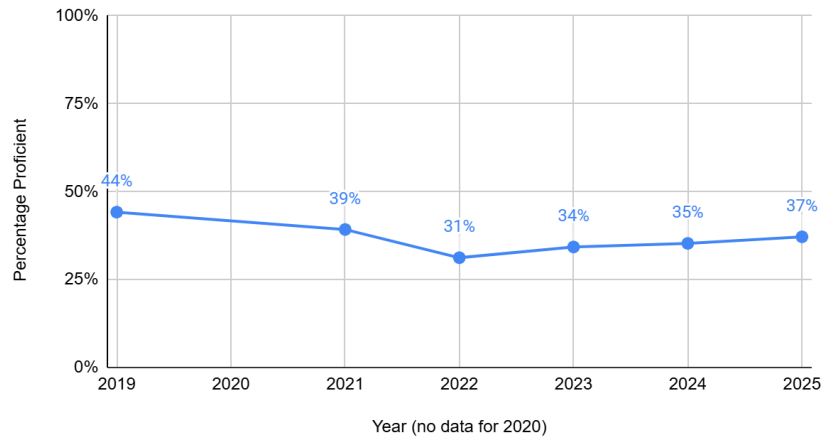
Grades 3-5 Reading



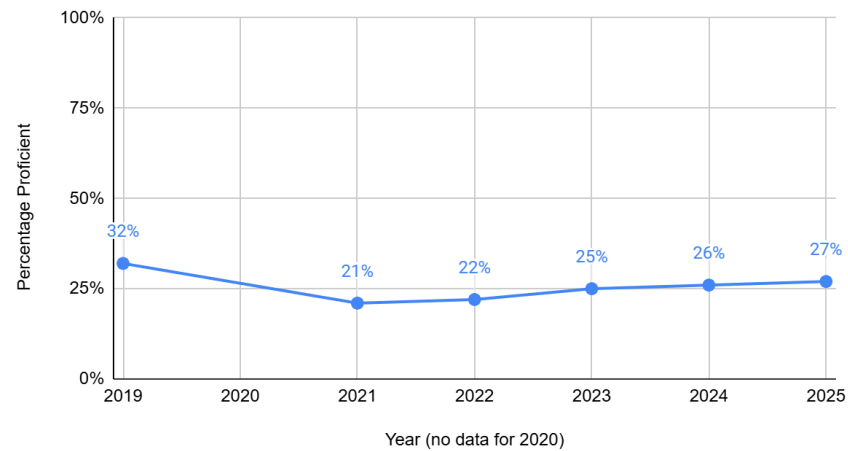
Grades 3-5 Math MCA



Grades 6-8 Reading



Grades 6-8 Math MCA



Enrollment & Staffing



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Elementary ENROLLMENT COUNT													
	RDLS	RDLS Sections	RDLS Class Size	Cent	Cent Sections	Cent Class Size	Sher	Sher Sections	Sher Class Size	STEM	STEM Sections	STEM Class Size	Total
K	94	4	23.50	53	2.5	21.20	64	3	21.33	80	4	20.00	291
1	83	4	20.75	45	2	22.50	66	3	22.00	91	4	22.75	285
2	100	4	25.00	44	2	22.00	80	3	26.67	89	4	22.25	313
3	73	3	24.33	50	2.5	20.00	73	3	24.33	100	5	20.00	296
4	95	4	23.75	48	2	24.00	60	3	20.00	94	4	23.50	297
5	70	3	23.33	43	2	21.50	78	3	26.00	94	4	23.50	285
<i>Avg</i>			23.44			21.87			23.39			22.00	
School Total	515			283			421			548			1767

School & Grade	25-26 Projections	Count as of 9/2/25
Cent Kinder	44	53
Cent 1	45	45
Cent 2	48	44
Cent 3	51	50
Cent 4	52	48
Cent 5	40	43
Cent Total	280	283
Sher Kinder	58	64
Sher 1	60	66
Sher 2	76	80
Sher 3	66	73
Sher 4	56	60
Sher 5	73	78
Sher Total	389	421
RDLS Kinder	75	94
RDLS 1	77	83
RDLS 2	99	100
RDLS 3	77	73
RDLS 4	91	95
RDLS 5	77	70
RDLS Total	496	515
STEM Kinder	85	80
STEM 1	87	91
STEM 2	90	89
STEM 3	108	100
STEM 4	99	94
STEM 5	95	94
STEM Total	564	548

- Open positions as of 8/29:
 - Paraprofessionals: 8
 - Teachers: 0
 - Facilities, Nutrition, Office: 2
 - Management: 2
- Enrollment numbers will be finalized on October 1 for the WWAIE report

School & Grade	25-26 Projections	Count as of 9/2/25
RMS 6	240	253
RMS 7	241	236
RMS 8	292	291
RMS Total	773	780
RHS 9	309	300
RHS 10	270	294
RHS 11	325	327
RHS 12	277	282
RHS Total	1,181	1,203
RCEP 11	25	11
RCEP 12	63	61
RCEP Total	88	72

Upcoming Events



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- Richfield Homecoming Parade: September 20, 9 a.m.
- Penn Fest: September 21, 1-5 p.m.
- School Board Election Dates:
 - September 19: Early voting begins
 - November 4: Election Day

Photos from
Homecoming
Parade 2024





Strategic Planning Process Timeline



October: Board study session

- The board will review our commitment to our current strategic plan and overall vision.

December: Review with Management Team for feedback

- Review the 5 areas of the strategic plan. Are these the 5 areas we want to continue with in the future?
- Review the vision, belief statement, and goals for each strategic plan area. Do we want to continue on the same path?
- Create a presentation to be used at the Jan-March site-level meetings.

January-March: Site-level meetings for gathering staff and community input

- Each school site will have at least one staff meeting and one community meeting where input is gathered. These meetings can be connected to other school events, and will be led by building leaders. Each board member will be asked to attend the events for the school they represent.
- We will use a technology tool to pull all feedback from all events into the same repository. The tool can be very broad and allow people to share their thoughts and vision for the District. A broad survey may also be sent out to the whole community in January.

April: Draft the plan

May: Share the draft with community

- Gather feedback and revise the draft

June: Present to the board for approval

Enriching and accelerating learning



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Questions/Comments

Enriqueciendo y acelerando el aprendizaje

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Superintendent Goals
2025-2026

September 2, 2025

DRAFT

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2025-2026 Performance Evaluation Process

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

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

Individual Performance (30%): Board evaluation of superintendent

Achievement Measure: Common Assessment Proficiency & Gap Closure



- Increase the number of students scoring proficient on the 5th grade FastBridge CBM Reading Assessment by 5% and reduce the gap for students of color.
- Increase the number of students scoring proficient on the 8th grade FastBridge aReading assessment by 5% and reduce the gap for students of color.

2024-2025 Data	5 th Grade Proficiency (Goal to increase)	Gap for BIPOC Students (Goal to decrease)
Fall	44%	11%
Winter	50%	11%
Spring	48%	9%

2024-2025 Data	8 th Grade Proficiency (Goal to increase)	Gap for BIPOC Students (Goal to decrease)
Fall	41%	17%
Winter	44%	24%
Spring	40%	22%

Achievement Measure: Common Assessment Growth & Gap Closure

- 65% of 3rd grade students showing typical to aggressive growth from fall to spring on the 25-26 FastBridge CBM Reading assessment, with no gap for students of color
- 65% of 8th grade students showing typical to aggressive growth from fall to spring on the 25-26 FastBridge aMath assessment, with no gap for students of color

3 rd Grade FastBridge Reading	3rd Grade Typical to Aggressive Growth	Gap for BIPOC Students
2024-2025 Fall to Spring Growth	48%	3% in the other direction

8 th Grade FastBridge Math	8 th Grade Typical to Aggressive Growth	Gap for BIPOC Students
2024-2025 Fall to Spring Growth	46%	13%

Achievement Measure: Math & Reading Standardized Test Proficiency & Gap Closure



- Increase 2026 achievement on 3rd grade MCA reading test by 3% and decrease gap for BIPOC students
- Increase 2026 achievement on 8th grade MCA math test by 3% and decrease gap for BIPOC students
- Increase 2026 achievement on 3-5 grade MCA reading test by 3% and decrease gap for BIPOC students
- Increase 2026 achievement on 6-8 grade MCA reading test by 3% and decrease gap for BIPOC students

MCA	2025 RPS Achievement	2025 RPS Gap for BIPOC Students	2025 MN Achievement	2025 MN Gap for BIPOC Students
3 rd grade reading	29.1% scored proficient	Gap of 17%	46.7% scored proficient	Gap of 12%
8 th grade math	27.2% scored proficient	Gap of 25%	41.9% scored proficient	Gap of 13%

With an average increase of 3 percentage points per year, RPS will exceed current state achievement levels within 5 years.

