

MACCRAY ISD 2180
Clara City, MN 56222
MACCRAY Board Room
Monday, August 8, 2022
6:00 pm

TENTATIVE AGENDA

- 1.0 Call to Order
- 2.0 Pledge of Allegiance
- 3.0 Approval of the Agenda/Additions/Deletions
- 4.0 Public Comment - Shane Nord w/visuals
- 5.0 Consent Agenda – Action Required
 - 5.1 Adoption of Minutes
 - 5.2 Approve payment of bills and financial reports.
 - 5.3 Approve Contract with Elementary Teacher: A. Yeager
 - 5.4 Accept resignation of Elementary PE Teacher: T. Anderson (Effective upon replacement)
 - 5.5 Accept resignation of Elem. paraprofessional: S. Halvorson
 - 5.6 Accept donation from Football Boosters of \$8,000-10,000 for new sound system.
 - 5.7 Approve Coaches and Advisors Fall 2022

Football

Cole Christopher	Head Varsity
Tyler Anderson	Asst. Varsity
Trent Carlson	J.V. & Asst.
Brandon Grund	J.V. & Asst.
Andrew DuHoux	Junior High
Seth Falk	Junior High
Kelby Jaenisch	Volunteer

Boys & Girls Cross Country

Deb Hoberg	Head Varsity - RCW
Ben Johnson	Asst. - MACCRAY

Volleyball

Tory Brouwer	Head Varsity
Emily Carlson	B Squad
TBD	C Squad
Hailey DeBlieck	J.H.
Jessica Roelofs	J.H.
Terese Bourne	Volunteer
Brenda Schwitters	Volunteer

Girls Tennis

Lindsey Bosch	Head Coach
Alecia Hansen	Assistant
Ashley Trulock	Volunteer

Weight Room - TBD

Activity Concessions Supervisor/Worker - Carol Krueger

Fall (Play/Dinner Theater?) Director - Nikki Bettcher Erickson

Pep Band Joel Gronseth

Yearbook Josie Donner

NHS Laura Bristle

6.0 Communication Report

6.1 Administrative Reports

- 6.1.1 Denise Smith, Community Ed & Rec.
- 6.1.2 Mitchell Kent, Elementary Principal
- 6.1.3 Judd Wheatley, High School Principal
- 6.1.4 Sherri Broderius, Superintendent

6.2 Committee Reports

7.0 Business items – Action Required

- 7.1 Motion to approve East Abatement Bid.
- 7.2 Motion to approve West Abatement Bid.
- 7.3 Motion to approve Resolution Stating the Intention of the School Board to Issue General Obligation School Building Bonds.
- 7.4 Motion to approve the Student Handbook.
- 7.5 Motion to approve Policy 504 - Student Dress and Appearance.
- 7.6 Motion to approve Policy 524 - Internet Acceptable Use and Safety Policy and form.

8.0 Upcoming Meetings

- 8.1 Regular School Board Meeting, September 12, 2022, Board Room, 6pm
- 8.2 Regular School Board Meeting, October 10, 2022, Board Room, 6pm
- 8.3 Regular School Board Meeting, November 14, 2022 Board Room, 6pm

9.0 Adjournment

**Minutes of the Board of Education
Independent School District #2180
Regular Meeting #1
Monday, July 11, 2022 6:00 PM
MACCRAY Board Room**

Members Present: Tate Mueller, Julie Alsum, Scott Ruitter, Debi Brandt, Lane Schwitters, Carmel Thein.
Others Present: Sherri Broderius, Superintendent; Kim Sandry, Business Manager; Jim Trulock, AD; Chris Ziemer, ICS.

Chair Julie Alsum called the meeting to order at 6:00 pm.
Pledge of Allegiance

Motion by Ruitter, second by Brandt, to approve the agenda.
Motion carried by unanimous vote.

Public comment: Candace Jaenisch

Approval of Consent Agenda:

Motion by Thein, second by Schwitters, to approve the consent agenda.
Motion carried by unanimous vote.

Adoption of Minutes

Approve payment of bills and financial report.

Approve contract with Substitute Teacher – S. Hinrichs.

Approve Federal Mileage Rate increase to \$.625 as of July 1, 2022

Communications Reports:

Mr. Dave Baker: Legislature

Mr. Ziemer: ICS Construction update.

Mr. Westbrook: Tech Update

Mr. Trulock: Activities Update

Ms. Broderius: District update.

Committee Report: none

Business Items:

Motion by Schwitters, second by Brandt, to accept the milk bids from Stoney Creek Farms.
Motion carried by unanimous vote.

Motion by Ruitter, second by Thein, to approve the LTFM 10-year plan as presented.
Motion carried by unanimous vote.

Motion by Schwitters, second by Ruitter, to approve the resolution for membership in MSHSL.
For: Schwitters, Ruitter, Brandt, Mueller, Alsum, Thein.

Against: none

Resolution passed and adopted.

Motion by Thein, second by Ruitter, to approve the membership in MSBA. Motion carried by unanimous vote.

Motion by Ruitter, second by Alsum, to set the paid prices for Elementary Breakfast as \$.25, Secondary Breakfast \$.50, Elementary and Secondary Lunches as \$2.00 and the second breakfast of the day is \$1.00.
Motion carried by unanimous vote.

Motion by Thein, second by Schwitters, for the resolution for School Board Election Filing.

For: Schwitters, Ruitter, Thein, Alsum, Brandt, Mueller: Against: none

Resolution passes and adopted.

Motion by Schwitters, second by Thein, to approve that reduced rates for multiple sports must be paid at the beginning of the school year to qualify for the reduced rates. Motion carried by unanimous vote.

Meetings and Workshops:

Regular Board Meeting, Monday, August 8, 6pm, MACCRAY Board Room

Regular Board Meeting, Monday, September 12, 6pm, MACCRAY Board Room

Regular Board Meeting, Monday, October 10, 6pm, MACCRAY Board Room

Adjournment of Meeting

Motion by Ruitter, second by Thein, for adjournment. Motion carried by unanimous vote. Meeting adjourned at 7:30pm.

Respectfully submitted,

Carmel Thein, Clerk

Kim Sandry, Business Manager

RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY

BE IT RESOLVED by the School Board of Independent School District No.2180, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No.2180 shall begin on August 2, 2022 and shall close on August 16, 2022. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00** o'clock p.m. on August 16, 2022.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.

4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2180
MACCRAY PUBLIC SCHOOLS
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 2180 shall begin on August 2, 2022 and shall close at 5:00 o'clock p.m. on August 16, 2022. Open seats are in Voting Districts 2,4 and 5.

The general election shall be held on Tuesday, November 8, 2022. At that election, three members (one each from District 2,4, and 5) will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district business office, MACCRAY High School, 711 Wolverine Drive, Clara City, MN. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district voting district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 16, 2022.

Dated: 7-11, 2022

BY ORDER OF THE SCHOOL BOARD
/s/ Cammie Thom
School District Clerk



**2022-2023 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of MACCRAY Schools, ISD 2180, County of Chippewa, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high schools listed below (name all high schools under your governing board):

MACCRAY High School

is/are authorized by this, the Governing Board of said school district or school to:

1. Make new application for membership in the Minnesota State High School League;
School Enrollment (grades 9-12): _____
OR;
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: Conner Heim
(Clerk/Secretary - Local Governing Board)

Signed: Sherril Broderius
(Superintendent or Head of School)

Date: 7-11-22

Date: 7-21-22

District/School Office Address: MACCRAY Schools, PO Box 690, Clara City, MN 56222

Head of School/Superintendent's Phone: 320-847-2154

Head of School/Superintendent's Email: broderiuss@maccray.k12.mn.us

This form must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2022. Retain one copy for the school files.

2022-2023 RESOLUTION FOR MEMBERSHIP

This information on page must be entered electronically on the MSHSL Resolution for Membership 2022-2023 Form on the League website once for each high school under your governing board.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

- Designated School Board Member

Carmel Thein

- Designated School Representative
Jim Trulock

208.02 ACTIVITY REPRESENTATIVES

- Boys Sports – Jim Trulock
- Girls Sports – Jim Trulock

- Speech – Jim Trulock
- Music – Jim Trulock

MAILING REPRESENTATIVE

By signature on the first page, I have verified that all required representatives above have been entered electronically on the MSHSL Resolution for Membership 2022-2023 Form.

Ind. School District #2180 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
BND2		56304	5299	Check	1	4897	BCI Construction Inc.		Yes	No	No	07/05/2022	38,318.07
BND2		56298	5300	Check	1	01346	Duininck Incorporated		Yes	No	No	07/05/2022	76,652.82
BND2		56300	5301	Check	1	3785	Floor to Ceiling Store		Yes	No	No	07/05/2022	46,804.60
BND2		56308	5302	Check	1	4908	Gopher Stage Lighting Inc.		Yes	No	No	07/05/2022	58,187.50
BND2		56306	5303	Check	1	4902	Gunion Painting LLC		Yes	No	No	07/05/2022	11,342.43
BND2		56309	5304	Check	1	4934	Heartland Glass Co		Yes	No	No	07/05/2022	38,950.00
BND2		56301	5305	Check	1	4859	John Foley Masonry, Inc.	S Corporation	Yes	No	No	07/05/2022	189,611.11
BND2		56305	5306	Check	1	4901	Masters Plumbing Heating & Cooling LLC		Yes	No	No	07/05/2022	248,706.47
BND2		56311	5307	Check	1	4985	Minnkota Architectural Products Co.		Yes	No	No	07/05/2022	66,262.27
BND2		56303	5308	Check	1	4861	Regal Contractors, Inc		Yes	No	No	07/05/2022	21,373.10
BND2		56302	5309	Check	1	4860	Spartan Steel Erectors		Yes	No	No	07/05/2022	27,510.03
BND2		56310	5310	Check	1	4935	St. Cloud Acoustics		Yes	No	No	07/05/2022	20,225.50
BND2		56307	5311	Check	1	4907	Ultra Concrete		Yes	No	No	07/05/2022	99,157.71
BND2		56297	5312	Check	1	00666	West Central Roofing Cont.	C Corporation	Yes	No	No	07/05/2022	37,333.71
BND2		56299	5313	Check	1	2751	Willmar Electric Service	C Corporation	Yes	No	No	07/05/2022	175,180.00
BND2		56325	5314	Check	1	5122	All Furniture Inc.		Yes	No	No	07/07/2022	6,940.00
BND2		56323	5315	Check	1	4798	Braun Intertec Corporation	S Corporation	Yes	No	No	07/07/2022	12,680.00
BND2		56321	5316	Check	1	4227	DIAMOND TOWER SERVICE, INC	S Corporation	Yes	No	No	07/07/2022	16,800.00
BND2		56324	5317	Check	1	5120	Farmtek - Growers Supply		Yes	No	No	07/07/2022	6,181.87
BND2		56322	5318	Check	1	4559	ICS Consulting, LLC	S Corporation	Yes	No	No	07/07/2022	199,489.05
BND2		56320	5319	Check	1	3704	IEA, Inc	S Corporation	Yes	No	No	07/07/2022	16,132.96
BND2		56317	5320	Check	1	2164	Innovative Office Solutions		Yes	No	No	07/07/2022	26,390.00
BND2		56315	5321	Check	1	01216	Lakeshore Learning Materials	S Corporation	Yes	No	No	07/07/2022	3,541.60
BND2		56319	5322	Check	1	3044	MACCRAY General Fund		Yes	No	No	07/07/2022	288.25
BND2		56318	5323	Check	1	2877	Matheson Tri Gas		Yes	No	No	07/07/2022	5,518.59
BND2		56314	5324	Check	1	01092	Minnesota Clay		Yes	No	No	07/07/2022	706.70
BND2		56326	5325	Check	1	5125	Rural fabrication Systems		Yes	No	No	07/07/2022	2,665.60
BND2		56316	5326	Check	1	1469	Xcel Energy	C Corporation	Yes	No	No	07/07/2022	207.28
BND2		56392	5327	Check	1	2854	CORY'S HOMETOWN ELECTRIC	Ind/Sole Proprietor	Yes	No	No	07/21/2022	708.84
BND2		56393	5328	Check	1	5122	All Furniture Inc.		Yes	No	No	07/21/2022	47,000.00
BND2		56391	5329	Check	1	2450	Brothers Fire & Security	C Corporation	Yes	No	No	07/21/2022	428.56
BND2		56388	5330	Check	1	00501	Freely Electric, Inc.	S Corporation	Yes	No	No	07/21/2022	153.70
BND2		56390	5331	Check	1	2164	Innovative Office Solutions		Yes	No	No	07/21/2022	36,428.74
BND2		56389	5332	Check	1	01216	Lakeshore Learning Materials	S Corporation	Yes	No	No	07/21/2022	227.05
Pay		56358		Wire	1	00867	PERA		No	No	No	07/19/2022	3,269.58
Pay		56359		Wire	1	00868	MN Teachers Retirement Assoc.		No	No	No	07/19/2022	24,432.42
Pay		56360		Wire	1	2181	Aviben	C Corporation	No	No	No	07/19/2022	6,629.78
Bank Total:													\$1,538,104.11

Ind. School District #2180 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
Pay		56361		Wire	1	2385	MN Department of Revenue		No	No	No	07/19/2022	5,094.73
Pay		56362		Wire	1	2875	Internal Revenue Service		No	No	No	07/19/2022	35,700.42
Pay		56363		Wire	1	2985	Aviben FLEX		No	No	No	07/19/2022	2,276.56
Pay		56364		Wire	1	00867	PERA		No	No	No	07/19/2022	1,878.68
Pay		56365		Wire	1	00868	MN Teachers Retirement Assoc.		No	No	No	07/19/2022	3,879.90
Pay		56366		Wire	1	2181	Aviben	C Corporation	No	No	No	07/19/2022	5,804.24
Pay		56367		Wire	1	2385	MN Department of Revenue		No	No	No	07/19/2022	1,809.30
Pay		56368		Wire	1	2875	Internal Revenue Service		No	No	No	07/19/2022	10,486.09
Pay		56369		Wire	1	2985	Aviben FLEX		No	No	No	07/19/2022	996.94
Pay		56436		Wire	1	00867	PERA		No	No	No	07/29/2022	5,142.97
Pay		56437		Wire	1	00868	MN Teachers Retirement Assoc.		No	No	No	07/29/2022	26,271.89
Pay		56438		Wire	1	2181	Aviben	C Corporation	No	No	No	07/29/2022	10,959.02
Pay		56439		Wire	1	2385	MN Department of Revenue		No	No	No	07/29/2022	6,626.74
Pay		56440		Wire	1	2875	Internal Revenue Service		No	No	No	07/29/2022	42,938.49
Pay		56441		Wire	1	2985	Aviben FLEX		No	No	No	07/29/2022	3,273.50
Pay		56126	56354	Check	1	2797	Minnesota Department of Health		Yes	No	Yes	07/30/2022	(250.00)
Pay		56284	56450	Check	1	2359	Amazon.com		Yes	No	No	07/05/2022	2,943.05
Pay		56292	56451	Check	1	5123	Andresen, Danielle		Yes	No	No	07/05/2022	35.00
Pay		56281	56452	Check	1	1680	BSN Sports, LLC	C Corporation	Yes	No	No	07/05/2022	503.94
Pay		56289	56453	Check	1	4436	Carmany, Leanne		Yes	No	No	07/05/2022	32.12
Pay		56277	56454	Check	1	01432	Chappell Central, Inc.	S Corporation	Yes	No	No	07/05/2022	1,293.23
Pay		56287	56455	Check	1	4234	Clean Site LLC		Yes	No	No	07/05/2022	450.00
Pay		56291	56456	Check	1	5039	Donner's Garage Inc	S Corporation	Yes	No	No	07/05/2022	431.59
Pay		56273	56457	Check	1	00179	Ecolab Pest Elimination Division	C Corporation	Yes	No	No	07/05/2022	166.84
Pay		56282	56458	Check	1	1922	Frontier	C Corporation	Yes	No	No	07/05/2022	378.25
Pay		56272	56459	Check	1	00105	Hillyard / Hutchinson	C Corporation	Yes	No	No	07/05/2022	116.00
Pay		56286	56460	Check	1	3531	MARCO TECHNOLOGIES, LLC	LLC - Partnership	Yes	No	No	07/05/2022	1,594.00
Pay		56283	56461	Check	1	2347	Rochester Telecom Systems	S Corporation	Yes	No	No	07/05/2022	34.25
Pay		56279	56462	Check	1	01912	Scan Air Filter, Inc.		Yes	No	No	07/05/2022	765.11
Pay		56290	56463	Check	1	4716	School Datebooks		Yes	No	No	07/05/2022	1,016.82
Pay		56288	56464	Check	1	4428	Strunc, Army		Yes	No	No	07/05/2022	65.52
Pay		56275	56465	Check	1	00457	Torkelson's Lock Service	LLC - Partnership	Yes	No	No	07/05/2022	617.50
Pay		56285	56466	Check	1	2923	VISA - CABank		Yes	No	No	07/05/2022	1,180.24
Pay		56276	56467	Check	1	00666	West Central Roofing Cont.	C Corporation	Yes	No	No	07/05/2022	315.67
Pay		56274	56468	Check	1	00277	Whitney Music	Ind/Sole Proprietor	Yes	No	No	07/05/2022	2,499.00
Pay		56280	56469	Check	1	1469	Xcel Energy	C Corporation	Yes	No	No	07/05/2022	4,663.33
Pay		56278	56470	Check	1	01768	Yellow Medicine East Schools		Yes	No	No	07/05/2022	406.72
Pay		56296	56471	Check	1	00308	SW & WC Service Cooperative		Yes	No	No	07/05/2022	30,141.74
Pay		56313	56472	Check	1	2943	Sweep Hardware	Ind/Sole Proprietor	Yes	No	No	07/05/2022	86.76