MCA	2025 RPS Achievement	2025 RPS Gap for BIPOC Students	2025 MN Achievement	2025 MN Gap for BIPOC Students
3-5 grade reading	36% scored proficient	Gap of 20%	50% scored proficient	Gap of 12%
6-8 grade reading	37% scored proficient	Gap of 24%	49% scored proficient	Gap of 11%

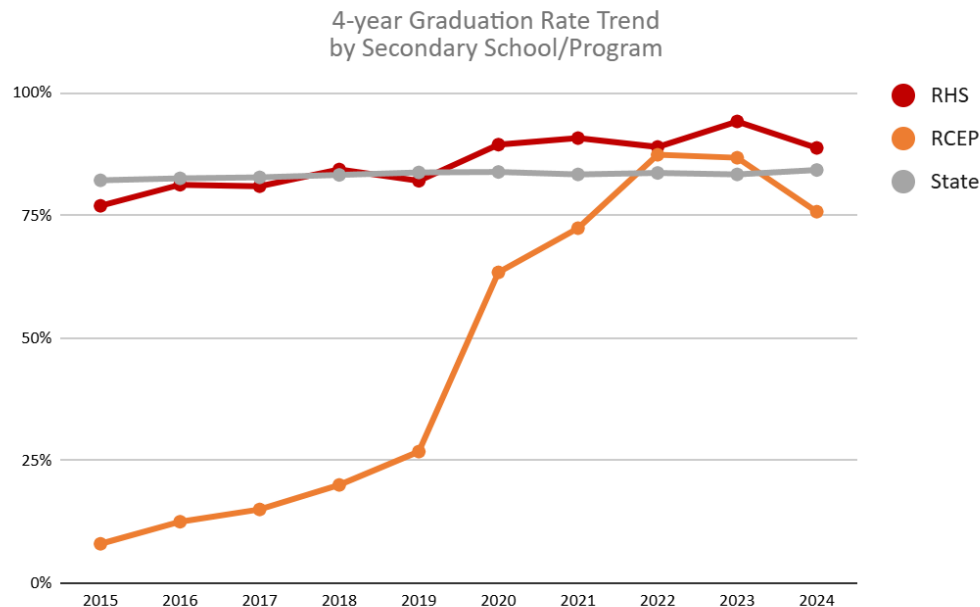
Achievement Measure: Graduation Rate Growth & Gap Closure



Goal: Attain a graduation rate over 90% overall and in each demographic group

4-year Grads	2021	2022	2023	2024
RPS	87.3%	88.3%	92.6%	85.8%
RHS	90.7%	88.9%	94.1%	88.7%
RCEP	72.3%	87.3%	86.3%	75.7%
Minnesota	83.3%	83.6%	83.3%	84.2%

RPS Grad Rate by Demographic	2021	2022	2023	2024
Asian	70.6%	100%	91.7%	84.6%
Black or African American	91.7%	89.6%	87.5%	86.0%
Hispanic or Latino	83.2%	88.9%	90.6%	82.9%
Indigenous	33%	44%	100%	64%
Two or More Races	93.3%	94.1%	100%	88.9%
White	93.5%	88.1%	97.6%	94.7%
Male	81.9%	83.9%	91.8%	85%
Female	92.8%	94.4%	93.7%	88%
English Learner	68.6%	86.5%	85.9%	69.1%
Special Education	71.8%	65.6%	71.8%	64.3%
Free/Reduced Price Eligible	82.6%	85.1%	91.1%	83.0%



*The percentage of Indigenous students is not typically included because the total number of students in that category (based on the state race code) is too small. In the years shown, it ranges from 3-11 students.

Process Goals: Data/Equity/Leadership

- **Goal: Data**
 - Deepen Administrative Usage of Data in Guiding Decision-Making
 - Expand Utilization of FastBridge Assessment and Progress Monitoring Tools
- **Goal: Equity**
 - Improve Communication to Families About Activity Fees & Scholarships
 - Maintain Representation in Parent/Guardian Participation and Feedback
- **Goal: Leadership**
 - Lead the District through Phases 1&2 of the READ Act Training Requirements
 - Lead the District Strategic Planning Process

Data Goal: Deepen Administrative Usage of Data in Guiding Decision-Making

Measurement: Each administrative team and teacher leadership team will use a data protocol to analyze data throughout the school year

Progress:

- Management team members and teacher leaders reviewed and analyzed data during the school improvement process at Prepfest on 8/4/25.
- Building leaders are reviewing school improvement plans and initial student data during their opening week training.

Data Goal: Expand Utilization of FastBridge Assessment and Progress Monitoring Tools

Measurement: 95% of students will be screened within the appropriate windows & progress monitoring will take place twice per month for students receiving Tier 3 interventions

Progress:

- Elementary students began screening at Connect & Assess meetings with the aReading, earlyReading and earlyMath assessments.

Equity Goal: Improve Communication to Families About Activity Fees & Scholarship Opportunities

Measurement: Annual survey data

Progress:

- In 2024-2025, 62% of parents/guardians responded that they were aware of opportunities for reduced fees or scholarships to participate in extracurricular activities. 68% of parents/guardians responded that activity fees were not a barrier to participation.

Equity Goal: Maintain Representation in Parent/Guardian Participation and Feedback

Measurement: Annual survey participation demographic data

Progress:

- In 2024-2025, a total of 1,335 parents/guardians participated in the annual survey (51.6% Hispanic/Latino, 31.4% white, 10.7% Black/African American, 3% Native/Indigenous, 2.8% Asian).

Leadership Goal: Lead the District through Phases 1&2 of the READ Act Training Requirements



Measurement: Training completion for all staff required by MDE and all grade 4-5 teachers of the asynchronous component and Units 1-8 of the synchronous component

Progress:

- We have multiple staff members who are trained to deliver LETRS training to other staff.
- As of August 26, 56% have completed the asynchronous component and 33% are in progress.
- 85% have completed Units 1-4 of the synchronous component.
- 12 newly hired teachers have not yet completed any READ Act training and will be completing Units 1-4 of the synchronous component during PD days throughout the year.
- 34 teachers have already completed the entire synchronous component (Units 1-8).
- Instructional Management Team members have completed LETRS for Administrators training.
- 54 Staff members completed Unit 5 of the synchronous component on 8/26/25.

Leadership Goal: Lead the District Strategic Plan Process



Measurement: Published strategic plan by the end of summer 2026

Progress:

- Timeline and process has been drafted and shared with staff and the board.

Individual Performance

Evaluation occurs yearly in spring/summer:

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

Enriching and accelerating learning



RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 2, 2025

Subject: Commendation

RPS would like to commend the RPS School Board. September is Minnesota School Board Recognition Month, a time to honor the dedicated leaders who serve as the guiding light for student success in public schools across the state. School board members serve as a voice for the community and commit their time, talents and leadership to ensuring all students receive a high-quality education. Thank you to all six board members for your dedication to RPS students and to public education in Minnesota!



Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 2, 2025

Subject: Routine Matters

(Recommended by the superintendent)

That the board of education approve the attached routine business items.

Attachments:

1. Minutes of the Regular Meeting held August 18, 2025
 - Disbursements from the August 18, 2025 Meeting
 - Checks & E-pay Register from the August 18, 2025 Meeting
 - Superintendent's Report and Agenda Meeting Minutes from August 18, 2025
2. General Disbursements as of 8/25/25 in the Amount of \$1,827,966.21
 - Disbursements for the September 2, 2025 Meeting
 - Checks & E-pay Register for the September 2, 2025 Meeting

Checks, Pcards, E-Pays & Scholarships 08/18/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks		
FY25-Period 13	7/30/2025	43,781.26
	7/31/2025	326,161.50
	8/4/2025	47,344.43
FY25-Period 13	8/6/2025	39,989.32
	8/6/2025	706,461.06
FY25-Period 13	8/7/2025	17,701.91
	8/13/2025	1,566.50
P-Cards July 25 (Period 13 & July)	8/4/2025	38,716.88
E-Pays	8/7/2025	4,227.00
Scholarships	8/7/2025	9,000.00

CHECK REGISTER BANK 05 TOTAL =	1,234,949.86
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BREAKDOWN

01-206-00	790,155.00
02-206-00	22,669.24
03-206-00	23,625.01
04-206-00	24,766.96
06-206-00	273,684.05
07-206-00	-
18-206-00	9,000.00
20-206-00	91,049.60
21-206-00	
47-206-00	

BANK TOTAL =	1,234,949.86
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FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	315867	07/30/2025	CITY OF RICHFIELD	R	7,528.51
01	315868	07/30/2025	INSTITUTE FOR ENVIROMENTAL	R	8,995.36
01	315869	07/30/2025	JUMP CITY INC.	R	992.16
01	315870	07/30/2025	KINECT ENERGY INC	R	21,958.36
01	315871	07/30/2025	LB CARLSON LLP	R	3,650.00
01	315872	07/30/2025	RED BALLOON BOOKSHOP	R	656.87
01	315873	07/31/2025	APPLE INC.	R	1,989.00
01	315874	07/31/2025	ASPEN EQUIPMENT CO	R	564.11
01	315875	07/31/2025	BATTERIES R US	R	1,894.69
01	315876	07/31/2025	BEST PLUMBING SPECIALTIES, INC.	R	719.92
01	315877	07/31/2025	CANON USA	R	4,747.36
01	315878	07/31/2025	CESA 5	R	3,475.00
01	315879	07/31/2025	CYBERSOFT TECHNOLOGIES	R	8,945.00
01	315880	07/31/2025	D.E.L.O.R.E.S WORKS, INC.	R	7,400.00
01	315881	07/31/2025	DARRYL WALETZKO LLC	R	4,300.00
01	315882	07/31/2025	DELEGARD TOOL COMPANY	R	179.69
01	315883	07/31/2025	ACTIVE INTERNET TECHNOLOGIES, LLC	R	3,500.00
01	315884	07/31/2025	GONZALEZ JOSUE	R	184.83
01	315885	07/31/2025	HAWKINS INC	R	894.39
01	315886	07/31/2025	HAAG COMPANIES, INC.	R	72.00
01	315887	07/31/2025	LEARNING A-Z	R	31,814.25
01	315888	07/31/2025	MASSP-MN ASSOCIATION	R	885.00
01	315889	07/31/2025	MAXORPLUS, LTD	R	35,000.64
01	315890	07/31/2025	MIDWEST BUS PARTS INC	R	593.17
01	315891	07/31/2025	MTI DISTRIBUTING CO	R	2,503.20
01	315892	07/31/2025	NAPA AUTO PARTS	R	274.58
01	315893	07/31/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	367.95
01	315894	07/31/2025	SHERWIN WILLIAMS CO	R	704.86
01	315895	07/31/2025	SITEONE LANDSCAPE SUPPLY LLC	R	195.80
01	315896	07/31/2025	TOWN & COUNTRY FENCE	R	15,290.00
01	315897	07/31/2025	TRISTATE BOBCAT INC	R	909.07
01	315898	07/31/2025	VSP INSURANCE CO. (CT)	R	3,578.34
01	315899	07/31/2025	WESTERN SPECIALTY CONTRACTORS INC	R	164,315.00
01	315900	07/31/2025	XCEL ENERGY	R	30,863.65
01	315901	08/04/2025	BSN SPORTS, LLC	R	23,851.95
01	315902	08/04/2025	CAPITAL ONE TRADE CREDIT	R	252.28
01	315903	08/04/2025	GEE TEEZ & COMPANY, LTD.	R	9,182.75
01	315904	08/04/2025	IMPROVE YOUR TOMORROW, INC.	R	2,000.00
01	315905	08/04/2025	MCCARTHY WELL COMPANY	R	4,225.00
01	315906	08/04/2025	RIDDELL ALL AMERICAN SPORTS CORP	R	7,832.45
01	V2600137	08/04/2025	P-CARD BRUNNER PATTI	R	197.00
01	V2600138	08/04/2025	P-CARD GONZALEZ CHRISTINA	R	216.54
01	V2600139	08/04/2025	P-CARD KRETSINGER DAN	R	29.86
01	V2600140	08/04/2025	P-CARD LUNDY MICHELLE	R	25.93
01	V2600141	08/04/2025	P-CARD SMITH JENNIFER	R	195.48
01	V2600142	08/04/2025	P-CARD BAIRD LISA	R	5,789.78
01	V2600143	08/04/2025	P-CARD BARLOW ERICA	R	369.97
01	V2600144	08/04/2025	P-CARD BLUMA, MEGAN BOLLIG	R	1,447.12
01	V2600145	08/04/2025	P-CARD BROWN MATTHEW	R	238.88
01	V2600146	08/04/2025	P-CARD BRUNNER PATTI	R	9,043.74
01	V2600147	08/04/2025	P-CARD CARUSO MATTHEW	R	14.99
01	V2600148	08/04/2025	P-CARD CRUZ ESTEVA JENNIFER	R	3,685.30
01	V2600149	08/04/2025	P-CARD EDWARDS NATHAN	R	63.16
01	V2600150	08/04/2025	P-CARD GARCIA YVETTE	R	25.00
01	V2600151	08/04/2025	P-CARD GEURINK AREND	R	3,503.28

01	V2600152	08/04/2025	P-CARD GONZALEZ CHRISTINA	R	53.83
01	V2600153	08/04/2025	P-CARD HOLJE CRAIG	R	127.15
01	V2600154	08/04/2025	P-CARD KRETSINGER DAN	R	1,535.61
01	V2600155	08/04/2025	P-CARD LUNDY MICHELLE	R	501.69
01	V2600156	08/04/2025	P-CARD MAHONEY COLLEEN	R	982.08
01	V2600157	08/04/2025	P-CARD MANNING MICHAEL	R	98.96
01	V2600158	08/04/2025	P-CARD MCGINN DAN	R	172.97
01	V2600159	08/04/2025	P-CARD MORALES LIZETTE	R	2,349.08
01	V2600160	08/04/2025	P-CARD SACHER GRACE	R	976.28
01	V2600161	08/04/2025	P-CARD SETZER ALEXIS	R	86.23
01	V2600162	08/04/2025	P-CARD SKARE-KLECKER AMY	R	3,440.94
01	V2600163	08/04/2025	P-CARD SMITH JENNIFER	R	138.56
01	V2600164	08/04/2025	P-CARD VENTURA PEREZ RAMIRO	R	86.56
01	V2600165	08/04/2025	P-CARD YUNKER AUBREE	R	3,320.91
01	315907	08/06/2025	BATTERIES PLUS BULBS	R	36.96
01	315908	08/06/2025	CDW GOVERNMENT INC	R	3,979.08
01	315909	08/06/2025	CEDAR SMALL ENGINE	R	111.89
01	315910	08/06/2025	DICKS SANITATION SERVICE, INC (DSI)	R	845.61
01	315911	08/06/2025	ECM PUBLISHERS INC	R	163.75
01	315912	08/06/2025	JOSTENS INC	R	1,107.24
01	315913	08/06/2025	MINNESOTA UI FUND	R	15,787.14
01	315914	08/06/2025	ON SITE SANITATION	R	60.25
01	315915	08/06/2025	REGENTS OF THE UNIV OF MINNESOTA	R	1,126.00
01	315916	08/06/2025	SAFEWAY DRIVING SCHOOL	R	8,720.00
01	315917	08/06/2025	SQUIRES, WALDSPURGER & MACE, P.A.	R	7,472.40
01	315918	08/06/2025	WOODCRAFT	R	579.00
01	315919	08/06/2025	ADVANCED COMMERCIAL KITCHENS	R	2,292.05
01	315920	08/06/2025	ALL STATE COMMUNICATIONS LLC	R	1,675.00
01	315921	08/06/2025	BCN TELECOM, INC TBS	R	928.46
01	315922	08/06/2025	BIX FRUIT COMPANY	R	375.79
01	315923	08/06/2025	BRENNAN CONSTRUCTION OF MN, INC.	R	273,684.05
01	315924	08/06/2025	BRIGHTWORKS	R	9,384.00
01	315925	08/06/2025	BROOKLYN CENTER HIGH SCHOOL	R	300.00
01	315926	08/06/2025	BURNSVILLE ISD 191	R	220.00
01	315927	08/06/2025	CDW GOVERNMENT INC	R	49,982.04
01	315928	08/06/2025	CEP ART & DESIGN	R	643.50
01	315929	08/06/2025	CINTAS CORPORATION NO 2	R	315.02
01	315930	08/06/2025	COMCAST BUSINESS	R	426.05
01	315931	08/06/2025	CORA GRIFFIN	R	39.00
01	315932	08/06/2025	CUMMINS SALES AND SERVICE	R	1,500.00
01	315933	08/06/2025	CURRICULUM ASSOCIATES, LLC	R	16,458.75
01	315934	08/06/2025	DELASALLE HIGH SCHOOL	R	300.00
01	315935	08/06/2025	DICKS SANITATION SERVICE, INC (DSI)	R	8,322.78
01	315936	08/06/2025	ELK RIVER HIGH SCHOOL	R	300.00
01	315937	08/06/2025	FAIRVIEW HEALTH SERVICES	R	7,500.00
01	315938	08/06/2025	FARMINGTON HIGH SCHOOL	R	250.00
01	315939	08/06/2025	FLICEK WELDING	R	24,250.00
01	315940	08/06/2025	FRIDLEY HIGH SCHOOL	R	275.00
01	315941	08/06/2025	FRONTLINE TECHNOLOGIES GROUP LLC	R	46,238.75
01	315942	08/06/2025	WW GRAINGER INC	R	92.12
01	315943	08/06/2025	H2I GROUP, INC.	R	82,480.00
01	315944	08/06/2025	HEALTHJOY LLC	R	10,666.50
01	315945	08/06/2025	HEARTLAND PAYMENT SYSTEMS INC	R	5,865.00
01	315946	08/06/2025	LITERACY RESOURCES, LLC (LRL)	R	886.44
01	315947	08/06/2025	HILL MURRAY SCHOOL	R	600.00
01	315948	08/06/2025	HILLYARD MINNEAPOLIS	R	3,968.14

01	315949	08/06/2025	HORIZON COMMERCIAL POOL SUPPLY	R	1,680.50
01	315950	08/06/2025	INTERSTATE ALL BATTERY CENTER	R	15.40
01	315951	08/06/2025	NOTABLE, INC. (KAMI)	R	7,711.20
01	315952	08/06/2025	KEMPS LLC	R	435.90
01	315953	08/06/2025	KENDALL HUNT PUBLISHING CO	R	3,158.42
01	315954	08/06/2025	LAKEVILLE NORTH HIGH SCHOOL	R	310.00
01	315955	08/06/2025	LIFESAVER FIRE PROTECTION LLC	R	1,848.00
01	315956	08/06/2025	MASSP-MN ASSOCIATION	R	1,770.00
01	315957	08/06/2025	MAXORPLUS, LTD	R	37,982.66
01	315958	08/06/2025	METROPOLITAN MECHANICAL CONTRACTORS	R	5,767.12
01	315959	08/06/2025	MIDWEST BUS PARTS INC	R	584.34
01	315960	08/06/2025	MOUNDS VIEW HIGH SCHOOL	R	350.00
01	315961	08/06/2025	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	10,631.00
01	315962	08/06/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	2,166.54
01	315963	08/06/2025	ON SITE SANITATION	V	0.00
01	315964	08/06/2025	ON SITE SANITATION	R	3,420.50
01	315965	08/06/2025	PAYDHEALTH	R	1,249.80
01	315966	08/06/2025	PER MAR SECURITY SERVICES	R	18.30
01	315967	08/06/2025	RINGCENTRAL, INC.	R	3,744.68
01	315968	08/06/2025	ROSEMOUNT HIGH SCHOOL	R	350.00
01	315969	08/06/2025	ROSEMOUNT SAW & TOOL	R	20.50
01	315970	08/06/2025	SAFETYFIRST PLAYGROUND MAINTENANCE	R	315.00
01	315971	08/06/2025	SCHOOL SERVICE EMPLOYEES UNION	R	1,760.52
01	315972	08/06/2025	SERVPRO OF MINNETONKA	R	2,500.00
01	315973	08/06/2025	SITEONE LANDSCAPE SUPPLY LLC	R	395.21
01	315974	08/06/2025	SOUTH ST PAUL HIGH SCHOOL	R	300.00
01	315975	08/06/2025	ST ANTHONY NEW BRIGHTON ISD 282	R	200.00
01	315976	08/06/2025	ST LOUIS PARK HIGH SCHOOL	R	300.00
01	315977	08/06/2025	STEVE WEISS MUSIC INC	R	40.00
01	315978	08/06/2025	TEACHING STRATEGIES, LLC	R	4,182.50
01	315979	08/06/2025	TECH ACADEMY	R	2,115.00
01	315980	08/06/2025	SCENARIO LEARNING, LLC	R	12,960.31
01	315981	08/06/2025	VISTA HIGHER LEARNING	R	559.30
01	315982	08/06/2025	XCEL ENERGY	R	47,399.92
01	315983	08/07/2025	MN STATE UNIVERSITY	R	1,500.00
01	315984	08/07/2025	UNIVERSITY OF KANSAS	R	1,500.00
01	315985	08/07/2025	UNIVERSITY OF MINNESOTA-TWIN CITIES	R	1,500.00
01	315986	08/07/2025	UNIVERSITY OF ST THOMAS	R	1,500.00
01	315987	08/07/2025	UNIVERSITY OF WISCONSIN-EAU CLAIRE	R	1,500.00
01	315988	08/07/2025	UW-MADISON	R	1,500.00
01	315989	08/07/2025	INTERMEDIATE DISTRICT 287	R	17,220.31
01	315990	08/07/2025	SQUIRES, WALDSPURGER & MACE, P.A.	R	481.60
01	V2600083	08/07/2025	MATTHEW ARNOLD	R	70.00
01	V2600084	08/07/2025	MICHELLE L AXELL	R	70.00
01	V2600085	08/07/2025	BRADLEY BADOUR	R	212.55
01	V2600086	08/07/2025	ERICA T BARLOW	R	70.00
01	V2600087	08/07/2025	NIKOLAS BAUZA	R	145.80
01	V2600088	08/07/2025	DAVID H BIPES	R	60.03
01	V2600089	08/07/2025	MATTHEW S CARUSO	R	254.75
01	V2600090	08/07/2025	MARY L CLARKSON	R	70.00
01	V2600091	08/07/2025	PETER J FITZPATRICK	R	40.00
01	V2600092	08/07/2025	YVETTE GARCIA	R	70.00
01	V2600093	08/07/2025	RACHEL GENS	R	70.00
01	V2600094	08/07/2025	AREND J GEURINK	R	70.00
01	V2600095	08/07/2025	JAMES A GILLIGAN	R	128.70
01	V2600096	08/07/2025	CHRISTINA M GONZALEZ	R	70.00