Ind. School District #2180 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
Pay		56327	56473	56473	Check	1	2164	Innovative Office Solutions		Yes	No	No	07/07/2022	4,915.08
Pay		56328	56474	56474	Check	1	3337	Secretary of State		Yes	No	No	07/11/2022	22.00
Pay		56346	56475	56475	Check	1	4016	Almich's Market	S Corporation	Yes	No	No	07/14/2022	24.17
Pay		56339	56476	56476	Check	1	2181	Aviben	C Corporation	Yes	No	No	07/14/2022	118.62
Pay		56344	56477	56477	Check	1	3130	BCA		Yes	No	No	07/14/2022	30.00
Pay		56352	56478	56478	Check	1	5127	Blackboard Inc		Yes	No	No	07/14/2022	10,411.15
Pay		56345	56479	56479	Check	1	3389	Bond Trust Services		Yes	No	No	07/14/2022	950.00
Pay		56329	56480	56480	Check	1	00044	City of Clara City		Yes	No	No	07/14/2022	677.35
Pay		56332	56481	56481	Check	1	00246	City of Raymond		Yes	No	No	07/14/2022	80.38
Pay		56330	56482	56482	Check	1	00048	Clara City Telephone Company	C Corporation	Yes	No	No	07/14/2022	740.25
Pay		56331	56483	56483	Check	1	00077	Farmers Coop Oil Co.	C Corporation	Yes	No	No	07/14/2022	266.83
Pay		56340	56484	56484	Check	1	2508	KDMA		Yes	No	No	07/14/2022	147.00
Pay		56348	56485	56485	Check	1	4326	Kennedy & Graven, Chartered	C Corporation	Yes	No	No	07/14/2022	203.00
Pay		56349	56486	56486	Check	1	4626	Kubota Leasing		Yes	No	No	07/14/2022	583.78
Pay		56347	56487	56487	Check	1	4042	MACCRAY Class of 2022		Yes	No	No	07/14/2022	20.00
Pay		56350	56488	56488	Check	1	4791	MACCRAY Class of 2026		Yes	No	No	07/14/2022	15.00
Pay		56343	56489	56489	Check	1	3044	MACCRAY General Fund		Yes	No	No	07/14/2022	10.00
Pay		56337	56490	56490	Check	1	00761	Merle's Repair	Ind/Sole Proprietor	Yes	No	No	07/14/2022	260.75
Pay		56351	56491	56491	Check	1	4925	MIST		Yes	No	No	07/14/2022	63,227.63
Pay		56342	56492	56492	Check	1	2989	MREA		Yes	No	No	07/14/2022	1,847.00
Pay		56334	56493	56493	Check	1	00650	Prinsburg Farmers Coop		Yes	No	No	07/14/2022	416.50
Pay		56341	56494	56494	Check	1	2582	Regnier, Mary		Yes	No	No	07/14/2022	200.00
Pay		56353	56495	56495	Check	1	5128	Scenario Learning, LLC		Yes	No	No	07/14/2022	7,996.50
Pay		56333	56496	56496	Check	1	00308	SW & WC Service Cooperative		Yes	No	No	07/14/2022	36,101.24
Pay		56336	56497	56497	Check	1	00734	Tostenson, Inc.	C Corporation	Yes	No	No	07/14/2022	255.10
Pay		56335	56498	56498	Check	1	00666	West Central Roofing Cont.	C Corporation	Yes	No	No	07/14/2022	2,290.89
Pay		56338	56499	56499	Check	1	1469	Xcel Energy	C Corporation	Yes	No	No	07/14/2022	3,948.14
Pay		56356	56500	56500	Check	1	3531	MARCO TECHNOLOGIES, LLC	LLC - Partnership	Yes	No	No	07/14/2022	3,440.00
Pay		56371	56501	56501	Check	1	00878	American Family -AFLAC		Yes	No	No	07/19/2022	261.08
Pay		56373	56502	56502	Check	1	1039	Citizens Alliance Bank		Yes	No	No	07/19/2022	535.00
Pay		56378	56503	56503	Check	1	4802	Colonial Life		Yes	No	No	07/19/2022	1,042.64
Pay		56377	56504	56504	Check	1	4594	Kensington Bank		Yes	No	No	07/19/2022	247.00
Pay		56374	56505	56505	Check	1	3014	LegalShield		Yes	No	No	07/19/2022	12.95
Pay		56375	56506	56506	Check	1	4043	MIN Child Support Center		Yes	No	No	07/19/2022	51.00
Pay		56372	56507	56507	Check	1	00881	NCPERS Group Life Ins.		Yes	No	No	07/19/2022	24.00
Pay		56376	56508	56508	Check	1	4575	Old National Bank		Yes	No	No	07/19/2022	240.83
Pay		56370	56509	56509	Check	1	00023	UNUM Life Insurance Company		Yes	No	No	07/19/2022	214.20
Pay		56379	56510	56510	Check	1	00105	Hillyard / Hutchinson	C Corporation	Yes	No	No	07/21/2022	54.78
Pay		56380	56511	56511	Check	1	4374	Henker, Todd		Yes	No	No	07/21/2022	105.00

Ind. School District #2180 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
Pay		56381	56512		Check	1	3130	BCA		Yes	No	No	07/21/2022	15.00
Pay		56386	56513		Check	1	2854	CORY'S HOMETOWN ELECTRIC	Ind/Sole Proprietor	Yes	No	Yes	07/21/2022	0.00
Pay		56387	56514		Check	1	5122	All Furniture Inc.		Yes	No	Yes	07/21/2022	0.00
Pay		56385	56515		Check	1	2450	Brothers Fire & Security	C Corporation	Yes	No	Yes	07/21/2022	0.00
Pay		56382	56516		Check	1	00501	Freely Electric, Inc.	S Corporation	Yes	No	Yes	07/21/2022	0.00
Pay		56384	56517		Check	1	2164	Innovative Office Solutions		Yes	No	Yes	07/21/2022	0.00
Pay		56383	56518		Check	1	01216	Lakeshore Learning Materials	S Corporation	Yes	No	Yes	07/21/2022	0.00
Pay		56403	56519		Check	1	4982	ABRAHAMSON, MARYALICE	Ind/Sole Proprietor	Yes	No	No	07/21/2022	360.00
Pay		56405	56520		Check	1	5084	Brouwer, Eileen	Ind/Sole Proprietor	Yes	No	No	07/21/2022	30.00
Pay		56406	56521		Check	1	5135	CherryRoad Media		Yes	No	No	07/21/2022	750.04
Pay		56394	56522		Check	1	00251	Clara City Implement	C Corporation	Yes	No	No	07/21/2022	394.04
Pay		56402	56523		Check	1	4979	Coordinated Business Systems	S Corporation	Yes	No	No	07/21/2022	1,859.52
Pay		56404	56524		Check	1	5072	Department of Employment and Economic I		Yes	No	No	07/21/2022	618.78
Pay		56399	56525		Check	1	3592	Dooley's Natural Gas	C Corporation	Yes	No	No	07/21/2022	1,892.80
Pay		56400	56526		Check	1	3988	Forum Communications Company	C Corporation	Yes	No	No	07/21/2022	1,185.58
Pay		56397	56527		Check	1	00862	John's Radiator		Yes	No	No	07/21/2022	15.99
Pay		56401	56528		Check	1	4553	Nordic Solar HoldCo Phase 2, LLC	LLC - Partnership	Yes	No	No	07/21/2022	1,679.03
Pay		56398	56529		Check	1	1936	Palmer Bus Service, Inc	C Corporation	Yes	No	No	07/21/2022	19,575.91
Pay		56395	56530		Check	1	00403	Rustad Bus Service		Yes	No	No	07/21/2022	750.00
Pay		56396	56531		Check	1	00844	West Central Sanitation, Inc.	C Corporation	Yes	No	No	07/21/2022	2,864.27
Pay		56417	56532		Check	1	5136	BOLD Youth Baseball		Yes	No	No	07/21/2022	300.00
Pay		56413	56533		Check	1	4737	Childers, Paul		Yes	No	No	07/21/2022	10.00
Pay		56418	56534		Check	1	5137	Condon, Jill		Yes	No	No	07/21/2022	175.00
Pay		56419	56535		Check	1	5138	Hagemeyer, Carly		Yes	No	No	07/21/2022	10.00
Pay		56420	56536		Check	1	5139	Hamre, Christine		Yes	No	No	07/21/2022	110.00
Pay		56408	56537		Check	1	00105	Hillyard / Hutchinson		Yes	No	No	07/21/2022	816.00
Pay		56421	56538		Check	1	5140	Hinrichs, Sarah	C Corporation	Yes	No	No	07/21/2022	10.00
Pay		56415	56539		Check	1	4831	Huntington Public Capital Corp		Yes	No	No	07/21/2022	70,088.00
Pay		56411	56540		Check	1	3943	JAMF Software		Yes	No	No	07/21/2022	4,939.16
Pay		56416	56541		Check	1	5020	Kandiyohi County 4-H Leaders Council		Yes	No	No	07/21/2022	36.00
Pay		56414	56542		Check	1	4756	Kesler Science		Yes	No	No	07/21/2022	897.00
Pay		56409	56543		Check	1	1750	MSBA		Yes	No	No	07/21/2022	4,746.00
Pay		56410	56544		Check	1	3860	Owen, Selena		Yes	No	No	07/21/2022	10.00
Pay		56412	56545		Check	1	4491	rSchoolToday		Yes	No	No	07/21/2022	2,126.70
Pay		56429	56546		Check	1	2854	CORY'S HOMETOWN ELECTRIC	Ind/Sole Proprietor	Yes	No	No	07/25/2022	3,885.24
Pay		56432	56547		Check	1	4352	Auto-Owners Life Insurance		Yes	No	No	07/25/2022	246.00
Pay		56428	56548		Check	1	2735	Bluum of Minnesota, LLC		Yes	No	No	07/25/2022	7,497.00
Pay		56422	56549		Check	1	00046	Clara City Herald	S Corporation	Yes	No	No	07/25/2022	683.65
Pay		56431	56550		Check	1	4194	Drex-mart	S Corporation	Yes	No	No	07/25/2022	157.21

Ind. School District #2180 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
Pay		56430	56551	Check	1 3704		IEA, Inc	S Corporation	Yes	No	No	07/25/2022	11,996.45
Pay		56427	56552	Check	1 2126		Menards - Willmar	S Corporation	Yes	No	No	07/25/2022	28.97
Pay		56426	56553	Check	1 1483		Renaissance Learning, Inc.		Yes	No	Yes	07/25/2022	0.00
Pay		56425	56554	Check	1 00701		Southside Lumber	C Corporation	Yes	No	No	07/25/2022	3,875.00
Pay		56423	56555	Check	1 00308		SW & WC Service Cooperative		Yes	No	No	07/25/2022	2,388.23
Pay		56424	56556	Check	1 00666		West Central Roofing Cont.	C Corporation	Yes	No	No	07/25/2022	427.55
Pay		56433	56557	Check	1 4649		Westbrock, Renae		Yes	No	No	07/25/2022	25.77
Pay		56434	56558	Check	1 1483		Renaissance Learning, Inc.		Yes	No	No	07/25/2022	9,646.00
Pay		56443	56559	Check	1 00878		American Family - AFLAC		Yes	No	No	07/29/2022	261.08
Pay		56445	56560	Check	1 1039		Citizens Alliance Bank		Yes	No	No	07/29/2022	535.00
Pay		56450	56561	Check	1 4802		Colonial Life		Yes	No	No	07/29/2022	1,094.76
Pay		56449	56562	Check	1 4594		Kensington Bank		Yes	No	No	07/29/2022	247.00
Pay		56446	56563	Check	1 3014		LegalShield		Yes	No	No	07/29/2022	12.95
Pay		56447	56564	Check	1 4043		MN Child Support Center		Yes	No	No	07/29/2022	51.00
Pay		56444	56565	Check	1 00881		NCPERS Group Life Ins.		Yes	No	No	07/29/2022	24.00
Pay		56448	56566	Check	1 4575		Old National Bank		Yes	No	No	07/29/2022	240.83
Pay		56442	56567	Check	1 00023		UNUM Life Insurance Company		Yes	No	No	07/29/2022	214.20
Bank Total:													\$548,747.48
SA		56295	22154	Check	1 3625		Olson, Bryce		Yes	No	No	07/05/2022	308.07
SA		56294	22155	Check	1 3139		Rambow, Inc.		Yes	No	No	07/05/2022	558.00
SA		56293	22156	Check	1 2923		VISA - CABank		Yes	No	No	07/05/2022	804.39
SA		56312	22157	Check	1 5124		Gratz, Kayla		Yes	No	No	07/05/2022	98.97
SA		56354	22158	Check	1 4016		Almich's Market	S Corporation	Yes	No	No	07/14/2022	54.95
SA		56355	22159	Check	1 5126		Premium Waters Inc		Yes	No	No	07/14/2022	52.99
SA		56357	22160	Check	1 4576		SMSU Volleyball		Yes	No	No	07/15/2022	1,820.00
SA		56407	22161	Check	1 2548		Meca Sportswear		Yes	No	No	07/21/2022	491.25
Bank Total:													\$4,188.62

Report Total: \$2,091,040.21

INVESTMENTS OUTSTANDING

June 30, 2022

MSDMAX Fund – MSDLAF

MSDMAX Fund Balance as of June 30, 2022	\$2,272.54
Interest - July 31, 2022	\$2.79
BALANCE	<u>\$2,275.33</u>

LIQUID ASSET FUND

Money Market Balance as of June 30, 2022	\$1,545.18
Interest – July 31, 2022	\$1.76
BALANCE	<u>\$1,546.94</u>

Citizens Alliance Bank

Special Money Market Savings

Balance as of June 30, 2022	\$4,228,652.21
Interest – July 31, 2022 (Transfer out \$300,000)	807.06
BALANCE	<u>\$3,929,459.27</u>

August 8, 2022

Superintendent Report to School Board

1. Please relay to parents and community members as you see them and visit with them that this is the last year of unusual summer vacation time. I had a parent tell me that they and their children were ready to come back to school in early July. We will go back on a more regular and consistent schedule starting next spring and fall.
2. Tours of the building are being scheduled for fall and early winter. Julie Alsum and I met and scheduled dates and times that we hope will work for varying times people may be available. I am not scheduling tours prior to the start of school due to continued construction. I do not want to stall construction for tours. The first big tour day will be September 6, 2022, when we throw open the doors for all of our students and parents. I may be asking for your help from time to time for tours as the fall goes on.
3. At this writing I do not yet have any specific news on the status of East or West Elementary abatement work. Here is what I know generally. We continue to move forward with abatement planning for each building. You will have abatement bids to approve from the low bidding company on Monday. If anything changes between now and Monday night we can still remove abatement bids as I want to give each community time to determine how they could potentially use the building and make plans to do so.
4. I am looking forward to a comprehensive construction report with a budget on Monday night. So, I will save that for Dan Hiemenz and Chris Ziemer. A tour for the board will follow. The tour will be of the kitchen, performing arts center, CTE (Ag) area and commons.
5. I am fortunate to have another superintendent in training with me on Monday night. She is from Detroit Lakes and is studying to become a superintendent in Minnesota.
6. Tours of the new facilities and building updates are scheduled for September and will be announced soon. The first BIG tour is September 6 for all students and parents. From there will open up the school for people in the community.