01	V2600097	08/07/2025	AMY E HAGER	R	70.00
01	V2600098	08/07/2025	KEVIN D HARRIS	R	120.00
01	V2600099	08/07/2025	MICHAEL G HARRIS	R	70.00
01	V2600100	08/07/2025	JONATHAN W HEYER	R	70.00
01	V2600101	08/07/2025	JAMES L HILL	R	40.00
01	V2600102	08/07/2025	JESSICA M HOFFMAN	R	40.00
01	V2600103	08/07/2025	CRAIG D HOLJE	R	70.00
01	V2600104	08/07/2025	MICHAEL E JAEGER	R	150.95
01	V2600105	08/07/2025	DANIEL E KRETSINGER	R	70.00
01	V2600106	08/07/2025	JENNIFER KRUEGER	R	70.00
01	V2600107	08/07/2025	ANOOP KUMAR	R	40.00
01	V2600108	08/07/2025	JOHN M LORENZINI	R	95.00
01	V2600109	08/07/2025	DAVANAND MAHADEO	R	125.16
01	V2600110	08/07/2025	COLLEEN M MAHONEY	R	70.00
01	V2600111	08/07/2025	MICHAEL A MANNING	R	70.00
01	V2600112	08/07/2025	DANIEL P MCGINN	R	40.00
01	V2600113	08/07/2025	DOUG R MCMEEKIN	R	70.00
01	V2600114	08/07/2025	KENT D MEYER	R	70.00
01	V2600115	08/07/2025	KATRINA L MORGAN	R	40.00
01	V2600116	08/07/2025	ERIN H NEILON	R	40.00
01	V2600117	08/07/2025	STEPHANIE NICHOLS	R	45.00
01	V2600118	08/07/2025	ROBERT G OLSON	R	40.00
01	V2600119	08/07/2025	CHRISTOPHER A PETERSON	R	70.00
01	V2600120	08/07/2025	CASSANDRA QUAM	R	70.00
01	V2600121	08/07/2025	RENEE C REED-KARSTENS	R	40.00
01	V2600122	08/07/2025	JACQUELINE SANCHEZ VIDAL	R	39.06
01	V2600123	08/07/2025	ASHLEY SCHAEFER	R	70.00
01	V2600124	08/07/2025	CHRISTIAN SCHEMPP	R	40.00
01	V2600125	08/07/2025	AMY B SKARE-KLECKER	R	70.00
01	V2600126	08/07/2025	JUSTIN STEELE	R	70.00
01	V2600127	08/07/2025	STACY THEIEN-COLLINS	R	70.00
01	V2600128	08/07/2025	VLADIMIR S TOLEDO	R	40.00
01	V2600129	08/07/2025	STEVEN P UNOWSKY	R	270.00
01	V2600130	08/07/2025	CARRIE A VALA	R	70.00
01	V2600131	08/07/2025	JENNIFER K SMITH	R	70.00
01	V2600132	08/07/2025	REBECCA S WALD	R	40.00
01	V2600133	08/07/2025	ALEXANDER WARD	R	70.00
01	V2600134	08/07/2025	MICHELLE R WHITESIDE	R	70.00
01	V2600135	08/07/2025	KASYA L WILLHITE	R	70.00
01	V2600136	08/07/2025	KELLY L WOODS	R	70.00
01	315991	08/13/2025	MOO CHICKA POO	R	1,566.50

Total Checks, Pcards, Epays & Scholarships Register

1,234,949.86

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 18, 2025
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 18, 2025 in the boardroom at the Richfield Public Schools District Office. Chair Carter called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Banks Kupcho, Cole and Liss. Pollis and Spencer were not able to attend.

Administrators present were Superintendent Unowsky and Senior Executive Officer Clarkson.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

- A. Public Comment
- B. Superintendent Update
 - 1. Spartan Foundation Presentation of Scholarship Check
 - 2. Introduction of New Sheridan Hills Principal
 - 3. Summer Programs Overview & Update on After School Partnerships

IV. CONSENT AGENDA

- A. Routine Matters
 - 1. Minutes of the Regular Meeting held August 4, 2025
 - 2. General Disbursements as of 8/13/25 in the Amount of \$1,234,949.86
 - 3. Investment Holdings
- B. Personnel Items

Full-Time Certified Probationary Year 1 of 1

Lana Hendricks Leuning – Occupational Therapist - Central Education Center

Effective: 8/19/2025

Thomas Song – DAPE Teacher – Districtwide

Effective: 8/19/2025

Full-Time Certified Probationary Year 1 of 3

Carson Romano – Elementary Art Teacher – Centennial Elementary
Effective: 8/19/2025

Certified Part-Time Increase in FTE

Brit Eisele – School Social Worker – STEM Elementary

0.1 FTE increase starting the 25-26 school year

Suzanne Hiller – School Social Worker – South Education Center

0.3 FTE increase starting the 25-26 school year

Certified Full-Time Resignation

Eric Anderson – DAPE Teacher – Districtwide

Effective: 6/6/2025

Years of Service: 5

Classified Full Time Paraprofessional for Employment

Victoria Revier - Health Assistant – Districtwide

Effective: 09/02/2025

Marlen Sanchez - Special Education – R-STEM Elementary

Effective: 09/03/2025

Kari Haines - Special Education – Centennial Elementary

Effective: 09/03/2025

Classified Part-Time for Employment

David Barbour – Bus Driver – Richfield Bus Garage

Effective: 8/4/2025

Steven Dauphinais – Bus Driver – Richfield Bus Garage

Effective: 8/14/2025

Classified Full-Time Paraprofessional Resignation

Andres Sanchez Vidal - Security Monitor – Richfield High School

Effective: 08/08/2025

Years of Service: 2

Classified Part Time Paraprofessional Resignation

Kiara Behl - Managerial – R-STEM Elementary

Effective: 06/5/2025

Years of Service: 1

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

V. OLD BUSINESS

A. Policy 712: Credit Card Usage & Administrative Guideline 712.1 - third read

Motion by Liss, seconded by Cole, and unanimously carried, the board of education approved the revised policy.

B. Policy 403: Disability Nondiscrimination - second read

VI. NEW BUSINESS

A. Policies Requiring Annual Review

1. Policy 107: Electronic Use and Communications & Administrative Guidelines 107.1 & 107.2
2. Policy 407: Leaves of Absence
3. Policy 409: Mandated Reporting of Child Neglect or Physical or Sexual Abuse & Administrative Guideline 409.1
4. Policy 410: Mandated Reporting of Maltreatment of Vulnerable Adults
5. Policy 541: Student Behavior & Administrative Guideline 541.1
6. Policy 602: School District System Accountability
7. Policy 716: Public Data and Data Subject Requests
8. Policy 802: Crisis Management

Motion by Liss, seconded by Cole, and unanimously carried, the board of education approved the slate of policies.

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

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

C. Approval of Payment Credit and Mutual Release Agreement with Metropolitan Transportation Network

Motion by Banks Kupcho, seconded by Liss, and unanimously carried, the board of education approved the agreement.

D. Workers' Compensation Insurance Renewal

Motion by Liss, seconded by Cole, and unanimously carried, the board of education approved the renewal.

E. Superintendent Contract 2026-2029

Motion by Banks Kupcho, seconded by Cole, and unanimously carried, the board of education approved the contract.

F. Donations

Motion by Banks Kupcho, seconded by Cole, 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, 9-2-2025 | 7 p.m. | Regular Board Meeting |
| 9-15-2025 | 7 p.m. | Regular Board Meeting - Public Comment |

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

Motion by Cole, seconded by Liss, and unanimously carried, the board of education moved into closed session at 8:03 p.m. Attending the closed session were Banks Kupcho, Carter, Cole and Liss. Superintendent Unowsky and Director of HR Axell were also present.

IX. REOPEN MEETING

Motion by Cole, seconded by Banks Kupcho, and unanimously carried, the board of education moved into open session at 8:35 p.m. with the following board members present: Banks Kupcho, Carter, Cole and Liss. Superintendent Unowsky was also present.

XII. ADJOURN REGULAR MEETING

Chair Carter adjourned the meeting at 8:35 p.m.