MACCRAY Elementary School
Board Report
August 8, 2022

- New Teacher Inservice Wednesday, 8/17
- All Staff Inservice 8/30, 8/31, 9/1
 - Open House on Tuesday, 9/6 from 12:00-8:00pm.
 - School pictures are taking place during Open House
- Class Rosters will be mailed out on Friday, 8/19
- Hiring
 - Fifth Grade position has been filled.
 - Alexa Yeager has been hired.
 - Long-term 3rd grade sub position still open(September - December)
 - Elementary Physical Education position is open after resignation.
- Literacy Plan
 - Meeting on 8/17
- Upcoming Events
 - 8/18 Paraprofessional Training

Mitchell Kent
Elementary School Principal

Board Report
MACCRAY High School
August 8, 2022

- **Here we go! Here is a basic rundown of our return to school prep:**
 - A revised handbook has been provided for you. It pretty much boils down to:
 - Updating elements to include Middle School language
 - Modify cellphone/technology verbiage
 - Update dress code to bring up to date – Policy 504 included w/ handwritten proposed changes from the handbook so they are in alignment.
 - Please note that I feel it is important to keep the focus on education and not on clothing/hats. I believe that students are here to learn when that is interrupted, then the adults need to step in.
 - Update elementary portions as necessary
 - New Teacher Workshop is set for 8/17
 - MASSIVE para training w/ 140+ area paraprofessionals set for 8/18 – though the Co-Op
 - Back to School Workshop set for 8/30-9/1 – with one whole morning set for building safety and security – provided by Chippewa County Sherriff's Office
- **Building Tidbits:**
 - The custodians have been working their tails off.
 - Class casework and summer refreshes in the HS look awesome.

Respectfully Submitted,

Judd K. Wheatley
High School Principal



August 2022 School Board Report

Highlights

- ❖ Summer 2022 Programming
 - * See Summer 2022 Summary Sheet
 - * Recognize Staff

Highlights/Changes

- Noteworthy – 3 out of the 7 teams in the league/largest summer rec program
 - Had 3 AAA teams this year
 - Added just tennis as an option
 - Softball only option/2 teams – MRVED and Granite Falls
 - Tennis only option
 - Raymond/central location – provided shuttles again
 - Host summer rec playoffs & championship games in Raymond
 - T-Ball – Switched to 8:00 – 8:45 and only Mondays & Fridays
 - Still in Clara City & Raymond
 - T-Ball Night Games – Debi & Brian Brandt
 - Added pool trips again
 - Doing more w/night baseball (registration, jerseys, hats, coaches)
 - Recognize night parent volunteer coaches – see attached for names.
 - Challenge: Coordination of field use/shortage of fields - lost 2 in Clara City
-
- ❖ Share the Glove Grant

 - ❖ Community Garden – Keith Harms/God’s Garden

 - ❖ ECFE Open House Picnic – August 30th

 - ❖ Working on Fall/Winter 2022 Booklet – Ideas?

 - ❖ Auditorium
 - Visiting neighboring schools that have auditoriums/performance centers
 - Nancy Harms – December 10th/inaugural first show in auditorium

 - ❖ Facilities
 - August 13th – Maynard All School Reunion
 - August 20th - Harvest Fest Softball Tournament
 - Redoing board policy including auditorium use

<u>Summer Activity</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2021</u>	<u>2022</u>
Summer Rec Program					
<i>T-Ball - Clara City</i>	24	29	22	21	14
<i>T-Ball - Raymond</i>	20	21	26	18	11
<i>T-Ball Night Games (Debi & Brian Brandt)</i>				Avg. 30/3 Nights	Avg. 40/2 Nights
<i>Little Cubs</i>	N/A	N/A	20	21	21
<i>Baseball A, AA, AAA</i>	121	126	97	112	103
<i>Softball</i>	N/A	N/A	22	N/A	23
<i>Tennis</i>					40
<i>Coaches</i>				24 (8 as needed)	16 (9 as needed)
Pool Trips - 3 (DOA & Hutch)					Avg. 30
4-H Classes					12
Theatre Classes					27
Night Baseball (3rd - 8th)					46
Basketball Camps	55	71	96	90	96
Baseball Camp			10	29	28
Tennis Camps	4	41	44	39	34
Football Camps		17	12	32	64
Dance Camps			14	36	36
Golf Camp			14	27	30
Weight Lifting & Cardio	38	64	78	60	55
<u>Adult Offerings</u>					
Doubles Tennis League	20	26	28	26	26
Pickleball				Avg. 8/Night	Avg. 8/Night
Coed Sand Volleyball				6 Teams	5 Teams
SAIL					15
Twins Game - Aug. 3rd					30
<u>Night Baseball</u>	<u>Coach</u>				
3rd/4th Grade (2 Teams-Mixed)	Justin Dirksen	Zach Goeman	Jake Gora	Chris Thissen	
5th Grade	Mark Schleski	Cameron Macht			

6th Grade	Sean Nurmi	Joel Gueningsman			
7th/8th Grade	Joel Schlagel	Nate Hebrink			
<u>2022 Summer Rec Coaches</u>					
Cassandra Strommer	Director				
Amy Schwab	Ass't Dir.				
Carter Wrede	Ass't Dir.				
Dreyer Homan	Ass't Dir.				
Addisyn Peterson	Coach				
Andrew DuHoux	Coach				
Bryson Kimpling	Coach				
Emersyn Pederson	Coach				
Erika Pieper	Coach				
Grayson Ahrenholz	Coach				
Greta Meyer	Coach				
Jaden Dirksen	Coach				
Kayloni Dalle	Coach				
Rorie Bristle	Coach				
Tobyn Dalle	Coach				
Wyatt Swenson	Coach				
Subs - As Needed					
Ethan Schleski					
Eva Swenson					
Grant Meyer					
Jaimi Heida					
Jay Goldenstein					
Jonah Janssen					
Leia Colby					
Lindsey Bosch					
Peyton Schlagel					

August 8, 2022

PRE-SALE REPORT FOR

Independent School District No. 2180 (MACCRAY Public Schools), Minnesota

**\$725,000 General Obligation School Building Bonds,
Series 2022A**



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Shelby McQuay, Senior Municipal Advisor &
Managing Director
Jen Chapman, Financial Specialist

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$725,000 General Obligation School Building Bonds, Series 2022A

District voters authorized the issuance of up to \$39,515,000 in bonds in a bond referendum election held on November 5, 2019. On February 20, 2020, the District issued General Obligation School Building Bonds, Series 2020A totaling \$38,790,000, leaving a remaining unused authority of \$725,000.

Purposes:

The proposed issue includes financing for the acquisition and betterment of school sites and facilities Districtwide, including without limitation, remodeling, renovations, and/or expansion of the school facility located in Clara City.

Authority:

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

Term/Call Feature:

The Bonds are being issued for a term of 6 years, 11 months. Principal on the Bonds will be due on February 1 in the years 2024 through 2029. Interest is payable every six months beginning August 1, 2023.

The Bonds will be subject to prepayment at the discretion of the District at any time.

Bank Qualification:

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

State Credit Enhancement:

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

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

Rating:

We recommend selling this issue non-rated as the cost of the rating would not be expected to be offset by the potential lower interest rates resulting from obtaining a rating. For a larger bond issue, or a longer term bond issue, a rating might broaden the market for the Bonds and result in an overall reduction in interest costs.

Basis for Recommendation:

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

Method of Sale/Placement:

We are recommending the Bonds be sold to a financial institution which will hold the Bonds as a loan in its loan portfolio. The District has selected Citizens Alliance Bank to purchase the Bonds.

Review of Existing Debt:

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

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

Continuing Disclosure:

Because the amount of the Bonds to be issued is less than \$1,000,000, this issue will be exempt from the Continuing Disclosure requirements of the Securities and Exchange Commission (SEC). The District is obligated to provide its audited financial statements and annual reports for its existing bonds and has contracted with Ehlers to prepare and file the reports on its behalf. We recommend disclosing the placement of the Bonds by posting the final terms on the Municipal Securities Rulemaking Board's (MSRB) EMMA site following closing. The purchaser may request delivery of audited financial statements on an annual basis.

Arbitrage Monitoring:

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

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

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

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

Investment of Bond Proceeds:

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

Other Service Providers:

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

Bond Counsel: Kennedy & Graven, Chartered

Purchaser: Citizens Alliance Bank

Paying Agent: Bond Trust Services Corporation

PROPOSED DEBT ISSUANCE SCHEDULE

Ehlers Presents Pre-Sale Report to School Board, School Board Approves Resolution Authorizing Sale of the Bonds:	August 8, 2022
School Board Meeting to Award Sale of Bonds:	September 12, 2022
Estimated Closing Date:	September 29, 2022

Attachments

Estimated Sources and Uses of Funds

Estimated Debt Service Schedule

Estimated Long-Term Financing Plan for Debt and Capital Payments and Levies

Resolution Authorizing Ehlers to Proceed with Bond Sale/Credit Enhancement

Resolution (provided separately)

EHLERS' CONTACTS

Shelby McQuay, Senior Municipal Advisor & Managing Director	(651) 697-8548
Jen Chapman, Financial Specialist	(651) 697-8566
Nate Gilger, Public Finance Analyst	(651) 697-8538
Brian Shannon, Manager, Senior Financial Analyst	(651) 697-8515

M.A.C.C.R.A.Y. School District No. 2180

\$725,000 General Obligation School Building Bond, Series 2022A

Dated: September 29, 2022

Sources & Uses

Dated 09/29/2022 | Delivered 09/29/2022

Sources Of Funds

Par Amount of Bonds	\$725,000.00
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Total Sources	\$725,000.00
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Uses Of Funds

Costs of Issuance	17,909.00
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Deposit to Project Construction Fund	707,091.00
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Total Uses	\$725,000.00
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M.A.C.C.R.A.Y. School District No. 2180

\$725,000 General Obligation School Building Bond, Series 2022A

Dated: September 29, 2022

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
09/29/2022	-	-	-	-	-
08/01/2023	-	-	20,374.51	20,374.51	-
02/01/2024	105,000.00	3.350%	12,143.75	117,143.75	137,518.26
08/01/2024	-	-	10,385.00	10,385.00	-
02/01/2025	115,000.00	3.350%	10,385.00	125,385.00	135,770.00
08/01/2025	-	-	8,458.75	8,458.75	-
02/01/2026	120,000.00	3.350%	8,458.75	128,458.75	136,917.50
08/01/2026	-	-	6,448.75	6,448.75	-
02/01/2027	125,000.00	3.350%	6,448.75	131,448.75	137,897.50
08/01/2027	-	-	4,355.00	4,355.00	-
02/01/2028	130,000.00	3.350%	4,355.00	134,355.00	138,710.00
08/01/2028	-	-	2,177.50	2,177.50	-
02/01/2029	130,000.00	3.350%	2,177.50	132,177.50	134,355.00
Total	\$725,000.00	-	\$96,168.26	\$821,168.26	-

Yield Statistics

Bond Year Dollars	\$2,870.69
Average Life	3.960 Years
Average Coupon	3.3499999%
Net Interest Cost (NIC)	3.3499999%
True Interest Cost (TIC)	3.3457490%
Bond Yield for Arbitrage Purposes	3.3457490%
All Inclusive Cost (AIC)	4.0353066%

IRS Form 8038

Net Interest Cost	3.3499999%
Weighted Average Maturity	3.960 Years

PRE-SALE ESTIMATES

MACCRAY School District No. 2180
Analysis of Possible Structure for Capital and Debt Levies

\$725,000 Bond Issue
6 Tax Levies
Level Debt

Type of Bond	Principal Amount	Dated Date	Interest Rate
Voter-Approved Building	\$725,000	09/29/22	3.35%

August 2, 2022

Levy Payable Year	Fiscal Year	Tax Capacity Value ¹		Existing Commitments					Existing Tax Rate	Proposed New School Building Bonds				Combined Totals		
		(\$000s)	% Chg	Building Bonds ²	Alt Fac/Fac Maint H&S Bonds ²	Est. Debt Excess ³	Net Levy	Tax Rate		Principal	Interest	Add'l. Debt Excess ³	Net Levy	Initial Debt Levy	Net Levy	Tax Rate
2019	2020	13,388	-1.6%		607,884		607,884	4.54	4.54	-	-	-	-	607,884	607,884	4.54
2020	2021	13,537	1.1%	2,314,825	607,832	-	2,922,657	21.59	21.59	-	-	-	-	2,922,657	2,922,657	21.59
2021	2022	13,475	-0.5%	2,141,961	610,299	-	2,752,260	20.42	20.42	-	-	-	-	2,752,260	2,752,260	20.42
2022	2023	12,894	3.0%	2,136,711	595,716	-	2,732,427	21.19	21.19	-	-	-	-	2,732,427	2,732,427	21.19
2023	2024	13,023	1.0%	2,229,741	591,308	(55,734)	2,765,314	21.23	21.23	105,000	32,518	1,626	146,020	2,848,334	2,848,334	21.87
2024	2025	13,023	0.0%	2,222,811	597,293	(112,842)	2,707,261	20.79	20.79	115,000	20,770	-	142,559	2,848,980	2,848,980	21.88
2025	2026	13,023	0.0%	2,224,701	596,453	(112,804)	2,708,349	20.80	20.80	120,000	16,918	-	143,763	2,848,943	2,848,943	21.88
2026	2027	13,023	0.0%	2,812,491	-	(112,846)	2,699,645	20.73	20.73	125,000	12,898	(5,751)	139,042	2,846,268	2,846,268	21.86
2027	2028	13,023	0.0%	2,839,161	-	(112,500)	2,726,661	20.94	20.94	130,000	8,710	(5,562)	140,084	2,847,489	2,847,489	21.86
2028	2029	13,023	0.0%	2,835,381	-	(113,566)	2,721,814	20.90	20.90	130,000	4,355	(5,603)	135,469	2,844,981	2,844,981	21.85
2029	2030	13,023	0.0%	2,834,121	-	(113,415)	2,720,705	20.89	20.89	-	-	-	-	2,829,347	2,829,347	21.73
2030	2031	13,023	0.0%	2,836,221	-	(113,365)	2,722,856	20.91	20.91	-	-	-	-	2,718,510	2,718,510	20.87
2031	2032	13,023	0.0%	2,836,273	-	(113,449)	2,722,824	20.91	20.91	-	-	-	-	2,722,998	2,722,998	20.91
2032	2033	13,023	0.0%	2,836,693	-	(113,451)	2,723,242	20.91	20.91	-	-	-	-	2,723,235	2,723,235	20.91
2033	2034	13,023	0.0%	2,836,168	-	(113,468)	2,722,700	20.91	20.91	-	-	-	-	2,722,701	2,722,701	20.91
2034	2035	13,023	0.0%	2,834,698	-	(113,447)	2,721,251	20.90	20.90	-	-	-	-	2,721,251	2,721,251	20.90
2035	2036	13,023	0.0%	2,834,429	-	(113,388)	2,721,041	20.89	20.89	-	-	-	-	2,721,041	2,721,041	20.89
2036	2037	13,023	0.0%	2,838,294	-	(113,377)	2,724,917	20.92	20.92	-	-	-	-	2,724,917	2,724,917	20.92
2037	2038	13,023	0.0%	2,837,691	-	(113,532)	2,724,159	20.92	20.92	-	-	-	-	2,724,159	2,724,159	20.92
2038	2039	13,023	0.0%	2,835,788	-	(113,508)	2,722,280	20.90	20.90	-	-	-	-	2,722,280	2,722,280	20.90
2039	2040	13,023	0.0%	2,837,835	-	(113,432)	2,724,404	20.92	20.92	-	-	-	-	2,724,404	2,724,404	20.92
2040	2041	13,023	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2041	2042	13,023	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2042	2043	13,023	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2043	2044	13,023	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2044	2045	13,023	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2045	2046	13,023	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2046	2047	13,023	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2047	2048	13,023	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2048	2049	13,023	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2049	2050	13,023	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2050	2051	13,023	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals				50,641,166	2,991,068	(1,868,122)	51,764,112			725,000	96,168	(15,290)	846,937	52,624,527	52,624,527	