CHECKS & SCHOLARSHIPS 09/02/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	8/15/2025	1,416,172.86
	8/20/2025	354,843.67
	8/22/2025	44,217.69
	8/25/2025	731.99
Scholarships	8/21/2025	12,000.00

CHECK REGISTER BANK 05 TOTAL =	1,827,966.21
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BREAKDOWN	
01-206-00	838,602.36
02-206-00	3,938.89
03-206-00	166,561.67
04-206-00	3,479.45
06-206-00	697,512.05
07-206-00	-
18-206-00	-
20-206-00	116,356.81
21-206-00	1,514.98
47-206-00	

BANK TOTAL =	1,827,966.21
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FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	315992	08/15/2025	ADVANCED COMMERCIAL KITCHENS	R	625.50
01	315993	08/15/2025	ALERUS RETIREMENT AND BENEFITS	R	864.60
01	315994	08/15/2025	AMPLIFY EDUCATION, INC.	R	16,013.66
01	315995	08/15/2025	ARVIG ENTERPRISES INC	R	1,207.90
01	315996	08/15/2025	AVIBEN	R	524.33
01	315997	08/15/2025	BIX FRUIT COMPANY	R	617.46
01	315998	08/15/2025	BCBS OF MINNESOTA & BLUE PLUS	R	9,384.00
01	315999	08/15/2025	BSN SPORTS, LLC	R	7,537.64
01	316000	08/15/2025	CDW GOVERNMENT INC	R	27,072.00
01	316001	08/15/2025	CEDAR SMALL ENGINE	R	137.26
01	316002	08/15/2025	CENTURYLINK	R	120.05
01	316003	08/15/2025	COMCAST BUSINESS	R	561.05
01	316004	08/15/2025	CONSOLIDATED COMMUNICATIONS	R	3,482.30
01	316005	08/15/2025	CONTINENTAL RESEARCH CORP	R	3,781.38
01	316006	08/15/2025	CURRICULUM ASSOCIATES, LLC	R	16,458.75
01	316007	08/15/2025	DIGITAL INSURANCE LLC	R	3,607.00
01	316008	08/15/2025	DOOR SERVICE MIDWEST	R	490.00
01	316009	08/15/2025	ETTEL & FRANZ ROOFING CO	R	4,136.00
01	316010	08/15/2025	FASTEST LABS OF BLOOMINGTON	R	392.00
01	316011	08/15/2025	WW GRAINGER INC	R	217.54
01	316012	08/15/2025	HMH EDUCATION COMPANY	R	12,612.88
01	316013	08/15/2025	HOME DEPOT U.S.A.	R	1,495.15
01	316014	08/15/2025	HOPE CHURCH	R	15,910.11
01	316015	08/15/2025	HUDL	R	15,000.00
01	316016	08/15/2025	ICS CONSULTING, LLC - 138006	R	690,015.00
01	316017	08/15/2025	IIX INSURANCE INFORMATION EXCHANGE	R	45.80
01	316018	08/15/2025	IMAGINE LEARNING LLC	R	3,770.00
01	316019	08/15/2025	INNOVATIVE OFFICE SOLUTIONS LLC	R	78.94
01	316020	08/15/2025	INTERMEDIATE DISTRICT 287	R	285,640.94
01	316021	08/15/2025	IXL LEARNING	R	9,307.50
01	316022	08/15/2025	KELLY JOHNSON	R	398.94
01	316023	08/15/2025	KEMPS LLC	R	1,382.63
01	316024	08/15/2025	KINECT ENERGY INC	R	558.00
01	316025	08/15/2025	LEXIA LEARNING SYSTEMS LLC	R	12,320.00
01	316026	08/15/2025	LYNN E. HENRY	R	72.00
01	316027	08/15/2025	MACLEAN ENTERPRISES, LLC	R	4,347.50
01	316028	08/15/2025	MAXORPLUS, LTD	R	78,378.80
01	316029	08/15/2025	MCDONOUGH'S SEWER SERVICES, INC.	R	241.25
01	316030	08/15/2025	MINNESOTA STATE UNIVERSITY, MANKATO	R	2,356.00
01	316031	08/15/2025	NAPA AUTO PARTS	R	556.59
01	316032	08/15/2025	NEWSOLA, INC.	R	9,735.00
01	316033	08/15/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	43.23
01	316034	08/15/2025	ONEBRIDGE BENEFITS INC.	R	4,997.00
01	316035	08/15/2025	PITNEY BOWES BANK PURCHASE POWER	R	2,500.00
01	316036	08/15/2025	PLUNKETT'S /VARMINT GUARD	R	1,164.72
01	316037	08/15/2025	PREMIUM WATERS INC	R	39.00
01	316038	08/15/2025	SIMLEY HIGH SCHOOL	R	200.00
01	316039	08/15/2025	SMARTPASS INC.	R	7,732.94

01	316040	08/15/2025	TECH ACADEMY	R	735.00
01	316041	08/15/2025	TOLL COMPANY	R	13.64
01	316042	08/15/2025	TOWN & COUNTRY FENCE	R	7,722.50
01	316043	08/15/2025	TRIO SUPPLY COMPANY	R	735.07
01	316044	08/15/2025	TRUGREEN LIMITED PARTNERSHIP	R	9,300.00
01	316045	08/15/2025	TWIN CITY TRANSPORTATION	R	131,167.43
01	316046	08/15/2025	VERIZON WIRELESS	R	360.11
01	316047	08/15/2025	VERNON COMPANY	R	211.26
01	316048	08/15/2025	WASHINGTON TECHNOLOGY MAGNET	R	200.00
01	316049	08/15/2025	WOLD ARCHITECTS AND ENGINEERS	R	7,497.05
01	316050	08/15/2025	XCEL ENERGY	R	100.46
01	316051	08/20/2025	806 TECHNOLOGIES INC	R	4,200.00
01	316052	08/20/2025	AMERICAN CAPITAL FINANCIAL	R	106,522.40
01	316053	08/20/2025	ANTHONY, MOLLY	R	29.15
01	316054	08/20/2025	AI TECHNOLOGIES LLC	R	240.00
01	316055	08/20/2025	AQUA LOGIC INC	R	3,031.92
01	316056	08/20/2025	BEST PLUMBING SPECIALTIES, INC.	R	512.94
01	316057	08/20/2025	BSI MECHANICAL, INC.	R	1,565.00
01	316058	08/20/2025	CANON USA	R	4,747.36
01	316059	08/20/2025	CEDAR SMALL ENGINE	R	216.09
01	316060	08/20/2025	CESO FINANCE, LLC	R	10,000.00
01	316061	08/20/2025	CINTAS CORPORATION NO 2	R	298.12
01	316062	08/20/2025	COMCAST	R	447.42
01	316063	08/20/2025	MARIA SPERL	R	3,657.50
01	316064	08/20/2025	CUB FOODS	R	556.91
01	316065	08/20/2025	CUMMINS SALES AND SERVICE	R	750.00
01	316066	08/20/2025	ECM PUBLISHERS INC	R	695.00
01	316067	08/20/2025	WW GRAINGER INC	R	790.98
01	316068	08/20/2025	HAAG COMPANIES	R	1,180.00
01	316069	08/20/2025	HAWKINS INC	R	5,936.58
01	316070	08/20/2025	HER, SENG	R	39.10
01	316071	08/20/2025	HILLYARD MINNEAPOLIS	R	3,980.69
01	316072	08/20/2025	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,759.09
01	316073	08/20/2025	INDEPENDENT SCHOOL DISTRICT 622	R	1,419.48
01	316074	08/20/2025	INTERMEDIATE DISTRICT 287	R	40,082.19
01	316075	08/20/2025	INTERMEDIATE SCHOOL DISTRICT 917	R	2,383.64
01	316076	08/20/2025	INTERSTATE ALL BATTERY CENTER	R	19.07
01	316077	08/20/2025	LOFFLER	R	1,031.91
01	316078	08/20/2025	LOFFLER COMPANIES	R	111.00
01	316079	08/20/2025	ASCEN TEK, INC.	R	195.50
01	316080	08/20/2025	MADISON NATIONAL LIFE INS CO INC	R	9,849.93
01	316081	08/20/2025	MIDWEST BUS PARTS INC	R	125.00
01	316082	08/20/2025	MOO CHICKA POO	R	190.50
01	316083	08/20/2025	MRI SOFTWARE LLC	R	13.50
01	316084	08/20/2025	NAPA AUTO PARTS	R	103.50
01	316085	08/20/2025	NEI ELECTRIC, INC.	R	1,297.50
01	316086	08/20/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	514.12
01	316087	08/20/2025	PAES PRODUCTIONS, INC.	R	1,500.00
01	316088	08/20/2025	PEDIATRIC HOME SERVICE	R	825.00

01	316089	08/20/2025	PROPIO LS, LLC	R	63.73
01	316090	08/20/2025	ROSA RUBIO ESCODA	R	292.50
01	316091	08/20/2025	SCHOOL SERVICE EMPLOYEES UNION	R	1,809.09
01	316092	08/20/2025	SHERWIN WILLIAMS CO	R	1,020.40
01	316093	08/20/2025	SPED FORMS LLC	R	14,273.96
01	316094	08/20/2025	ST CROIX FIRE & SAFETY, INC.	R	5,710.00
01	316095	08/20/2025	STEM SMART LLC	R	640.00
01	316096	08/20/2025	STONE ARCH STUDIO LLC	R	200.00
01	316097	08/20/2025	API GARAGE DOOR, INC.	R	741.88
01	316098	08/20/2025	TYLER TECHNOLOGIES, INC.	R	31,471.03
01	316099	08/20/2025	UHL COMPANY INC	R	49,595.50
01	316100	08/20/2025	UNITED HEALTHCARE/AARP MEDICARE RX	R	92.20
01	316101	08/20/2025	UNITED HEARTHCARE /AARP MEDICARE RX	R	92.20
01	316102	08/20/2025	UNITED STATES TREASURER	R	300.00
01	316103	08/20/2025	UNITEDHEALTHCARE	R	655.91
01	316104	08/20/2025	UNIVERSITY LANGUAGE CENTER	R	415.89
01	316105	08/20/2025	XCEL ENERGY	R	30,090.59
01	316106	08/20/2025	YOUNG AMERICANS SCHL SELF-DEFENSE	R	560.70
01	316107	08/21/2025	HENNEPIN TECHNICAL COLLEGE	R	2,000.00
01	316108	08/21/2025	INVER HILLS COMMUNITY COLLEGE	R	2,000.00
01	316109	08/21/2025	MN STATE UNIVERSITY	R	4,000.00
01	316110	08/21/2025	ST OLAF COLLEGE	R	2,000.00
01	316111	08/21/2025	UNIVERSITY OF KANSAS	R	2,000.00
01	315672	08/22/2025	UNIVERSITY LANGUAGE CENTER	V	-624.00
01	316112	08/22/2025	GROUP MEDICAREBLUE RX	R	8,325.00
01	316113	08/22/2025	MAXORPLUS, LTD	R	34,758.69
01	316114	08/22/2025	MCCARTHY WELL COMPANY	R	1,550.00
01	316115	08/22/2025	UNIVERSITY LANGUAGE CENTER	R	208.00
01	316116	08/25/2025	UNIVERSITY LANGUAGE CENTER	R	624.00
01	316117	08/25/2025	WOODCRAFT	R	107.99

TOTAL CHECK & SCHOLARSHIP REGISTER					1,827,966.21
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Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting September 2, 2025

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Full-Time Management Resignation

Ashley Schaefer – Assistant Middle School Principal – Richfield Middle School
Effective: 8/29/2025
Years of Service: 4

Certified TIER 2 Teacher Contract

Sarah Nelson – Special Education Teacher – Sheridan Hills Elementary School
Effective: 8/19/2025
Brandon Siguenza – Special Education Teacher - Richfield Middle School
Effective: 8/19/2025

Classified Full-Time Paraprofessional for Employment

Jalil Blakey - Special Education Paraprofessional – Richfield High School
Effective: 09/02/2025
Ryan O'Rourke - Special Education Paraprofessional – Richfield High School
Effective: 09/02/2025
Jordin Booker - Security Monitor Paraprofessional – Richfield High School
Effective: 09/02/2025
Avalyn Lessard - Special Education Paraprofessional – Centennial Elementary School
Effective: 09/03/2025
Melissa Persons - Special Education Paraprofessional – R-STEM Elementary
Effective: 09/03/2025
Margaret Woolcott - Special Education Paraprofessional – R-STEM Elementary
Effective: 09/03/2025

Classified Full-Time Food & Nutrition Service for Employment

Breanna Remer - Kitchen Assistant – Richfield High School
Effective: 09/02/2025
Angelica Rossano Navarrete - Kitchen Assistant – Richfield Middle School
Effective: 09/02/2025

Classified Full-Time Paraprofessional Reclassification

Carmen Christian - Clerical Paraprofessional – Central Education Center
Effective: 09/03/2025

Classified Full-Time Food & Nutrition Service Resignation

Iris Hernandez Balbuena - Kitchen Assistant – R-STEM Elementary

Effective: 08/26/2025

Years of Service: 6

Classified Part-Time Facilities & Transportation Resignation

Jennifer Montilino - Bus Driver – Bus Garage

Effective: 07/07/2025

Years of Service: 0.5

Classified Part-Time Facilities & Transportation Probationary Termination

Jools Brandt - Bus Driver – Bus Garage

Effective: 08/27/2025

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 2, 2025

Subject: Disability Nondiscrimination

(Recommended by the superintendent)

Passage upon a third read of Policy 403: Disability Nondiscrimination. This policy affirms the District's commitment to fair hiring and employment practices, as well as reasonable accommodations for disabilities.

Suggested changes have been included to adhere to District branding and style guidelines.

Attachments:

Policy 403: Disability Nondiscrimination - **redlined**
MSBA Model Policy 402: Disability Nondiscrimination

RICHFIELD PUBLIC SCHOOLS
DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is for Richfield Public Schools to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The ~~school-d~~District shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The ~~school-d~~District shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The ~~school-d~~District shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The ~~school-d~~District shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the ~~school-d~~District.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Craig Holje, ~~Chief Human Resources & Administrative Senior Executive~~ Officer, at ~~7001 Harriet Ave South~~ 401 70th St. West, Richfield, MN 55423, at 612-798-6031, or by email at craig.holje@rpsmn.org. This individual is the ~~school-d~~District's appointed ADA/Section 504 coordinator.

Legal References:

- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
- 42 U.S.C., ~~Ch. 426~~ § ~~42412-12101~~ (Americans with Disabilities Act)
- 29 C.F.R. Part 32
- ~~34 C.F.R. Part 35~~
- 34 C.F.R. Part 104

Cross References:

- Board Policy 103: Harassment Prohibition
- Board Policy 402: Equal Employment Opportunity
- Board Policy 505: Student Disability Nondiscrimination

RATIFIED BY THE BOARD OF EDUCATION: ~~10/5/20~~ October 5, 2020

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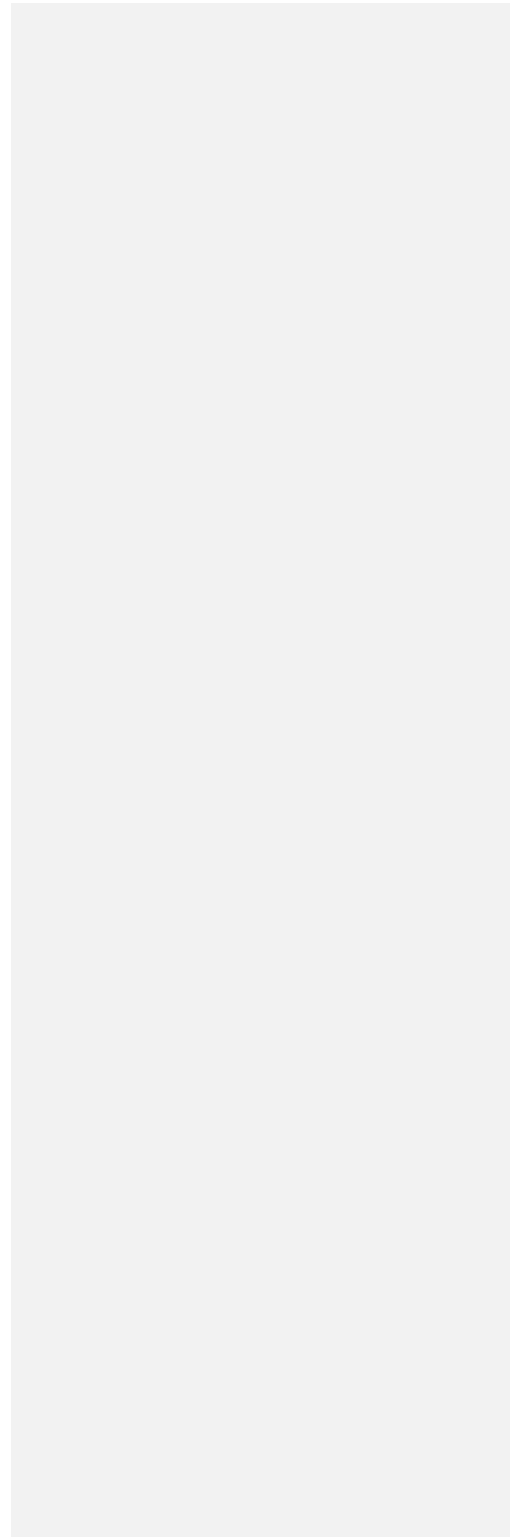
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Section 400
Employees/Personnel

Board Policy 403
page 2

| 1 REVISED BY THE BOARD OF EDUCATION:
2



Adopted: _____

MSBA/MASA Model Policy 402

Orig. 1995

Revised: _____

Rev. 2022

402 DISABILITY NONDISCRIMINATION POLICY

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

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact _____ (*list the name, title, office address, telephone number, and e-mail address*). This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

NEW BUSINESS – FOR REVIEW

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 2, 2025

Subject: Harassment Prohibition

(Recommended by the superintendent)

A first read of Policy 103: Harassment Prohibition and Administrative Guideline 103.2. This policy prohibits any form of harassment or violence on the basis of a protected class. It also details the process by which the District will investigate and take action on any complaints of harassment.

Attachments:

Policy 103: Harassment Prohibition

Administrative Guideline 103.2

MSBA Model Policy 525: Violence Prevention

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RICHFIELD PUBLIC SCHOOLS

HARASSMENT PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. Richfield Public Schools prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any other class protected under the law.
- B. A violation of this policy occurs when any student, teacher, administrator, or other District personnel harasses or inflicts, threatens to inflict, or attempts to inflict violence upon a student, teacher, administrator, or other District personnel or group of students, teachers, administrators, or other District personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, District personnel includes: school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.)
- C. The District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:

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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 having legal status or custody with:
 - a. the minor’s parent or parents or the minor’s legal guardian or guardians; or
 - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians.

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Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions.

The protections afforded against harassment 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

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employee's participation in or receipt of benefits, services, or opportunities in the schools' programs or employment.

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

F. Religious Harassment/Violence; Definition

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

G. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;

- 1 c. unwelcome, sexually motivated, or inappropriate
- 2 patting, pinching, or physical contact, other than
- 3 necessary restraint of pupil(s) by teachers,
- 4 administrators, or other school personnel to avoid
- 5 physical harm to persons or property;
- 6
- 7 d. unwelcome sexual behavior or words, including
- 8 demands for sexual favors, accompanied by implied
- 9 or overt threats concerning an individual's
- 10 employment or educational status;
- 11
- 12 e. unwelcome sexual behavior or words, including
- 13 demands for sexual favors, accompanied by implied
- 14 or overt promises of preferential treatment with regard
- 15 to an individual's employment or educational status;
- 16 or
- 17
- 18 f. unwelcome behavior or words directed at an
- 19 individual because of gender.
- 20

21 H. Sexual Violence; Definition

- 22
- 23 1. Sexual violence is a physical act of aggression or force or
- 24 the threat thereof which involves the touching of another's
- 25 intimate parts, or forcing a person to touch any person's
- 26 intimate parts. Intimate parts, as defined in Minn. Stat. §
- 27 609.341, includes the primary genital area, groin, inner thigh,
- 28 buttocks, or breast, as well as the clothing covering these
- 29 areas.
- 30
- 31 2. Sexual violence may include, but is not limited to:
- 32
- 33 a. touching, patting, grabbing, or pinching another
- 34 person's intimate parts, whether that person is of the
- 35 same sex or the opposite sex;
- 36
- 37 b. coercing, forcing, or attempting to coerce or force the
- 38 touching of anyone's intimate parts;
- 39
- 40 c. coercing, forcing, or attempting to coerce or force
- 41 sexual intercourse or a sexual act on another; or
- 42
- 43 d. threatening to force or coerce sexual acts, including
- 44 the touching of intimate parts or intercourse, on
- 45 another.
- 46

47 I. Violence; Definition

48
49 Violence prohibited by this policy is a physical act of aggression or
50 assault upon another or group of individuals because of, or in a