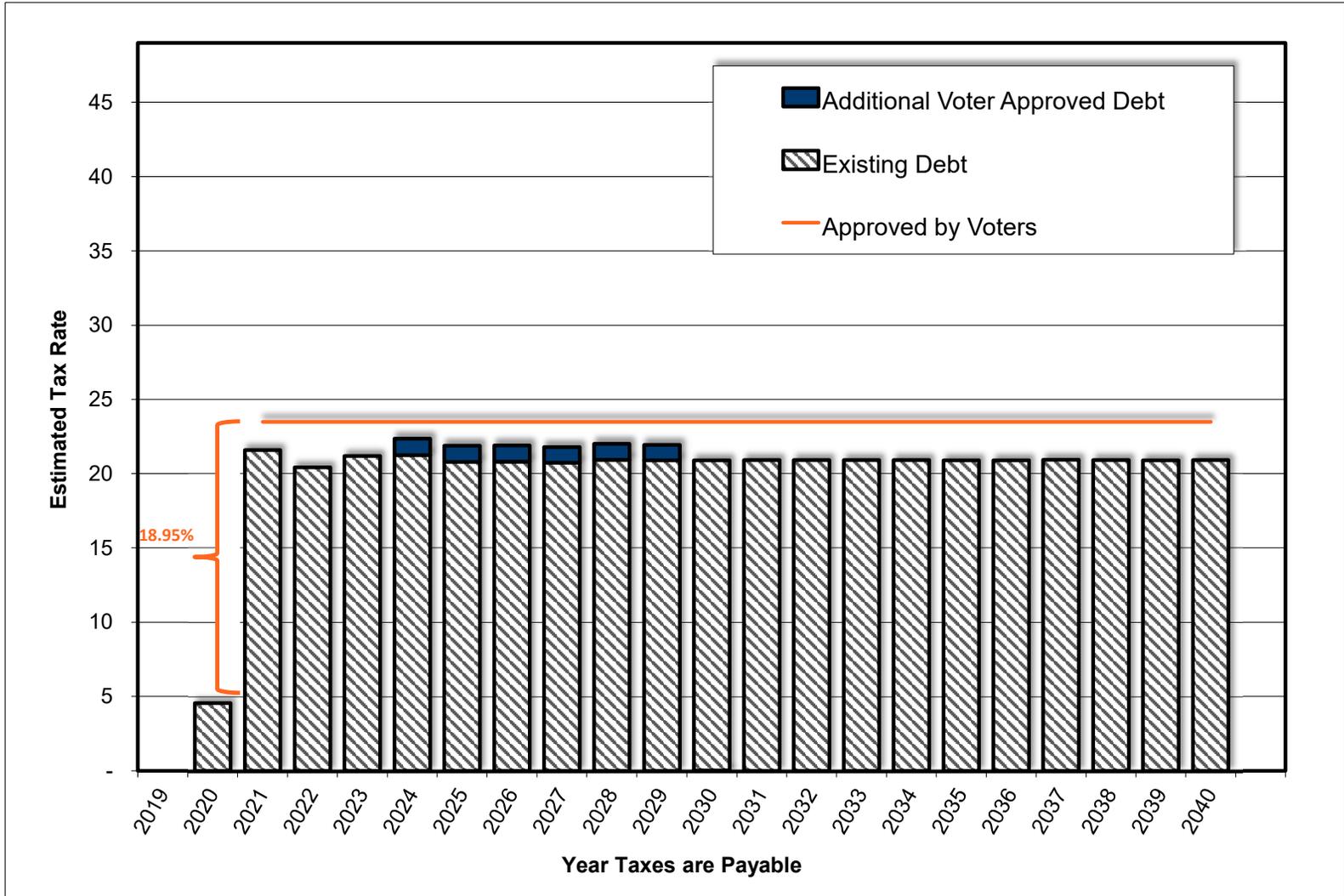
1 Tax capacity value for taxes payable in 2021 and 2022 are the actual final values from MN DOR. Estimates for future years are based on the percentage changes as shown above.
2 Initial debt service levies (prior to subtracting debt equalization aid) are set at 105 percent of the principal and interest payments during the next fiscal year.
3 Debt excess adjustment for taxes payable in 2021 is the actual amount. Debt excess for future years is estimated at 4% of the prior year's initial debt service levy.
4 Assumes that the existing capital project levy would be renewed at the same tax rate prior to expiring.

PRE-SALE ESTIMATES

MACCRAY School District No. 2180
 Estimated Tax Rates for Capital and Debt Service Levies
 Existing Commitments and Proposed New Debt

\$725,000 Bond Issue
6 Tax Levies
Level Debt

Date Prepared: August 2, 2022



EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 2180
(MACCRAY PUBLIC SCHOOLS)
CHIPPEWA, KANDIYOHI, AND RENVILLE COUNTIES, MINNESOTA

Pursuant to due call and notice thereof a regular meeting of the School Board of Independent School District No. 2180 (MACCRAY Public Schools), Chippewa, Kandiyohi, and Renville Counties, Minnesota, was held in the School District on August 8, 2022 at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO ISSUE GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2022A, IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$725,000; AND TAKING OTHER ACTIONS WITH RESPECT THERETO

BE IT RESOLVED by the School Board (the “Board”) of Independent School District No. 2180 (MACCRAY Public Schools), Chippewa, Kandiyohi, and Renville Counties, Minnesota (the “District”), as follows:

1. Background. It is hereby determined that:

(a) At a duly called and regularly held special election on November 5, 2019, the voters of the District approved the issuance and sale by the District of general obligation bonds for the acquisition and betterment of school sites and facilities in the maximum principal amount of \$39,515,000 pursuant to Minnesota Statutes, Chapter 475, as amended (the “Act”).

(b) The purpose of the bonds as approved by the voters is to provide financing for the acquisition and betterment of school sites and facilities, including the remodeling, renovations, and/or expansion of the school facility located in Clara City for use as a combined pre-K-5 elementary school, 6-8 middle school, and 9-12 high school facility; construction of a 500-seat auditorium addition to said facility; and demolition of the Raymond and Maynard school facilities (collectively, the “Projects”).

(c) On February 20, 2020, the District issued its General Obligation School Building Bonds, Series 2020A, in the principal amount of \$38,790,000 pursuant to the Act, in accordance with the authority granted by District voters, leaving a remaining unused voter-approved bond authority of \$725,000.

(d) It is necessary and expedient to the sound financial management of the affairs of the District to issue its General Obligation School Building Bonds, Series 2022A (the “Bonds”), in the original aggregate principal amount of \$725,000, pursuant to the Act, to provide financing for the Projects.

2. Covenant as to State Credit Enhancement.

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

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

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

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

5. Authority of Municipal Advisor. The Municipal Advisor is authorized and directed to assist the District in the solicitation of proposals to potential purchasers of the Bonds. The Municipal Advisor is further authorized and directed to assist the District in the award and sale of the Bonds on behalf of the District.

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

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

(a) Declaration of Intent. The District proposes to issue the Bonds to finance the costs of the Projects. The District may reimburse original expenditures made for certain costs of the Projects from the proceeds of the Bonds in an estimated maximum principal amount of \$725,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

(b) Declaration Made Not Later Than 60 Days. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of the Bonds, except for the following expenditures: (a) costs of issuance of the Bonds; (b) costs in an amount not in excess of \$100,000 or five percent (5%) of the proceeds of the Bonds; or (c) “preliminary expenditures” up to an amount not in excess of twenty (20) percent of the aggregate issue price of the Bonds that finance or are reasonably expected by the District to finance the Projects for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction,

or rehabilitation of the Projects, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

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

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

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

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)
COUNTIES OF CHIPPEWA) ss.
KANDIYOHI AND RENVILLE)
)
INDEPENDENT SCHOOL)
DISTRICT NO. 2180)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 2180 (MACCRAY Public Schools), Chippewa, Kandiyohi, and Renville Counties, Minnesota (the “District”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the School Board of the District held on the date specified above, with the original minutes on file in my office and the extract is a full, true, and correct copy of the minutes, insofar as they relate to authorizing the issuance of the District’s General Obligation School Building Bonds, Series 2022A, in the maximum aggregate principal amount of \$725,000.

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

Clerk of the School Board
Independent School District No. 2180 (MACCRAY
Public Schools), Chippewa, Kandiyohi, and Renville
Counties, Minnesota

August 2, 2022

Ms. Sherri Broderius
Superintendent
MACCRAY Public Schools
711 Wolverine Drive
Clara City, MN 56222



**RE: Bid Opening for West Elementary School, Asbestos Abatement
IEA Project #202210703**

Dear Ms. Broderius:

In review of the bids submitted on July 29, 2022, for the West Elementary, Asbestos Abatement project, the apparent low bid was provided by MAAC, Minnesota. A post-bid submittal package has been requested from Mr. Cody Dyshaw, General Manager.

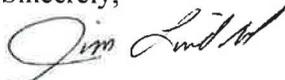
The project objectives and the bid amount, including, were reviewed with Mr. Dyshaw. Based on our discussion concerning the project bid amount, the scope of work, and the timeframes allowed, the Institute for Environmental Assessment (IEA, Inc.) can find no basis for exclusion of bid. It is therefore recommended for MACCRAY Public Schools to award the above-referenced project work including the Unit Prices to MAAC Minnesota in the amounts presented.

Base Bid Work \$206,000.00 (with 5 Unit Prices per bid form)

It is my understanding that this bid will be reviewed and voted on at the August 8, Board meeting. I will notify MAAC Minnesota that it is anticipated that the School Board will accept the Base Bid amount of \$206,000.00, to complete the scheduled abatement work on the above-referenced project.

If you have any questions or require additional information, please feel free to contact me.

Sincerely,



Jim Lindahl
Sr. Project Manager
IEA, Inc.

Enc. Bid Tabulation Form
MAAC Bid Form

INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC.
www.ieasafety.com

BROOKLYN PARK
9201 West Broadway, #600
Brooklyn Park, MN 55415
763-315-7900 / FAX 763-315-7920
800-233-9513

MANKATO
610 North Riverfront Drive
Mankato, MN 56001
507-345-8818 / FAX 507-345-5301
800-233-9513

ROCHESTER
210 Woodlake Drive SE
Rochester, MN 55904
507-281-6664 / FAX 507-281-6695
800-233-9513

BRAINERD
601 NW 5th Street, Ste. #4
Brainerd, MN 56401
218-454-0703 / FAX 218-454-0703
800-233-9513

MARSHALL
1420 East College Drive
Marshall, MN 56258
507-476-3599 / FAX 507-537-6985
800-233-9513

VIRGINIA
5525 Einemid Avenue
Mountain Iron, MN 55768
218-410-9521
800-233-9513

August 2, 2022

Ms. Sherri Broderius
Superintendent
MACCRAY Public Schools
711 Wolverine Drive
Clara City, MN 56222



**RE: Bid Opening for East Elementary School, Asbestos Abatement
IEA Project #202210704**

Dear Ms. Broderius:

In review of the bids submitted on July 27, 2022, for the East Elementary, Asbestos Abatement project, the apparent low bid was provided by MAAC, Minnesota. A post-bid submittal package has been requested from Mr. Cody Dyshaw, General Manager.

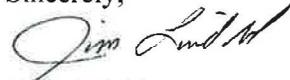
The project objectives and the bid amount, including Add Alternate #1, were reviewed with Mr. Dyshaw. Based on our discussion concerning the project bid amount, the scope of work, and the timeframes allowed, the Institute for Environmental Assessment (IEA, Inc.) can find no basis for exclusion of bid. It is therefore recommended for MACCRAY Public Schools to award the above-referenced project work including the Add Alternate and the listed Unit Prices to MAAC Minnesota in the amounts presented.

Base Bid Work \$164,000.00 (with 5 Unit Prices per bid form)
Add Alternate #1 \$ 49,200.00 (with conditions of possible withdrawal of this work)

It is my understanding that this bid will be reviewed and voted on at the August 8, Board meeting. I will notify MAAC Minnesota that it is anticipated that the School Board will accept their combined Bid amount of \$213,200.00, to complete the scheduled abatement work on the above-referenced project.

If you have any questions or require additional information, please feel free to contact me.

Sincerely,



Jim Lindahl
Sr. Project Manager
IEA, Inc.

Enc. Bid Tabulation Form
MAAC Bid Form

INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC.
www.ieasafety.com

BROOKLYN PARK
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Marshall, MN 56258
507-476-3599 / FAX 507-537-6985
800-233-9513

VIRGINIA
5523 Emerald Avenue
Mountain Iron, MN 55768
218-410-9521
800-233-9513

MACCRA Y Independent School District #2180



Student Handbook 2022-2023
Board Approved: August 8, 2022 (Tentative)

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Welcome to the MACCRAY School District

Thank you for trusting us with your child's education. We look forward to providing all students with a high quality education, in a safe and enriching environment.

Our Mission

The mission of the MACCRAY School District is to provide an environment for individuals to become productive lifelong learners who are positive contributors to society.

The MACCRAY Student Handbook is comprised of five parts:

- 1) Information;*
- 2) Academics;*
- 3) Rules and Discipline;*
- 4) Health and Safety; and*
- 5) Miscellaneous*

Policy Information

All District policies can be found online on the school website. You may find them by navigating to: District Office>District Policies

or

You may type in the following: <http://www.maccray.k12.mn.us/page/3263>

Purpose

This handbook was written with the purpose of providing information and guidance to students and parents, both new and continuing. It covers such topics as curriculum, conduct, extracurricular activities, grades, discipline, and transportation. As additional communication is deemed necessary, it shall be distributed by special bulletins and / or through the daily announcements. **It is your responsibility as a student and parent to become familiar with its contents. Every situation cannot be covered, so if you are in doubt about something, please ask.**

- A. Aims and Objectives of the MACCRAY School District:
 1. To provide a wide-ranging curriculum which is conducive to educational growth and development.
 2. To provide experiences in the social interaction and development of its students.
 3. To provide for citizen development that will extend beyond the classroom.
 4. To commit itself to helping individual students determine personal goals in keeping with his/her capabilities and move steadily towards those goals.
 5. We feel that education should stress development in the skills of reading,

- writing, speaking, listening, computing, thinking, and evaluating.
6. We will provide opportunities for development of physical and mental health and wellbeing.
- B. **Interpretation of the MACCRAY Student/Parent Handbook shall be subject to the discretion of the administration.**

PART I – INFORMATION

Arrival and Dismissal Hours

School building hours are from 8:00 AM to 4:00 PM.

Students may be dropped off beginning at 7:35 AM, and picked up at 4:00 PM.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website as a quick link on the district's home page.

Class Assignments

Student schedules and class assignments are subject to the discretion of the District based on student needs and course availability.

High School Only

Class changes, at the request of students, may be made by the end of the fourth day of school for both first and second semesters. All requests must be approved by the School Counselor and/or the Principal. Please remember the following:

- You must carry the equivalent of seven classes each semester.
- You may not drop required courses for graduation.
- Requests may be denied because of student overload in a class or for other reasons.
- No schedule changes will be made to accommodate jobs or other non-educational factors.

Complaints

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

Eighteen-Year-Old Students

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

Employee Directory

Staff information may be found on the district website for each individual school. Staff are listed by academic area for the high school or by grade level for each of our elementary buildings.