1 manner reasonably related to, race, color, creed, religion, national
2 origin, sex, age, marital status, familial status, status with regard to
3 public assistance, sexual orientation, gender identity or expression,
4 disability, or any class protected under the law.
5

6 **IV. REPORTING PROCEDURES**
7

8 A. Any person who believes they have been the victim of harassment
9 or violence on the basis of race, color, creed, religion, national
10 origin, sex, age, marital status, familial status, status with regard to
11 public assistance, sexual orientation, gender identity or expression,
12 disability, or any other protected class, by a student, teacher,
13 administrator, or other District personnel, or any person (e.g.,
14 witness, parent, colleague) with knowledge or belief of conduct
15 which may constitute harassment or violence prohibited by this
16 policy toward a student, teacher, administrator, or other District
17 personnel or group of students, teachers, administrators, or other
18 District personnel should report the alleged acts immediately to an
19 appropriate school district official designated by this policy.
20

21 B. The District encourages the reporting party or complainant to use
22 the report form available from the principal of each building or
23 available from the District Office, but oral reports shall be
24 considered complaints as well.
25

26 C. Nothing in this policy shall prevent any person from reporting
27 harassment or violence directly to a school district human rights
28 officer, to the District's Title IX coordinator, or to the superintendent.
29 The District has a Title IX policy and grievance procedure, and
30 nothing in this policy shall prevent any person from reporting sexual
31 harassment or violence in the manner specified by Policy 115: Title
32 IX.
33

34 D. In Each School Building. The building principal, the principal's
35 designee, or the building/program supervisor (hereinafter Building
36 Report Taker) is the person responsible for receiving oral or written
37 reports of harassment or violence prohibited by this policy at the
38 building/program level. Any adult District personnel who receives a
39 report of harassment or violence prohibited by this policy shall
40 inform the Building Report Taker immediately. If the complaint
41 involves the Building Report Taker, the complaint shall be made or
42 filed directly with the superintendent or the District human rights
43 officer by the reporting party or complainant. District personnel who
44 fail to inform the Building Report Taker of a report of harassment or
45 violence in a timely manner may be subject to disciplinary action.
46

47 E. Upon receipt of a report, the Building Report Taker must notify the
48 District human rights officer immediately, without screening or
49 investigating the report. If the complaint only involves students,
50 the Building Report Taker is designated to review the complaint,
51 initiate the investigation and notify the District human rights officer if

1 the complaint includes allegations of sexual harassment or other
2 potentially criminal allegations. The Building Report Taker may
3 request, but may not insist upon, a written complaint. A written
4 statement of the facts alleged will be forwarded as soon as
5 practicable by the Building Report Taker to the human rights officer.
6 If the report was given verbally, the Building Report Taker shall
7 personally reduce it to written form within 24 hours and forward it to
8 the human rights officer. Failure to forward any harassment or
9 violence report or complaint as provided herein may result in
10 disciplinary action against the Building Report Taker.

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

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

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

42
43 **V. INVESTIGATION**

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

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- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent and necessary by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the District may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The District human rights officer or Building Report Taker shall make a written report to the superintendent upon completion of a formal investigation involving an employee or any complaint that involves criminal allegations. The report for any complaint involving students will be documented appropriately in the student information system. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. If no formal investigation was authorized by the human rights officer, they will ensure appropriate follow up with the employee(s) or student(s) or other parties involved.

VI. SCHOOL DISTRICT ACTION

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

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VII. REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted in each school building in areas accessible to students and staff members. It will be available on the District website.
- B. This policy shall be given to or access provided to the website containing the policy for each District employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The District will develop a method of discussing this policy with students and employees.
- E. The District may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

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F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References:

- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
- Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- Minn. Stat. § 609.341 (Definitions)
- Minn. Stat. § 260E (Reporting of Maltreatment of Minors)
- 20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))
- 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
- 20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
- 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
- 34 C.F.R. Part 106 (Implementing Regulations of Title IX)
- 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
- 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
- 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
- 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
- 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
- 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:

- Policy 102 (Equal Educational Opportunity)
- Policy 113 (Bullying Prohibition Policy)
- Policy 108 (Hazing Prohibition)
- Policy 115 (Title IX)
- Policy 111 (Weapons on School Premises)
- Policy 402 (Equal Employment Opportunity)
- Policy 403 (Disability Nondiscrimination)
- Policy 409 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- Policy 410 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- Policy 412 (Public and Private Personnel Data)
- Policy 505 (Student Disability Nondiscrimination)
- Policy 506 (Student Sex Nondiscrimination)
- Policy 541 (Student Behavior)
- Policy 581 (Protection and Privacy of Pupil Records)
- Policy 582 (Staff Notification of Violent Behavior by Students)
- Policy 586 (Gender Inclusion)
- Policy 742 (Student Transportation Services)
- Policy 783 (Video Surveillance)

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

REVISED BY THE BOARD OF EDUCATION: December 7, 1999; January 22,
2002; March 17, 2003; June 17, 2008; August 18, 2014; January 19, 2021;
September 5, 2023; September 16, 2024

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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; September 5, 2023; September 16, 2024

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

- 5 1. Everyone at District 280 has a right to feel respected and safe. Consequently, we
6 want you to know about our policies to prohibit harassment, violence and bullying
7 based upon any kind of legally protected classification.
8
9 2. A harasser may be a student or an adult. Harassment may include the following
10 when related to race, color, creed, religion, national origin, sex, age, familial status,
11 marital status, status with regard to public assistance, disability, sexual orientation,
12 gender identity or expression, or any other class protected under the law:
13 a. name calling, jokes or rumors;
14 b. pulling on clothing
15 c. graffiti;
16 d. notes or cartoons;
17 e. unwelcome touching of a person or clothing
18 f. offensive or graphic posters or book covers; or
19 g. any words or actions that make you feel uncomfortable, embarrass you, hurt
20 your feelings or make you feel bad.
21
22 3. If any words or actions make you feel uncomfortable or fearful, you need to tell a
23 teacher, counselor, the principal or the Human Rights Officer and Title IX
24 Coordinator, Craig Holje.
25
26 4. You may also make a written report. It should be given to a teacher, counselor, the
27 principal or the Human Rights Officer/Title IX Coordinator.
28
29 5. Your right to privacy will be respected as much as possible.
30
31 6. We take seriously all reports of harassment, violence or bullying and will take all
32 appropriate actions based on your report.
33
34 7. The School District will also take action if anyone tries to intimidate you or take
35 action to harm you because you have reported.
36
37 8. This is a summary of the School District policies against harassment, violence, and
38 bullying. Complete policies are available in the district office upon request or on
39 the district website: www.richfieldschools.org
40

41 **HARASSMENT, VIOLENCE, AND BULLYING AGAINST A PROTECTED CLASS ARE**
42 **AGAINST THE LAW.**
43 **DISCRIMINATION IS AGAINST THE LAW.**
44

45 CONTACT: **CRAIG HOLJE**
46 **HUMAN RIGHTS OFFICER/TITLE IX COORDINATOR**
47 401 70TH STREET W (DOOR #26)
48 RICHFIELD, MN 55423
49 **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 an
14 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 the
25 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, accurate,
45 and complete to the best of my knowledge:

46
47
48 _____
49 Complaint Signature

_____ Date

50
51 _____
52 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 _____

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

Adopted: _____

MSBA/MASA Model Policy 525

Orig. 1996

Revised: _____

Rev. 2022

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

III. IMPLEMENTATION OF POLICY

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

substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.

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

IV. PREVENTION STRATEGIES

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

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

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as

deterrents to violence.

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

by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.

- S. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting requirements provided on the Minnesota Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

V. STUDENT SUPPORT

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

VI. PERSONNEL

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

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

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

Cross References:

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 2, 2025

Subject: Bullying Prohibition

(Recommended by the superintendent)

A first read of Policy 113: Bullying Prohibition. This policy affirms the District's intention to prevent bullying and take action to investigate and respond to incidents of bullying that have not been prevented.

The bullying prohibition policy and harassment prohibition policy use the same reporting forms, which are labeled both as Administrative Guideline 103.2 and Administrative Guideline 113.1.

Attachments:

Policy 113: Bullying Prohibition

Administrative Guideline 113.1

Administrative Guideline 113.2: Summary of Policy 113

MSBA Model Policy 514: Bullying Prohibition

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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. 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 District and the rights and welfare of its students and is within the control of the District in its normal operations, it is the 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 District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. DEFINITIONS

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

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

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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.
- E. “On District property or at school-related functions” means all 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 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. 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 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 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.

1 **III. GENERAL STATEMENT OF POLICY**

2
3 An act of bullying, by either an individual student or a group of students, is
4 expressly prohibited on District property or at school-related functions.
5 This policy applies not only to students who directly engage in an act of
6 bullying but also to students who, by their indirect behavior, condone or
7 support another student's act of bullying. This policy also applies to any
8 student whose conduct at any time or in any place constitutes bullying that
9 interferes with or obstructs the mission or operations of Richfield Public
10 Schools or the safety or welfare of the student, other students, or
11 employees. The misuse of technology including, but not limited to,
12 teasing, intimidating, defaming, threatening, or terrorizing another student,
13 teacher, administrator, volunteer, contractor, or other employee of the
14 District by sending or posting e-mail messages, instant messages, text
15 messages, digital pictures or images, or website postings, including blogs,
16 also may constitute an act of bullying regardless of whether such acts are
17 committed on or off District property and/or with or without the use of
18 District resources. This policy also applies to sexual exploitation.

19
20 A. Malicious and sadistic conduct involving race, color, creed, national
21 origin, sex, age, marital status, status with regard to public
22 assistance, disability, religion, sexual harassment, and sexual
23 orientation and gender identity as defined in Minnesota Statutes,
24 chapter 363A is prohibited. This prohibition applies to students,
25 independent contractors, teachers, administrators, and other school
26 personnel.

27
28 Malicious and sadistic conduct and sexual exploitation by a District
29 or school staff member, independent contractor, or enrolled student
30 against a staff member, independent contractor, or student that
31 occurs as described in Article II.A above is prohibited.

32
33
34 B. No teacher, administrator, volunteer, contractor, or other employee
35 of the District shall permit, condone, or tolerate bullying.