Equal Access to School Facilities

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

Fees [*]

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

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

Students will be charged for textbooks, workbooks, library books, iPads and laptops that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

Food in the Classrooms

MACCRAY Elementary School

The allowance of food in the classrooms will be at the discretion of the Administration and classroom teachers and is subject to change. Food brought to school for service to students should be prepared in an institutional/certified kitchen.

MACCRAY Middle and High School

Food should be eaten in the cafeteria with the exception of any designated breakfast or snack time. Food should be kept out of the hallways and the gym. Exceptions will be made at the discretion of the administration and the classroom teachers and is subject to change.

For more information on the District Wellness Policy, please see: Wellness Policy 533.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by Judd Wheatley, the high school principal. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

Gifts to Employees

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

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. A student may participate in the graduation ceremony if ALL of the following conditions are met:

- All credits for graduation are completed by the last Wednesday prior to graduation.
- All service learning hours have been submitted and accepted by the last Wednesday prior to graduation.
- All bills are paid and detentions are served (if assigned).
- The class valedictorian (highest GPA) and salutatorian (second highest GPA) will be recognized.

- Students with a cumulative GPA of 3.75 or higher from the 1st semester of 9th grade through the 1st semester of the senior year will earn Highest Honors.
- Students may earn a purple honor cord recognizing their outstanding service by
- doing the following:
 - 1) Complete 160+ hours of service; 2) Put together a portfolio outlining the different types of service involved;
 - 3) Meet with a panel to review the hours of service submitted and the portfolio. Successful completion of the above will result in the student earning a purple cord for service.
- Students entering the military will receive a red, white and blue honor cord from Blue Star Mothers of America in recognition of their willingness to serve our country
- Students are not allowed to decorate their graduation wardrobe (caps and gowns).
- Graduation exercises are under the control and direction of the High School Principal.

Elementary Holiday Celebrations and Parties

Teachers and parents plan classroom parties on a cooperative basis. The exchange of gifts at the winter holiday party is left to the discretion of the classroom teacher. Children are permitted to bring store bought treats for the class for their birthday. Treats made at home are not permitted.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or District policy.

Library and Media Center

Students may use the library/media center during the school day and before and after school only when a supervisor is present. No food or beverages may be consumed inside the library/media center.

Breakfast and Lunch

Breakfast and lunch are to be eaten in designated areas only. Lunch and breakfast times vary by school. Students will be notified of their assigned breakfast and lunch times on the first day of school. Students will use their ID number for breakfast and lunch purchases. Students may purchase meals at school or bring a prepared meal from home. Milk will be available for purchase to supplement meals brought from home.

Students will be notified when their account balance is insufficient to provide food service for a week. See Policy 750 on the district's website for more information.

We encourage all families to complete the Application for Educational Benefits, as students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available in each school office. For more information regarding eligibility for free and reduced price meals, contact the school secretary.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is also prohibited, with the exception of use between classes or during lunch time.

1. Students should learn to plan ahead and develop personal responsibility by not asking to call for forgotten materials and equipment, or instructions.
2. The school will cooperate in taking messages and relaying the information to the students, but this must be done in a manner and at a time that will not interrupt classes.

Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated the Superintendent, as the district's human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students []**

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

Parent and Teacher Conferences

Parent and teacher conferences will be held twice per year. Please watch for more information from your child's school.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the Superintendent. To volunteer in the school building or classroom, parents/guardians should contact the classroom teacher, and receive prior permission. The teacher will then notify the building principal. Parents/guardians who visit the school should sign in at the school office before entering a classroom. For more information, contact the School Secretary.

Pledge of Allegiance [*]

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

School Activities

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

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

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

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

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

School Closing Procedures

School may be canceled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. An instant alert via Infinite Campus will be sent out to all parents who have registered for this service. Additional notifications will be broadcast on the MACCRAY Facebook page, TV stations WCCO, KSTP, KARE11, FOX9 and radio stations KQIC (FM102.5), KWLM (AM1340 and FM96.3), KDMA (AM1460), KDJS (AM1590), KMGM (FM105), K95.3 FM, and 97.3FM. Be sure your child's early dismissal and snow emergency information is completed and is in the school office.

Searches

In the interest of student safety and to ensure that schools are drug-free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. Local law enforcement will conduct random, unannounced searches for drugs/alcohol and weapons.

If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker [*]

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

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

Desks

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the

interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus []**

Patrols and Inspections

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

Search of the Interior of a Student's Motor Vehicle

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

Student Publications and Materials

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school-sponsored publications may not be distributed without prior approval.

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;

- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Student Records [*]

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

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see *Appendix 4* in the back of this handbook. A complete copy of the school district's “Student Surveys” policy may be obtained by viewing District Policy 520 on the MACCRAY website.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

Extracurricular Transportation

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

[Note: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.]

Video and Audio Recording

School Buses

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

Places Other Than Buses

The school district buildings and grounds are equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

PART II — ACADEMICS

Alternative Educational Opportunities

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

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

Class Rank/Academic Standing

Provisions for recognizing class rank and awarding academic honors are local decisions. Transcript grade point average is calculated on a graduated 4-point scale. **Class Valedictorian, Salutatorian, and Highest Honors (3.75-4.0) students** are identified after the 1st semester of the senior year for calculated class work in grades 9-12.

College in the High School (CIHS)

MACCRAY High School offers a growing number of credits in-house through a partnership with Southwest Minnesota State University and Ridgewater College where students may earn dual credit. Currently a student may earn up to 35 college credits at MACCRAY. These courses are taught by MACCRAY teachers under the supervision of the college/university and a cooperating professor. The grading scale may be different from the MACCRAY High School grading scale.

Early Graduation

Students may be considered for early graduation after completing the conditions provided in district policy.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the Special Education Teacher.

Field Trips

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

Grades

Students' grades will be reported quarterly during the year. Parents will be alerted via Infinite Campus instant alert that report cards are available to view. Online grade reports may be reviewed on Infinite Campus available on the MACCRAY website. If you need help setting up online access to Infinite Campus please contact your building secretary. If you do not have internet access the building secretary will send you a hard copy of your child's report card at your request.

Teachers are expected to have grades updated by 8:00 a.m. on the first day of each school week. All subject areas will post grades online. Please contact the teacher directly if you have any questions of either grades or assignments, this may be done by phone or email.

M = Missing Work (Make-Up Work)

This mark indicates that work was missed and must be made up. Any work not completed, must be made up in order to receive a credit for the course. All assignments are an integral part of coursework and must be completed to the best of the student's ability.

- All students are required to complete all assignments. Teachers, however, have the discretion to deduct the amount of credit given when assignments are turned in late.

High School Grading Scale (7-12)

*With college and driver's education classes being the exception.

A+/A	4.0	96-100%
A -	3.667	95 - 92%
B+	3.333	91-89%
B	3.000	88 - 86%
B-	2.667	85 - 83%
C+	2.333	82 - 80%
C	2.000	70 - 77%
C-	1.667	76 - 74%
D+	1.333	73 - 71%
D	1.000	70 -68%
D-	0.667	67 - 65%
F	0.000	64 - 0%

Graduation Requirements [*]

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from MACCRAY High School. Finally, in addition to meeting the course credit requirements and assessment requirements, all students must complete 80 hours of service as a graduation requirement. Students transferring in will have their service hours prorated.

Course Credits Required

In order to receive a diploma, students must successfully complete at least 28 credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Three credits of math, including algebra, geometry, statistics, probability, and trigonometry sufficient to cover the standards. Students must complete the equivalent of algebra II or its equivalent as part of the 3-credit requirement. Algebra I is required by the end of eighth grade.
Science	3	Three credits of science, including a biology credit. In addition, students must complete chemistry or physics, as part of the 3-credit agreement.
Social Studies	4	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies.
Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education (CTE) course may fulfill an arts credit.
Community/ Technical Education	1	Students take one quarter each of AgriScience 9, Art 9, Business 9 and Ag Manufacturing
P.E./Health Education	1.5	Students take Physical Education 9 for a semester for a semester and Personal Wellness 10 for the entire year.
Jr/Sr Strategies	.5	This personal finance class is required for graduation.
Elective Courses	9	Driver's Education counts as a .5 elective.

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

**Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the School Counselor or Principal.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. We encourage parents to talk with their children about missing work.

PRIDE PASS DELETED

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the School Counselor or Principal.

Post-Secondary Enrollment Options

Tenth, eleventh, and twelfth-grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh-grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the School Counselor by May 30 for enrollment the following school year. The application form must be signed by the student and his/her

parent or guardian. Students wishing to take a PSEO course should contact the School Counselor.

Summer School

MACCRAY High School may provide summer school learning opportunities for students in need of credit recovery. For more information, contact the high school principal.

MACCRAY Elementary Schools may provide summer school learning opportunities. Information regarding our summer school program will be mailed out in the spring.

Parent Right to Know [*]

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

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

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

State Testing

Parents may allow their students to opt-out of state testing. The form for opting out is on the district website. Please be advised that all opt-out requests will be treated as a fail and will count against the school and district scores that are reported by the State. The testing calendar can be found on the district website.

PART III — RULES AND DISCIPLINE

Attendance []**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the “Student Attendance” policy in *Appendix 1*.

Backpacks/Handbags

Middle and High School

Because of security, safety, and health concerns, students are not allowed to carry backpacks during the school day. Students may use a backpack to transport books and belongings to and from school. Backpacks must remain in lockers between 7:56 a.m. and the end of the day. Handbags smaller than a school textbook may be carried at school. A Trapper Keeper, Five Star 2” Zipper binder or something similar in nature will be allowed. These binders are approximately 12 ¾” by 12”. Exceptions to this rule may be granted to students with special circumstances at the discretion of the Principal.

Bullying Prohibition []**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions, and by misuse of technology. For detailed information regarding the school district’s “Bullying Prohibition” policy, see:

http://www.maccray.k12.mn.us/sites/maccraysd.portal.rschooltoday.com/files/files/Private_User/shamlah/MACCCRAYElementarySchoolsHandbook2016-2017.docx_.pdf or go to the District home page>District Office> District Policies>500 Series> 514.

Buses – Conduct on School Buses and Consequences for Misbehavior []**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Designated bus route and bus number must be taken. No alternate bus routes may be taken (ex. going to a friend's house after school).
- Get to the bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- Do not attempt to enter the bus until the bus has come to a complete stop.
- Take a seat promptly.
- Respect the drivers and follow the driver's directions the first time they are given and at all times.
- Remain seated facing forward while the bus is in motion.
- Keep all parts of your body inside the bus.
- Keep your arms, legs, and belongings to yourself and out of the aisle.
- Talk quietly and use appropriate language (no bad language or put-downs).
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus or property belonging to others.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

Consequences for school bus/bus stop misconduct will be imposed by the school district under MACCRAY Schools policy 709 and adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Cell Phones/**Earbuds** and Other Electronic Devices

High School: Students are prohibited from using cell phones and other electronic communication devices, in the classroom, during the instructional day. All students will park their phones in the provided cell phone cubbies upon entering each classroom or **students use the “no sight no sound” policy**. High School students are allowed to use their cell phones during lunch and passing time. Students are also prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who violate school district policies regarding electronic devices may be subject to disciplinary action pursuant to the school district’s discipline policy. In addition, a student’s cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

- **Earbuds/headphone usage are permitted for use in the classroom at teacher discretion and during passing time/lunch.**

CLASSROOM CELL PHONE POLICIES - High School (9-12)

Teachers are expected to provide expectations and rules for responsible use documented in their course syllabus and explained verbally the first week of school. Each classroom teacher shall adopt one of the following options for cell phone usage in their classrooms:

A. Cell phones checked in to a designated area at the beginning of each class.

B. Cell phones in possession of the student but using “no sight, no sound” policy.

High School Cell Phone Violations

- **First Offense:** Cell phones turned into teacher or office for the next hour of class.
- **Second Offense:** Cell phones turned into the office will remain in the office for the duration of the day. The student may pick up the device at the end of the school day.
- **Subsequent Offenses:** Parents will be contacted to discuss additional consequences.

***Teachers have the discretion to initiate additional rules in the classroom regarding the use of all electronic devices.**

Unacceptable Uses of a cell phone, iPad, Chromebook, laptop, or other electronic device (examples but not limited to):

- Any threat to hurt (we take all threats seriously)
- Any obscenity (Behavior of a sexual nature that makes someone else uncomfortable.)

- Any pornography (Behavior of a sexual nature that makes someone else uncomfortable.)
- Taking pictures in the locker rooms or bathrooms.
- Photographing/Recording staff or students without their permission.
- Participating in an electronic conversation relating to any of the above.
- Cyberbullying which is repeated cyber harassment.
- Bringing a threat, porn, obscenity, sexting or any of the above to school from an indirect location will constitute a disruption of the educational process and become subject to discipline.

Possible Consequences

- Loss of device for a period of time, as determined by Administration
- Mandated reporting to county social services
- Reports to law enforcement
- Removal from class
- Detention/Suspension/Exclusion/Expulsion

CLASSROOM CELL PHONE POLICIES - Middle School (6-8)

Students are expected to keep their cell phones in their lockers and may check them during passing time and use them during lunch. Locks are available for a \$5 refundable deposit.

CLASSROOM CELL PHONE POLICIES - Elementary

Students are expected to place their phone in the elementary office upon entering the building. Phones may be retrieved at dismissal.

Elementary School Cell Phone Violations

Cell phones brought to school must be reported to the classroom teacher and/or turned into the office. Classroom teachers and/or office personnel must be informed and permission given before any calls are made during school hours. If unauthorized calls are made, the cell phone will be taken to the office and parents/guardians will be required to pick up the phone.

Discipline []**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete “Student Discipline” policy in *Appendix 2*.

NOTE: All school discipline is at the discretion, and subject to the decision(s), of District Administration (Principals and Superintendent).

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

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

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

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

- “Short shorts,” skimpy shirts/tanks, deep v-cut shirts, clothing that is too revealing, and clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidence gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- **For safety:** Hats/Hoods/Other headgear that obstruct viewing of the face are prohibited. Classroom teachers may implement additional rules at their discretion.

Bottom Line: If the administration believes a student’s appearance, grooming, or mode of dress *interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others*, the student will be directed to make modifications, have a parent/guardian bring in other items, or be sent home for the day. A parent or guardian will be notified.

Standards of Conduct for Couples

MACCRAY School District feels that most forms of public displays of affection are inappropriate in a K-12 setting. Holding hands will be the only form of body contact allowed. We will not tolerate activities such as, but not limited to, caressing, kissing, or leaning into each other at your lockers.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition [*]

The school district strives 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, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Title IX Regulations

MACCRAY's Title IX coordinator is the district superintendent Sherri Broderius. She should be contacted at the high school office with all Title IX questions or concerns.

The following new Title IX regulations become effective on August 14, 2020

NEW DEFINITION OF "SEXUAL HARASSMENT"

Previously, sexual harassment for purposes of Title IX was defined as "unwelcome conduct of a sexual nature" that included "unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature." Under the new regulations, however, sexual harassment is now formally defined as conduct on the basis of sex that consists of:

1. An employee conditioning an individual's receipt of aid, benefit, or service on that individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct that a reasonable person would find "so severe, pervasive, and objectively offensive" that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking, as those terms are defined by federal law.

34 C.F.R. § 106.30. In addition to changing the definition, the new regulations now require that, if the conduct described by a formal complaint does not meet the regulatory definition, a complaint must be dismissed with respect to whether it constitutes sexual harassment under Title IX. 34 C.F.R. § 106.45(b)(2)(B)(3)(i). The school can move forward under its

own code of conduct. However, for Title IX purposes, a formal complaint cannot move forward unless the complained-of conduct meets the new definition.

NEW POLICY REQUIREMENTS RELATED TO TITLE IX COORDINATOR

In addition to designating a Title IX coordinator, notifying all students and staff of that designation, and adopt a grievance policy consistent with Title IX regulations, schools must now also:

- Notify applicants for admission and employment, parents of elementary and secondary school students, and all unions, of the name of the employee designated as the Title IX Coordinator, in addition to continuing to notify students and employees;
 - Notify all the above persons and groups of the existence of the grievance policy;
 - Prominently display the Title IX coordinator’s contact information in its Title IX policy, including on any webpage or in any handbook where that policy appears; and
- 34 C.F.R. § 106.8.

NEW GRIEVANCE PROCESS REQUIREMENTS

A. The Formal Complaint Requirement

The new title IX regulations require schools to develop a grievance process for responding to formal complaints. For purposes of this requirement, a “formal complaint” is defined as a document that is either filed by the complainant or signed by the Title IX coordinator alleging sexual harassment and requesting that the school investigate the allegation of sexual harassment.

The existence of the term “formal complaint,” however, does not mean that there can be an informal complaint. To the contrary, while the new regulations do allow for complaints to be addressed via an informal resolution process if the complainant and respondent both voluntarily agree in writing to participate in that process, schools cannot offer an informal resolution process until a formal complaint has been filed. 34 C.F.R. § 106.45(b)(9). Moreover, as the Department of Education stated in commentary accompanying the new regulations, a third party is not allowed to file a formal complaint on the complainant’s behalf; the definition of formal complaint limits filers to complainants themselves and the Title IX coordinator. Thus, while third parties may still report sexual harassment, such reports do not constitute “formal complaints.” In the event that a complainant does not complete a formal complaint, a Title IX coordinator will need to do so to initiate the formal grievance procedure.

B. General Requirements

In general, the new regulations provide a school’s grievance process must treat respondents and complainants equally, objectively evaluate the evidence, presume the respondent is

innocent until proven guilty, refrain from making credibility determinations based on the complainant/witness/respondent's role in the proceedings, maintain reasonable timeframes, and describe both the range of disciplinary sanctions and supportive measures available under the process. See 34 C.F.R. § 106.45(b)(1).

One issue that is getting a lot of attention is the standard of proof. Previously, OCR encouraged schools to apply a preponderance of the evidence –“more likely than not”– standard. However, the new guidelines allow schools to choose to apply a “clear and convincing evidence” standard, which is often interpreted to mean “substantially more likely than not,” and is always construed as a greater weight of evidence than the preponderance of the evidence. Whichever standard a school chooses to apply must be applied for all sexual harassment complaints, regardless of whether the complaint is brought against a staff member or student. See 34 C.F.R. § 106.45(b)(1)(vii).

C. The Notice Requirement

When a school receives a formal complaint, it must provide a written notice to all known parties. The notice must contain the following:

- Notice of the grievance process, including any informal resolution process developed by the school;
- Notice of the allegations with “sufficient details known at the time and sufficient time to prepare a response before any initial interview.” “Sufficient details” is defined to include:
 - o The identities of the parties involved in the incident;
 - o The conduct allegedly constituting sexual harassment under the new definition; and
 - o The date and location of the alleged incident.
- A statement that the respondent is presumed not responsible and that a determination regarding responsibility is made at the conclusion of the grievance process;
- A notice to the parties that they may have an advisor of their choice, who may be, but need not be, an attorney, and who may inspect and review evidence; and
- Notice of any provision of the school's code of conduct that prohibits knowingly making false statements or knowingly submitting false information.

34 C.F.R. § 106.45(b)(2). If information required in the notice is not known when the complaint is filed, but is discovered during the school's investigation, the school must share that information with both parties. 34 C.F.R. § 106.45(b)(2)(ii).

The new regulations expressly provide that complying with the new Title IX regulations is an exception to FERPA. 34 C.F.R. § 106.6(e). Thus, while it has always been important not to promise complainant's anonymity, it is especially true now that, if a Title IX coordinator signs a formal complaint of sexual harassment, the complainant's identity must be provided to the respondent. The Department of Education's guidance accompanying the new regulations expressly provides that, “[w]hen a complainant desires to initiate a grievance

process, the complainant cannot remain anonymous or prevent the complainant's identity from being disclosed to the respondent via the written notice of allegations." To the contrary, when a formal complaint is filed by a Title IX coordinator, the guidance provides that the required notice must include the identity of the parties if known, including the complainant's identity.

D. The Investigation Process

The new regulations provide that the parties must be provided equivalent opportunities to present and review evidence, to have an advisor (who may be an attorney) present, and to have their advisor participate in any meeting, hearing, or investigative interview. One major change is that the parties must be provided all the evidence subject to inspection and review in electronic format or hard copy, before the investigation report is completed. The parties must be given 10 days to submit written responses, and the investigator must consider any written responses when finalizing their investigation report. 34 C.F.R. § 106.45(b)(5)(vi).

Another change is that, when a complainant or respondent is being interviewed or otherwise met with, the school must give written notice of the date, time, location, participants, and purpose of such interview, meeting, or hearing, with sufficient time for the party to prepare to participate. "Sufficient time" is not defined by the regulations or their accompanying guidance.

Finally, investigation reports that fairly summarize the relevant evidence must be sent to the complainant and respondent at least 10 days before any determination of responsibility is made, for the parties' review and written response. This 10-day window is separate from the 10-day window for the parties to review and respond in writing to the evidence, and this also constitutes a separate opportunity for the parties to respond. 34 C.F.R. § 106.45(b)(5)(vii). The investigation report cannot be "completed" until the first 10-day period and opportunity to respond has passed, and then the parties must have another 10 days to respond to the completed investigation report before any final determination is made.

E. Determinations of Responsibility

Under the new regulations, elementary and secondary schools subject to Title IX may voluntarily choose to provide for a live hearing as part of their grievance process, but are not required to do so. 34 C.F.R. § 106.45(b)(6)(ii). If the school chooses not to provide for a live hearing, after the investigation report has been provided to the parties, and before the school makes a final determination of whether or not the respondent is responsible for the alleged behavior, the school also has to provide each party the opportunity to submit "written, relevant questions" that the party wants asked of the opposing party or any witness, provide each party with the answers to their questions, and allow for additional, limited follow-up

questions. Irrelevant questions can be excluded; however, the decision to exclude a question as irrelevant must be explained. Certain questions regarding the complainant's sexual predisposition or sexual behavior are generally irrelevant, except for specific purposes related to demonstrating that someone other than the respondent engaged in the alleged behavior or if specifically related to an issue of consent.

Neither the Title IX Coordinator nor any investigator can make the final determination of whether or not the respondent is responsible for the alleged behavior. 34 C.F.R. § 106.45(b)(7). The decision maker must issue a written determination that includes:

- Identification of the allegations potentially constituting sexual harassment under the definition provided by the regulations;
- A description of the procedural steps taken in the grievance process;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the school's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any discipline imposed on the respondent, and any remedies provided to the complainant; and
- The school's procedures and permissible reasons for either party to appeal.

34 C.F.R. § 106.45(b)(7)(ii). This determination must be provided to both parties simultaneously. The determination is not final, however, until the appeal period expires or any appeal is resolved. 34 C.F.R. § 106.45(b)(7)(iii).

F. Appeals

Schools' Title IX grievance procedures must now allow either party to appeal a dismissal or determination that sexual harassment occurred. There are three required bases where all schools must allow for an appeal:

- If there was a procedural irregularity that affected the outcome;
- If new evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal is subsequently discovered and could reasonably affect the outcome; or
- If the Title IX Coordinator, investigator(s), and or decision-maker(s) had a conflict of interest or was biased against either of the individual parties, or against complainants or respondents in general, and that conflict of interest or bias affected the outcome of the matter.

34 C.F.R. § 106.45(b)(8)(i). Schools may allow additional bases for appeal, so long as those bases are equally available to both parties. 34 C.F.R. § 106.45(b)(8)(i)(ii).

In the event of an appeal, the school sets equal procedures for both parties, provide that both parties have an opportunity to submit a written statement in support of, or challenging the outcome. The decision-maker(s) on appeal must be different than the initial decision maker(s), but still cannot be the Title IX Coordinator or the investigator(s)—accordingly, schools need to consider who will serve as decision maker(s) on these sorts of complaints at

both levels, as well as who will serve as investigators or the Title IX coordinator. A written decision must be issued on appeal simultaneously to both parties.

NEW TRAINING REQUIREMENTS

All Title IX Coordinators, investigators, decision-makers, and informal resolution facilitators must receive training on the new definition of sexual harassment, how to conduct an investigation, how the school's grievance process works, and how to serve impartially. Investigators must also be trained on how to write fair investigation reports, and decision-makers must be trained on issues of relevance with respect to the written questions submitted following the completion of the investigation report. 34 C.F.R. § 106.45(b)(1)(iii). All training materials required by the regulations must be retained for seven years and must be made publicly available on the school's website or upon request if the school does not maintain a website. 34 C.F.R. § 106.45(b)(10)(i)(D).

NEW POTENTIAL FOR LIABILITY

The new regulations expressly provide that a school's "recipient's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under title IX." 34 C.F.R. § 106.45(a). The regulations further incorporate the long-standing standard that schools with actual knowledge of sexual harassment must promptly respond to such conduct in a manner that is "deliberately indifferent." Taken together, these two regulatory provisions, along with the expansive new requirements, increase the potential for claims against schools based on their handling of allegations of sexual harassment.

As always, we recommend consulting an attorney regarding specific questions. The attorneys at Ratwik, Roszak & Maloney are available to assist you with reviewing policies, developing employee training, investigating any alleged policy violations, and more. If you have any questions on this issue or other topics, please give us a call at (612) 339-0060.

Hazing Prohibition [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's "Hazing Prohibition" policy 526, please visit the district website.

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages

and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's "Internet Acceptable Use" policy is available at the District website as policy 524.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement forms below yearly.

MACCRAY School District Student & Parent Pledge for Electronic Use

1. I will take good care of my device.
2. I know that I should not leave my device unattended.
3. I will never loan my device to other individuals.
4. I will know where my device is at all times.
5. I will charge my device daily.
6. I will keep food and beverages away from my device since they may cause damage to my device.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will use my device in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc) on my device. I will not deface the serial number sticker on any device.
10. I understand that my device is subject to inspection at ANY time without notice and remains the property of the MACCRAY School District.
11. I will follow policy 524 *Internet Acceptable Use & Safety Policy* while at school as well as outside the school day.
12. I will report theft or vandalism of my device within 24 hours to my principal.
13. I agree to pay the replacement cost of my device in the event that the device is damaged due to fire, stolen, lost, misused or intentionally or frequently damaged.
14. *For iPads only:* I will keep my iPad in the school provided case at all times.

I understand that devices and accessories must be returned in good working condition at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at MACCRAY for any reason MUST return the device to the school on their last day of enrollment.

I agree to the expectations set forth in the above documents, including Policy 524 Internet and Acceptable Use & Safety; Device Protection Plan and the MACCRAY Student Pledge for device Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____
(Elementary classroom teacher or 7-12 advisory teacher)

MACCRAY School District Tech Fee Form

The MACCRAY School District recognized that with the implementation of the electronic device initiative there is a need to protect the investment made by both the District and the Student/Parent.

The school district is charging an *ANNUAL* protection tech fee for coverage against liquid spills, accidental drops, power surges and natural disasters. This fee does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage. The school district is charging an annual protection tech fee in the amount of \$40.00 per 7-12 grade students, \$10.00 per 3-6 grade students with a \$60.00 maximum family fee for using devices. I understand the fee is non-refundable. I also understand this covers the period from receipt of the payment and ends at the conclusion of each school year or last day of enrollment.

INTENTIONAL DAMAGE: Students/Parents are responsible for full replacement cost of intentional damage to devices.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Parking on School District Property

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit. For information, contact the high school principal.
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the principal;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exterior of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Schools []**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment" policy, District Policy 419. Contact the Principal, Activities Director, or school nurse if you have questions or wish to report violations.

[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. To view a copy of the “School Weapons” policy 501, please see the District website.

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school or school-sponsored activities should be reported to the building Secretary. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Update [*]

The school district has developed an asbestos management plan. A copy of this plan can be found in the District Office and is available on the district’s website as policy 806.

Crisis Management

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

The District will use the Infinite Campus Instant Alert system as our first method of contact, if possible followed by our district FaceBook page.

Listen to the following radio stations regarding a potential or impending emergency:
KQIC (FM 102.5), KWLM (AM1340 and FM96.3), KDMA (AM1460), KDJS (AM 1590), KMGM (FM105), K95.3 FM, and 97.3FM

Lead in Water Testing

Lead-in-Water Annual Notification: 2021 – 2022 School Year

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in water every 5 years. This Statute also requires school districts to make the results of the testing available to the public for review and notify parents of the availability of the information. Notification may be accomplished by publishing a statement in the “Student Handbook” newsletter or publication that is available to staff, students, parents and the public. MACCRAY Public Schools have historically conducted and continues to conduct Lead in Drinking Water testing per the Minnesota Department of Health guidelines.

MACCRAY Public Schools is committed to providing a safe working and learning environment for employees and students. The district has developed a Lead in Water management plan and testing program that complies with the Minnesota Statute 121A.335, as well as Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE)

For more information on MACCRAY Public Schools lead reduction program and testing results, please contact Sherri Broderius, Superintendent at (320) 847-2154.

Health Information

Health Service

MACCRAY Schools Licensed School Nurse (LSN) is available each school day within the district. The LSN serves all three buildings and spends at least one day a week at each building. When the nurse is not at your building please go to the office for health related needs. The secretaries have been trained to assist with minor injuries. The nurse is on call to respond to any health needs at other buildings, when contacted. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. If the accident is of a serious or life threatening nature, emergency services will be contacted, followed by the parent or legal guardian. If we are unable to contact you, we will contact the person you have designated on your child's emergency card. For this reason it is very important to provide us with accurate contact information and that phone numbers are updated as they may change throughout the year.

If a student has a serious health or medical issue which may affect them at school, please contact the LSN. Together parents and school personnel will make an appropriate health plan which will help the student manage any health concerns at school.

The District has installed automated external defibrillators (AED) either near the Office and near the Gymnasium/Cafeteria in each building. Tampering with any AED is prohibited and may result in discipline.

COVID-19 Policies

** COVID-19 policies are subject to change. All current COVID-19 information can be found on the MACCRAY website.*

Communicable Diseases

If a student becomes ill during the school day they should report to the office. Parents or guardians will be contacted and the student will be sent home. If we call because your child is ill, please make arrangements for your child to be picked up within an hour.

When your child is ill, please call the school office daily to report the illness. When calling please give a list of symptoms the student is experiencing.

A child should not come to school and will be sent home from school if they have:

- Fever over 100F - Student is not to return to school until 24hrs after the temperature returns to normal without the assistance of fever reducing medications, i.e. Tylenol.
- Stomach Flu - 24 hours after the last episode of vomiting or diarrhea.
- Influenza - 24 hours after the temperature returns to normal

- Ear infection - Not contagious, but child should see a physician and can return to school when pain is gone.
- Strep Throat - Student can return to school 12 hours after antibiotic treatment has started and fever is gone.
- Conjunctivitis (pink eye) - Student is not excluded unless they have a fever or are not healthy enough to participate in activities.
- Head Lice - A student found to have live lice (bugs) in their hair will be sent home from school. Student has to be treated with lice killing Shampoo before student will be readmitted to school.

This is not a complete list of communicable diseases that students can be excluded for. MACCRAY follows the guidelines set out by Hennepin County Infectious Disease. Please contact your school as soon as possible if your student is diagnosed with a communicable disease, so action can be taken to decrease the spread. Contact the LSN if you have any questions regarding communicable diseases or your student's health.

If a child is hospitalized or has a lengthy illness, parents should call the school so plans for continuing the child's education can be made perhaps through homebound or hospital instruction. Students with certain communicable diseases will not be excluded from attending school in their usual setting as long as their health permits.

Immunizations

Minnesota Statutes chapter 121A.15 requires that all children who are enrolled in a Minnesota school be immunized when starting school. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. When a Student has a medical exemption a medical provider signature and statement of student exemption is needed. Conscientious objectors need to have parental signature on exemption form and have form notarized. Forms need to be turned into the school office and will be kept with student health forms. Please contact the LSN if an exemption form is needed.