36
37 C. Apparent permission or consent by a student being bullied does not
38 lessen the prohibitions contained in this policy.

39
40 D. Retaliation against a victim, good faith reporter, or a witness of
41 bullying is prohibited.

42
43 E. False accusations or reports of bullying against another student are
44 prohibited.

45
46 F. A person who engages in an act of bullying, reprisal, or false
47 reporting of bullying or permits, condones, or tolerates bullying
48 maybe subject to discipline for that act in accordance with District's
49 policies and procedures. The District may take into account the
50 following factors in determining whether discipline is required and if
51 so, the type and extent of discipline:

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1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

IV. REPORTING PROCEDURE

- A. Any person who believes they have been the victim of bullying or any other person (e.g. witness, parent, colleague) with knowledge or belief of conduct that may constitute bullying is encouraged to report the alleged acts immediately to an appropriate District official designated by this policy. A person may report conduct they believe to be bullying even if more than 24 hours have passed. A person may report bullying anonymously. However, the District's ability to take action against an alleged bully based solely on an anonymous report may be limited.
- B. The District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter Building Report Taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a District human rights officer or the superintendent. If the complaint involves the Building

- 1 Report Taker, the complaint shall be made or filed directly with the
2 superintendent or the District human rights officer by the reporting
3 party or complainant.
4
- 5 D. A teacher, school administrator, volunteer, contractor, or other
6 school employee shall be particularly alert to possible situations,
7 circumstances, or events that might include bullying. Any such
8 person who receives a report of, observes, or has other knowledge
9 or belief of conduct that may constitute bullying shall inform the
10 Building Report Taker immediately. District personnel who fail to
11 inform the Building Report Taker of conduct that may constitute
12 bullying in a timely manner may be subject to disciplinary action.
13
- 14 E. Reports of bullying are classified as private educational and/or
15 personnel data and/or confidential investigative data and will not be
16 disclosed except as permitted by law.
17
- 18 F. Submission of a good faith complaint or report of bullying will not
19 affect the complainant's or reporter's future employment, grades, or
20 work assignments, or educational or work environment.
21
- 22 G. The District will respect the privacy of the complainant(s), the
23 individual(s) against whom the complaint is filed, and the witnesses
24 as much as possible, consistent with the District's obligation to
25 investigate, take appropriate action, and comply with any legal
26 disclosure obligations.
27
28

29 **V. STAFF EXPECTATIONS**

- 30
31 Teachers and staff at Richfield Public Schools are expected to take the
32 following actions in order to prevent bullying and help students feel safe at
33 school:
34
- 35 A. Closely supervise students in all areas of the school and
36 playground;
37
- 38 B. Watch for signs of bullying and stop it when it happens;
39
- 40 C. Respond quickly and sensitively to bullying reports using an
41 appropriate response process;
42
- 43 D. Report bullying to the Building Report Taker;
44
- 45 E. Notify the Building Report Taker when efforts to address the
46 bullying prove unsuccessful;
47
- 48 F. Help create a school culture of respect and kindness by modeling
49 and fostering these traits.
50
51

1 **VI. INVESTIGATION**

- 2
- 3 A. Upon receipt of a complaint or report of bullying, the District shall
4 undertake or authorize an investigation by District officials or a third
5 party designated by the District within three school days of the
6 report. This process is overseen by the Building Report Taker.
7
- 8 B. The Building Report Taker may take immediate steps, at their
9 discretion, to protect the complainant, reporter, students, or others
10 pending completion of an investigation of bullying, consistent with
11 applicable law.
12

13

14 **VII. DISTRICT ACTION**

- 15
- 16 A. Upon completion of the investigation, the District will take
17 appropriate action. Such action may include, but is not limited to,
18 warning, suspension, exclusion, expulsion, transfer, remediation,
19 termination, or discharge. The primary purpose of such action is to
20 protect the student(s) who have been the target of bullying behavior
21 and to deter the prohibited behavior in the future. District action
22 taken for violation of this policy will be consistent with the
23 requirements of applicable collective bargaining agreements;
24 applicable statutory authority, including the Minnesota Pupil Fair
25 Dismissal Act; District policies; and regulations.
26
- 27 B. The District is not authorized to disclose to a victim private
28 educational or personnel data regarding an alleged bully who is a
29 student or employee of the District. School officials will notify the
30 parent(s) or guardian(s) of students involved in a bullying incident
31 of the incident and of action taken, to the extent permitted by law.
32
- 33 C. Referral to Professional School Support Staff. A student who
34 violates this policy may be asked to meet with a school counselor
35 or other staff to work on positive behavioral interventions to help
36 prevent future violations.
37
- 38 D. Referral to available community resources. The involved students
39 and their parents will be given references to community resources
40 and support, as it is appropriate.
41
- 42 E. Individualized Education Plans or Section 504 Plans may address
43 the skills and proficiencies needed for students with disabilities to
44 engage in positive behaviors and respond appropriately to
45 prohibited conduct.
46
- 47 F. Staff Consequences. A Richfield Public School employee who fails
48 to immediately and appropriately address bullying may be asked to
49 participate in additional staff training, may be mentored, or may be
50 disciplined. A staff member's repeated failure to address bullying
51 behavior may result in discipline up to and including termination or

1 discharge.

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VIII. REPRISAL

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IX. TRAINING AND EDUCATION

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- A. The District annually will provide information and any applicable training to District staff to prevent, identify, and respond to prohibited conduct.
- B. The 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 student exhibiting bullying behavior, target of bullying, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for bullying others 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 District annually will provide education and information to students regarding bullying, including information regarding this District policy prohibiting bullying, appropriate reporting procedures for reporting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

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

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15 **X. NOTICE**

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17 A. The District will give annual notice of this policy to students, parents
18 or guardians, and staff, and this policy shall appear in the student
19 handbook.
20
21 B. This policy must be conspicuously posted throughout each school
22 building, in the administrative offices of the District, and in the office
23 of each school.
24
25 C. This policy must be distributed to each District or school employee
26 and independent contractor, if the contractor regularly interacts with
27 students, at the time of hiring or contracting with the District.
28
29 D. Notice of the rights and responsibilities of students and their
30 parents under this policy must be included in the student discipline
31 policy distributed to parents at the beginning of each school year.
32
33 E. This policy shall be available to all parents and other school
34 community members in an electronic format in the language
35 appearing on the District's or a school's website.
36
37 F. The District shall provide an electronic copy of its most recently
38 amended policy to the Minnesota Commissioner of Education.

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42 ***Legal References:***

- 43 Minn. Stat. § 120B.232 (Character Development Education)
44 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
45 Minn. Stat. § 121A.69 (Hazing Policy)
46 Minn. Stat. §121A.031 (School Student Bullying Policy)
47 Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
48 Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
49 Minn. Stat. § 121A.03 (Model Policy)
50 Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
51 Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students)

- 1 and Parents under the Safe and Supportive Minnesota Schools Act)
- 2 Minn. Stat. Ch. 124E (Charter Schools)
- 3 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 4 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
- 5 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)
- 6
- 7

8 **Cross References:**

- 9 Policy 103: Harassment Prohibition
- 10 Policy 108: Hazing Prohibition
- 11 Policy 111: Weapons on School Premises
- 12 Policy 409: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 13 Policy 410: Mandated Reporting of Maltreatment of Vulnerable Adults
- 14 Policy 505: Student Disability Nondiscrimination
- 15 Policy 506: Student Sex Nondiscrimination
- 16 Policy 541: Student Behavior
- 17 Policy 581: Protection and Privacy of Pupil Records
- 18 Policy 582: Staff Notification of Violent Behavior by Students
- 19 Policy 742: Student Transportation Services
- 20 Policy 783: Video Surveillance

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RATIFIED BY THE BOARD OF EDUCATION: July 16, 2007

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REVISED BY THE BOARD OF EDUCATION: September 4, 2007; August 18,
2014; January 19, 2021; September 5, 2023; September 16, 2024

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

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

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

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

PHONE: 612-798-6031

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

General Statement of Policy Prohibiting Harassment, Violence, and Bullying

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

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

1. Preliminary Information

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

2. Description of Incident:

Date of Alleged Incident(s) _____

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

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

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

List any witnesses who were present. _____

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

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

Complaint Signature

Date

Received by

Date

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

1. Investigation Summary

Date of Intake Review _____

Person Conducting Review: _____

2. Initial Category of Claim

_____ 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 _____

Richfield Public Schools
Summary of Policy 113: Bullying Prohibition

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 District, and also the misuse of technology – committed on or off District property and with or without the use of 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 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 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 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 they have 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 District official designated to receive the reports at school, which is the building principal or 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 District will respect the privacy of all involved parties as much as possible, but the District shall undertake or authorize an investigation by District officials or a third party designated by the District within **three school days of the report**. While this investigation is in process, the Building Report Taker may take immediate steps at their discretion to protect the reporter, the alleged victim, students or others. Upon completion of the investigation, the 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; 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 District will annually provide information and any applicable training to 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 richfieldschools.org/about/policies.

Adopted: _____

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2025

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 school 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 the student's developmental age and behavioral history. 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.

[NOTE: The language added above appears in Minnesota Statutes, section 121A.031.]

- 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 or guardian of students who are targets of bullying or other prohibited conduct and the parent or guardian 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. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.

[NOTE: The 2025 Minnesota legislature added the final sentence to Minnesota Statutes, section 121A.031.]

- 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.

[NOTE: The deleted language appears in Article V. above.]

VII. TRAINING AND EDUCATION

- A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must 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. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.
- C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.
- E. 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.
- F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.
- H. The school district designates [insert name of staff member] as the primary contact person in the school building to receive reports of prohibited conduct

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.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
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)

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 2, 2025

Subject: Donations

(Recommended by the superintendent)

That the board of education accept the following donations with gratitude.

The RHS Boys Tennis Team received a donation of tennis balls valued at \$216.97 from the Richfield Spartan Foundation.

The RHS Scholarship Fund received a donation of \$23,000.00 from Uplift North (formerly Assistance League of Minneapolis-St. Paul).

Richfield Public Schools received a donation of \$45,000.00 from the Best Buy Foundation for early learning to career and college readiness.