Immunization requirements are:

- Kindergarteners are required to have 3 doses of Hepatitis B, 5 Doses of DTAP, 4 Doses of Polio, 2 doses of MMR, and 2 Doses of Varicella.
- 7th graders are required to have 1 dose of Tdap and 1 dose of Meningococcal.
- 12th graders need to have 1 booster dose of Meningococcal vaccine.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. Medications will be given at school only when the frequency of dosage makes it necessary for a dose or treatment to be given during school hours. Please make every attempt to take medications at home before or after school. The

Licensed School Nurse or unlicensed assistive personnel (UAP), who has been trained in medication administration, will supervise the administration of medication. No medications will be given at school without the written permission of the parents. An “Administering Prescription Medications” form must be signed by parents and the prescribing physician for any prescription medications to be given during the school day. This form is available at the school office. Please note: this form must be completed yearly and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, epinephrine auto-injectors, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed.

Over the counter medications (OTC) can be administered to students throughout the school day when the parent signs an “Administering Non-Prescription Medications” form. This form is available at the school office. Medications have to be brought to school in the original unopened bottle. It is preferred that medications be brought to school in small quantities. OTC medications without a physician prescription are to be administered in a manner consistent with the directions on the bottle. If a dose higher than what is written on the bottle is needed then a physician prescription is needed. Any OTC medication with a physician prescription will be treated as a prescription medication. OTC medications are not to be carried by the student, but will be left with the appropriate school personnel.

Pesticide Application Notice [*]

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district’s plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the District Superintendent at 847-2154.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the school office, upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk and to wear a “visitor badge” while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employees, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

PART V — Miscellaneous

Animals in the Classrooms -

Bringing animals on school property, for academic purposes only, requires at least a two-day notice to the building principal. The student and his/her parents must assure the Principal that the animal is healthy, is appropriately vaccinated and not a danger to others.

Pets for the purpose of “show and tell” may not be left in the school building for a period of more than one-hour in length. These animals must also be healthy and owner must show that the animal is appropriately vaccinated. It is required that pre arrangements are made with the classroom teacher if your child wishes to bring their pet to school.

Service animals will be permitted in all buildings, with proper documentation.

Assemblies

Several educational and entertaining programs are held throughout the school year for students. This is a place where students’ courtesy and manners will be displayed. Quiet attention, proper applause, and proper respect will be required. Inappropriate behavior may result in disciplinary action, loss of assembly privileges, and an assignment to a study area.

Building Passes - High School

Except when passing to classes between hours, students shall be in the classroom at all times. Students should be kept out of the hallways for discipline, safety, and security reasons.

Students will be given one hall pass log at the beginning of each quarter to use as a hall pass. The log will be used to record that permission was granted for a student to be outside the classroom. Passes may be given with teacher discretion for the following: restroom, administrative office, guidance, health service, and media center.

- Students must return to the class where they received the pass before the end of the period.
- Only office personnel may issue passes to leave the building.

Dances - High School

MACCRAY Public School sponsors dances throughout the school year, i.e. homecoming, prom, Sadie Hawkins. These dances are open to students who attend MACCRAY Public School and/or are a registered home schooled student within our district. Dances will run no later than 11:30 p.m. and doors will be locked one hour after the start of a dance. When you leave a dance you do not get back in! (Exceptions may be granted by administration)

Students who would like to invite a guest to a school-sponsored dance must sign up the friend 1 week prior to the dance. Guests must be 19 years old or younger, (20 years old for prom), and must present a photo ID at the dance. The chaperones/administration reserves the right to deny the guest attendance to the dance.

Counseling and Guidance

Many students are troubled by problems, which interfere not only with their academic and co-curricular performance, but also with their emotional, physical, mental, and social development. Any student who is suicidal or in a crisis, or is concerned about another student who is suicidal or in a crisis, is encouraged to contact a teacher, a counselor, or the school social worker to gain immediate help.

Additional services provided at the high school include assistance with educational planning, interpretation of test scores, occupational information, career information, study assistance, help with home, school and/or social concerns, or any question the student may feel he or she would like to discuss with a counselor.

Finally, the MACCRAY school district has a partnership with Woodland Centers. Through this School-Link Mental Health partnership students are able to work with a therapist or skills person on site from Woodland Centers at each of our three buildings. Students or parents interested in this program should work with the school social worker or counselor to get a referral started.

Early Admission - Elementary

The MACCRAY Board of Education has adopted a policy permitting early admission to kindergarten of exceptionally mature children on the basis of a testing program. Children whose fifth birthday falls between September 1 and October 31 of the current year may be considered for early admission. It is well, however, to keep in mind that these children may be competing in school with children who are fourteen months older than them. The school does not believe it is educationally sound to admit a child to school early unless they are physically, emotionally, and intellectually ready to work with more mature pupils. If you feel that your child is exceptional, please request an Early Entrance to Kindergarten Application form at either the East or West elementary school offices. Applications need to be received by May 1 st for a September entrance (or for a September start date).

Homeschool/ Shared Time Policy

The purpose of this policy is to recognize and provide guidance, in accordance with state law, for parents who wish to have their children receive an education in a home school that is academic and extracurricular activity opportunities for non-public students. A home school is defined as a school with five or fewer students that meet the compulsory reporting requirements. The Compulsory Attendance Law (MN State 120.A22) provides that the parent or guardian of a child is primarily responsible for assuming that the child acquires the knowledge and skills that are necessary and essential for effective citizenship. (Mn Stat. 120.A22, Subd. 1)

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in MN Stat 120.A22. Instructors must meet at least one of the following requirements in order to provide instruction to a child (MN Stat. 120.A22, subd 10):

- 1) Hold a valid MN teaching license in the field and for the grade level taught.
- 2) Be directly supervised by a person holding a valid MN teaching license.
- 3) Successfully complete a teacher competency examination.
- 4) Provide instruction in a school that is accredited by an accrediting agency, recognized according to MN Stat. Sections 123B.445, or recognized by the commissioner.
- 5) Hold a baccalaureate degree.
- 6) Be the parent of a child not enrolled in a public school who is assessed annually using a nationally norm-referenced standardized achievement examination (MN Stat. 120.A22, Subd. 11).

Curriculum must be provided in at least the following subject areas (MN Stat 120A22)

- 1) Basic communication skills including reading and writing, literature, and fine arts;
- 2) Mathematics and science;
- 3) Social studies including history, geography and government;
- 4) Health and physical education.

Reporting responsibilities (for non accredited schools, person or institutions not accredited by a state recognized accrediting agency:

- 1) Name, birthdate, and address of each child receiving instructions by Oct. 1 st .
- 2) Immunizations statements by Oct. 1 st .
- 3) Name of each instructor and evidence of compliance.
- 4) An annual instructional calendar.
- 5) For each child who is instructed by a parent who meets none of the options for being a qualified instructor except for being the parent of a child, a quarterly report card is required in each subject area.
- 6) Documentation indicating that the subjects required by law are, in fact, being taught. This documentation must include class schedules, copies of materials used for instruction, and descriptions of the methods used to assess student achievement.

Assessment (MN Stat. 120A.22 Subd. 11): Each year performance of every child who is not enrolled in a public school must be assessed using a nationally norm-referenced standardized achievement examination. The assessment to be used will be mutually agreed upon by the superintendent and the child's instructor. If the results of the assessment indicate that the child's performance on the total battery is at or below the 30th percentile or one grade level below the child's age, then the parents must obtain additional evaluations for the purpose of determining whether or not the child has learning disabilities.

To the extent the standardized examination does not provide assessment in all subject areas required in Minnesota law, the parent must assess the child's performance in the applicable subject area(s). This only applies to the parent who provides instruction and does not meet instructor requirements 1, 2, 3.

Textbooks, instructional materials, standard tests: Upon formal request, as equipped by law, the school district will provide textbooks, individualized instructional materials, and standardized tests and loan or provide them for use by a home school child.

Extra-curricular/co-curricular activity participation: All resident pupils receiving instruction in home school are eligible to fully participate in extracurricular/co-curricular activities on the same basis as public school students.

PBIS

MACCRAY Schools will be implementing a Positive Behavioral Interventions and Supports program to support student growth and development. Please see Appendix 4 for the PBIS Behavior Matrix on page 62.

Posters

- Posters or signs shall not be placed in the building without permission from the School Office.
- Approved and initial posters may be placed in the following areas: on designated bulletin boards in the halls, on lockers, in the commons area, in individual rooms and in the show cases if the student has permission of the teacher.
- Posters shall be neat in appearance and beyond reproach in subject matter, grammar, spelling, etc.
- Posters that are allowed in MACCRAY Schools are: those having to do with MACCRAY School events and other school sponsored activities.
- Posters should be hung with tape that will not damage walls and lockers.
- Posters should be taken down by the club, organization or individual following the event or season.

Prom - High School

The Prom and After Prom party is for MACCRAY students in grades 11-12. Sophomores may attend only if asked by a student in grades 11-12. No freshmen or any student older than 20 will be allowed to participate. All guests must complete an application form and gain approval before attending Prom. Any exceptions must be cleared with the principal.

Senior Privileges - High School

Seniors may earn Privileges that would allow them to leave school during Advisory. Students are able to earn one-quarter of Senior Privileges per year for exemplary behavior, **beginning Quarter two of their senior year**. Before privileges are granted, students must turn in a signed parent permission form allowing the student to leave school.

All of the following requirements must be met to earn Senior PRIDE privileges for a quarter:

- 1) Service learning hours need to be met and turned in (20 hours per year).
- 2) Students with MORE than two absences must have earned a minimum of a B average for each quarter (School sponsored activities are exempt).
- 3) Students with LESS than two absences must have earned a minimum of a C average for each quarter. (School sponsored activities are exempt)

Please note:

- Students failing one or more classes will have their senior privileges suspended until all classes are passing.
- If a student receives a major consequence or two minor consequences in a quarter Senior privileges will be revoked for the remainder of the quarter.
- Students who have three or more tardies in any class will have senior privileges suspended for four school days.

APPENDICES

1. Attendance

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

Minnesota statute and school policy defines excused absences from school as:

- illness of the student;
- serious illness of the student's immediate family or a close friend or relative
- medical or dental treatment
- court appearances occasioned by family or personal action
- religious instruction not to exceed three hours in any week
- physical emergency conditions such as fire, flood, storm, etc.
- official school field trip or other school-sponsored outing
- removal of a student pursuant to a suspension.

Any other absences are considered unexcused.

Regular attendance is the responsibility of the student, their parent/guardian, and the school. If a student does not attend school on a regular basis, he/she will lose the benefits of continuous instruction.

A Student must have permission from the office before he/she can leave the school building during the day. This includes leaving due to illness. Unless permission is obtained, the absence is unexcused. Students must sign out in the office before leaving school. Failure to follow this process may result in an In-School Suspension (ISS).

1. All absences from class, regardless of the length, must be cleared through the office before you return to class. The office has the responsibility for approving or disapproving excuses for absence. Because attendance is important, absences are excused only under justifiable circumstances. What may be considered excusable from a personal viewpoint may not be excusable from an education viewpoint. Most personal matters can be taken care of before or after school, on weekends or Mondays.
2. Parents are asked to call the office at 320-847-2154(HS), 320-367-2396 (West), 320-967-4282 (East) by 8:30 am on the morning of the day you are absent indicating the reason for the absence.
3. A parent/guardian must excuse all absences, regardless of your age.

Examples of Excused Absences:

1. Student illness.
2. Medical and dental appointments that cannot be scheduled before or after school or on Monday
3. Required court appearances.
4. Religious observances
5. Pre-Arranged family trips. The trip must be pre approved by the office through contact from the parent by note or by phone. Make-up work, whenever possible, must be done in advance.
6. College visits with an appointment card signed by an admissions counselor, verifying the visit that is then returned to the office following the visit.
7. Family emergencies.
8. Special activities if given prior written permission by the administration.
9. School sponsored activities.

Examples of Unexcused Absences: (not limited to)

1. Cutting class
2. Shopping, business or hair appointments
3. Employment, baby-sitting
4. Work at home without prior approval.
5. Oversleeping
6. Car trouble, which exceeds one per semester.
7. Lack of transportation or missing the bus. Transportation to school is available to each student on the bus route. Absence from school because you do not have a ride is unexcused.
8. Failure to clear up an absence in 2 days.
9. Leaving class early without the permission of the classroom teacher. You may not miss class for a meeting or other school function without first receiving permission from the classroom teacher. If it is not okay with the teacher, you must remain in the class; otherwise it is considered an unexcused absence.
10. Leaving the building for illness, accident, or any other reason without first getting permission from the office.

Attendance at school means attendance in class. Students loitering in the hallways or on school grounds without valid written permission during class time are considered to be truant.

When you return to school

- Bring a note signed by a parent/guardian or doctor to the office.
- Pick up a makeup slip from the office.

Eight-Day Rule

A maximum of eight absences (excused or unexcused) will be permitted each semester. When a student reaches four absences in a semester, a letter may be sent home reminding parents of the eight-day rule.

Absences in excess of the eight-day rule may result in the student failing the course. All absences, excused and unexcused, count toward this limit. Additional medical absences will be granted if there is a doctor's excuse stating the student should not be in school.

Tardies

A student is tardy if he/she is not in the classroom when the bell rings. The only exception is if the student has obtained a pass from the office excusing the tardy. Tardies will accumulate through the fall semester and then start over in the spring semester.

- Students with 4 or more unexcused class tardies will serve a detention.
- Students with 16 or more unexcused class tardies per semester, will serve one day of in-school suspension.

Attendance Appeal

The Attendance Appeal Form (below) should be filled out and submitted to the principal if you feel an absence should be considered excused. It can also be found in the Forms section of the online website.

MACCRAY Schools

Attendance Appeal Form

NAME _____ GRADE _____ DATE _____

This form must be completed and returned to the principal before your appeal hearing can be set. Appeals will not be heard unless this form is completed.

Student's responsibility: In your own words, being as specific as possible, describe what has caused you to exceed the 8 day maximum rule. You may add a sheet of paper if the room provided is not sufficient.

TO BE FILLED IN BY THE ATTENDANCE SECRETARY:

Number of Absences _____ Number of Tardies _____

Date turned into Principal's Office _____ Date of Appeals Committee Meeting: _____

Disposition of Appeals Committee:

- Student may continue to attend class (the expectation is that you will attend every class).
- Appeal Denied

Principal's Signature

cc: Parent Teacher

Student File

Attendance Secretary

SCHOOL AUTHORITY

Regulations governing students shall apply to all regardless of age. Students eighteen years of age or older must abide by any and all regulations which apply to the general student body handbook. Student absences for eighteen-year-olds will still require parent/guardian verification. The only exception to this is for students who are legally independent and are no longer claimed as dependents by the parent/guardian. The school shall continue to deal with parents of all students, including those eighteen years of age or older, so long as the student is at home and supported by parents. High school students who are not living at home must make arrangements with the Principal.

Truancy Act

The Act establishes a set of provisions relating to truancy. The Act creates a new chapter to deal with truancy programs and services. For purposes of the Act, the term "continuing truant" is defined to mean a child who is subject to the compulsory attendance requirements of Minn. State S.120.101 and is absent from instruction in a school without valid excuse within a single school year for:

- (1) three days if the child is in elementary school; or
- (2) three or more class periods on three days if the child is in middle school, junior high school or high school.

It provides that a child is not a continuing truant if the child is withdrawn from school by the child's parents because of a dispute with the school concerning the provision of special education services under the Individuals with Disabilities Education Act or accommodations and modifications under the Americans with Disabilities Act, if the parent makes good faith efforts to provide the child educational services from any other source. No parent who withdraws a child from school during a dispute with the school concerning the provision of special education services or accommodations and modifications is required to file homeschool papers if the parent provides written notice to the MDE or the district of the plan for the child's education.

Upon a child's initial classification as a continuing truant, the school attendance officer or other designated school official shall notify the child's parent or legal guardian, by first class mail or other reasonable means, of the following:

- (1) that the child is truant; (2) that the parent or guardian should notify the school if there is a valid excuse for the child's absences; (3) that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. State. S. 120.01 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. State S.127.20; (4) that this notification serves as the notification required by Minn. State. S. 127.20; (5) that alternative educational programs and services may be available in the district; (5) that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy; (7) that the child continues to be truant, the parent and child may be subject to juvenile court proceedings; (8) that if the child if

subject to juvenile court proceedings, the child may be subject to suspension, restriction or delay of the child's driving privileges; and (9) that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

2. Student Discipline []**

*The following is a portion of the MACCRAY Student Discipline Policy. For full details, please see the District website: Policy 506 STUDENT RIGHTS

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

STUDENT RESPONSIBILITIES

All students have the responsibility:

- A.** For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B.** To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C.** To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D.** To make necessary arrangements for making up work when absent from school;
- E.** To assist the school staff in maintaining a safe school for all students;
- F.** To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G.** To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H.** To be aware of and comply with federal, state, and local laws;
- I.** To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J.** To respect and maintain the school's property and the property of others;
- K.** To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy; 506-4
- L.** To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M.** To conduct themselves in an appropriate physical or verbal manner; and
- N.** To recognize and respect the rights of others.

CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds;

school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence; 506-5
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;

16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats; 506-6
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to cell phones and smart watches.
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;

33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end; 506-7
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student 506-8 misconduct. The specific form of discipline chosen in a particular case is solely within the

discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act; 506-9
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district

3. Bullying Prohibition

PURPOSE

The MACCRAY School District strives to provide safe, secure, and respectful learning environments for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is conduct that interferes with a student's ability to

learn and a teacher's ability to educate. This policy protects students against bullying and retaliation by other students. This policy also protects any student who voluntarily participates in any district function or activity from prohibited conduct, whether the student is enrolled in the district or not. This policy can be found in the school's student handbook, within the school and district administrative offices, and electronically at www.maccray.k12.mn.us. The policy is also provided to all school employees, independent contractors, and volunteers who interact with students.

DEFINITIONS

"Bullying" is objectively offensive intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students: when either (1) there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern; or, (2) the conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs.

Bullying can be, but need not be, based on an individual'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, status with regard to public assistance, age, or any additional characteristic defined in Minnesota Statutes, Chapter 363A (commonly referred to as the Minnesota Human Rights Act). Bullying in this policy includes "cyberbullying," as defined below.

"Cyberbullying" is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum.

"Intimidating, threatening, abusive, or harming conduct" may involve, but is not limited to, conduct that causes physical harm or reasonable fear of harm to a student or a student's property, violates a student's reasonable expectation of privacy under Minnesota common law, defames a student, or constitutes intentional infliction of emotional distress against a student or retaliation for, or knowingly making a false report.

"Prohibited conduct" means bullying or cyberbullying as defined under this subdivision or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

"Remedial response" is appropriately prompt action taken to intervene, investigate, correct and prevent bullying from recurring, including protecting and supporting a student subjected to bullying and those who provided aid and support to the student.

"School" means a public or public charter school. "Student" means a student enrolled in a public or charter school.

PROHIBITED CONDUCT

Bullying is prohibited:

1. On school property, school district-provided transportation, or at designated locations for students to wait for school district-provided transportation.
2. During any school-sponsored or school-sanctioned program, activity, event or trip.
3. Using school computers, electronic technology, networks, forums or mailing lists.
4. Using electronic technology off the school premises that materially and substantially disrupts a student's learning or school environment.

A parent permission or consent by a student does not mean that bullying should be tolerated or allowed.

Retaliation is prohibited by any student or district employee against anyone who in good faith asserts, alleges, reports, or provides information pertaining to an alleged incident of prohibited conduct. The school district will take appropriate action against any student or district employee who engages in retaliation. Filing a false accusation of bullying is also prohibited.

INITIAL RESPONSE AND REPORTING

School Principal: School principal or designee ("principal/designee") is the person responsible for receiving reports of bullying at the school level. The principal/designee will ensure this policy and its procedures are fairly and fully implemented and serve as the primary person to address policy and procedural matters. If the complaint involves the principal/designee, the complaint shall be made to the superintendent.

Students

Students who believe that they have been bullied or have witnessed bullying are strongly encouraged to bring their concerns to the principal/designee but may bring their concerns to any school employee.

School Employees

Any employee who witnesses an incident or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred shall:

1. Immediately intervene to protect the safety of the student subjected to the incident and other students involved, as appropriate to the context.
2. Make reasonable efforts to address and resolve the incident, including reporting the incident to the principal/designee, as deemed appropriate.
3. Cooperate fully in any investigation and resolution of the bullying incident. Independent

Contractors/Volunteers

Any independent contractor or volunteer who witnesses bullying or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred is strongly encouraged to report the bullying incident to the principal/designee or any school employee and cooperate fully in any investigation and resolution of the bullying incident.

Anonymous reports will be accepted by the principal/designee. However, no disciplinary action will be determined solely on the basis of an anonymous report.

INVESTIGATION

Information Pertaining to Bullying Incidents:

The use of, access to, and disclosure of information pertaining to reports and investigations of prohibited conduct are subject to state and federal data practices laws. The school will notify affected individuals, including students and parents, of their rights related to information provided to and obtained by the school, in accordance with the school's legal obligations.

Information you provide to the district or school is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.

Procedure:

Investigation of an alleged bullying incident shall be initiated as soon as possible, but in no instance after more than three school days of receipt of a report, and completed in a timely manner. Investigative records shall be maintained and regulated by the principal/designee.

The investigation should determine whether the reported incident constitutes a case of bullying. The determination should take into consideration the totality of the facts and circumstances surrounding the incident, including, but not limited to:

1. The developmental ages and maturity levels of the parties involved.
2. The level 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.
5. The context in which the alleged incidents occurred.

In all cases, the alleged actor will be entitled to raise a defense and any other recourse in the district discipline policy.

REMEDIAL RESPONSE

The principal/designee shall design and implement remedial measures to correct and prevent further prohibited conduct, protect and provide support for the target of bullying, and take corrective action for documented systemic problems related to bullying.

Many student conflicts can be resolved immediately and do not require reporting or creation of an incident report. Schools must respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of prohibited conduct and performance.

When a student engages in bullying, a school should use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate, and should match the severity of the student's behavior and developmental age.

When appropriate, the school district shall provide the target, actor, and other affected individuals with information about available community resources to aid in the remedial process.

PROFESSIONAL DEVELOPMENT AND EDUCATION

School Employees

The school district shall require employees to receive ongoing professional development training to build their skills to implement this policy. Training will be required for new employees and on a training cycle that does not exceed once every three years for all employees who regularly interact with students. The content of the training will include, but not be limited to:

1. Strategies to prevent, intervene and effectively stop bullying in a manner developmentally appropriate to the context of an incident.
2. Information about the complex interaction and power differential that can take place between and among an actor, target, and witness to bullying.
3. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.
4. Information about Internet safety issues as they relate to bullying.
5. A review of the district's reporting requirements related to bullying.

Students

The school will encourage character development and other developmentally appropriate programmatic instruction to help students identify, prevent, and reduce bullying and create a safe learning environment. The superintendent or designee shall determine the scope and

duration of the units of instruction and topics covered but the training shall include evidence-based, social-emotional learning to prevent and reduce discrimination and other improper conduct and to engage all students in creating a safe and supportive school environment.

Where appropriate for a child with a disability, as determined by the child’s 504 or Individualized Education Program (IEP) team, the school district shall allow the child’s IEP or section 504 plan to address the skills and proficiencies the child needs to respond to or not engage in bullying.

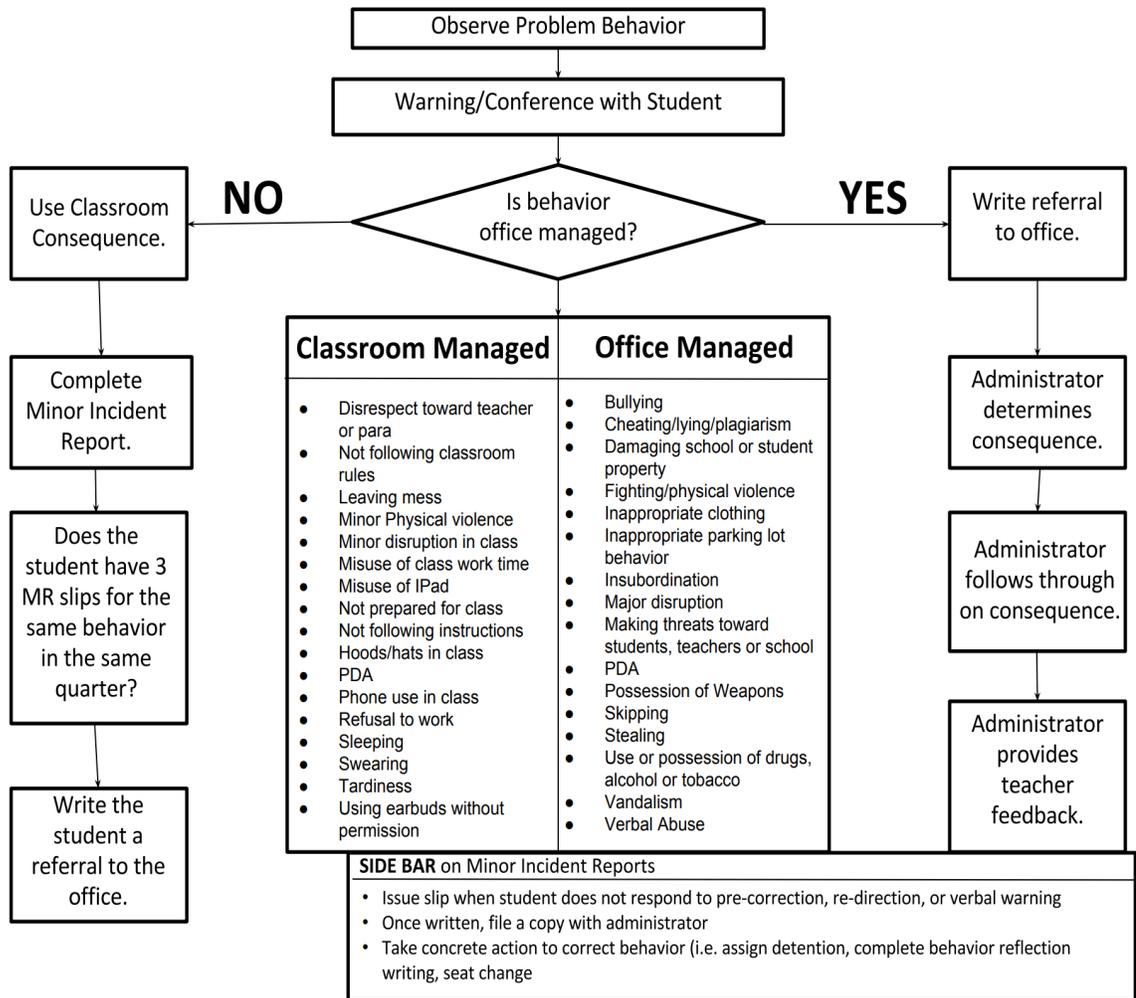
4. PBIS Expectations and Behavior Matrix

MACCRAY School District - MACCRAY Pride

The MACCRAY community is a positive environment where individuals are respectful, have integrity, and are determined to strive for lifelong excellence. **SHOW PRIDE!**

	P	R	I	D	E
	Positivity	Respect	Integrity	Determination	Excellence
All Settings	Have a good attitude	Respect yourself, others, and property	Be honest and fair	Continue to work hard and never give up	Strive to be the best and make things better
Classroom	Be ready to learn	Follow classroom rules	Do your own work and be honest	Keep trying and ask questions	Take PRIDE in your work
Hallway	Smile and be friendly	Walk quietly and keep hands and feet to yourself	Follow the rules even when no one is watching	Walk directly to where you need to be with your eyes up	Set a good example
Bathroom	Use a quiet voice and use your manners	Give others privacy	Only use when needed	Use restroom in a timely manner	Flush, wash and keep the bathroom clean
Cafeteria	Eat neatly and quietly	Use your manners and follow directions	Include others at your table	Go through the line quickly, neatly, and make healthy choice.	Stack your tray and clean up after yourself
Electronics	Be kind to	Take care of	Be responsible	Try before	Remember

& Computer Lab	others and think before you post	devices	and safe	asking for help	login information and create your best work
School Activities, Gym, & Playground	Have fun and be safe	Use equipment appropriately and safely and be respectful to participants and fans	Take responsibility for yourself and set a good example	Encourage everyone to participate and use event etiquette	Support your peers and welcome our guests
Bus	Be kind, polite, and listen to the driver	Stay seated, keep your hands/feet to yourself, and use positive language	Allow others to sit with you, be honest, and report any problems	Be on time, know bus number, and know where you are supposed to be	Keep the bus clean, be a role model, and look out for others



July 25th 2022

Dear Mr. Kent,

Please accept my resignation as the elementary Physical Education teacher, as I start a career outside of education. To leave the district in good standing I will remain at my position until an applicant is hired for my position. In addition, I look forward to continuing my role in extra curricular activities in the district.

The past 11 years have allowed me to make many lifelong friends and open new possibilities for myself and my family. Thank you to all my colleagues, administrators, and school board members for their support in my journey at MACCRAY.

Sincerely,

Tyler Anderson



Teacher Contract

The School Board of Independent School District 2180 of the State of Minnesota, Clara City, Minnesota, enters into this agreement, pursuant to M.S. 125.12 as amended, with Alexa Yeager a legally qualified and licensed teacher who agrees to teach in the public schools of said district as Elementary Teacher for the school year **2022-2023**.

The following provisions shall apply and are a part of this contract:

- 1. Basic Services: Said teacher shall faithfully perform the services prescribed by the school board or its designated representative, whether or not such services are specifically described in this contract, abide by the rule and regulations as established by the school board and State Board of Education, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
2. Duration: This contract is subject to the provision of M.S. 125.12 as amended and to all laws, rules and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination and discharge for cause of teachers.
3. Duty Year: The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines.
4. Additional Services: The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1.
5. Reference: This contract shall be subject to the agreement between the school district and the exclusive representative if any, and the provisions of the Public Employment Labor Relations Act as amended.
6. Special Provision: (Insert here any other contractual provisions).

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Table with 2 columns: Additional Service, Additional Compensation. Row 1: 1. _____ \$ _____ Row 2: 2. _____ \$ _____

7. In Consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ 43,250 For Basic Services: BA Yr 0
\$ For Additional Services as set forth in paragraph 6
\$ 43,250 Total salary, exclusive of fringe benefits.

Such salary shall be paid as authorized and in such installments during the terms of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have subscribed my signature this 4th day of August, 2022

Teacher: [Signature]

IN WITNESS THEREOF we have subscribed our signatures this _____ day of _____, _____

Independent School District No. 2180

Clerk: _____

Chairperson: _____

Adopted: _____

MSBA/MASA Model Policy 504

Orig. 1995

Revised: _____

Rev. 2017

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

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

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

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

1. "Short shorts," skimpy tank tops, ^{deep V-cut shirts} ~~tops that expose the midriff~~, and other clothing that is not in keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.

5. Any apparel or footwear that would damage school property.

D. ~~Headgear, including hats or head coverings, are not allowed in the building except~~ ^{Hats/Hoods/Other headgear that obstruct viewing of the face are} ~~prohibited.~~ ^{Classroom teachers may implement additional rules at their discretion.}

~~with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).~~

- E. The intention of this policy is not 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, or do not advocate violence or harassment against others.
- F. “Gang,” as defined 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. “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.

III. PROCEDURES

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References:

U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415

(W.D. Okla. 1992)

Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)

Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: _____

MSBA/MASA Model Policy 524

Orig. 1996

Revised: _____

Rev. 20~~22~~²¹

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between

employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

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

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

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

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

ALTERNATIVE NO. 1

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

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

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

ALTERNATIVE NO. 2

[Note: Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.]

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

ALTERNATIVE NO. 3

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

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the

genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
 - D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
 - E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for

enforcing the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
1. the technology provider's employees or contractors have access to educational data only if authorized; and
 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
1. any location-tracking feature of a school-issued device;
 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:

1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
2. the activity is permitted under a judicial warrant;
3. the school district is notified or becomes aware that the device is missing or stolen;
4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
[Minn. Stat. § 13.32 \(Educational Data\)](#)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
[Minn. Stat. § 124D.166 \(Limit on Screen Time for Children in Preschool and Kindergarten\)](#)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. ___, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

INTERNET USE AGREEMENT - STUDENT

STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

SUPERVISING TEACHER

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____

INTERNET USE AGREEMENT - EMPLOYEE

SCHOOL DISTRICT EMPLOYEE

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____