

MACCRAY ISD 2180
Clara City, MN 56222
High School Media Center/Cafeteria
Monday, August 10, 2020
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 Consent Agenda – Action Required
 - 4.1 Adoption of Minutes
 - 4.2 Approve payment of bills and financial report.
 - 4.3 Accept Teacher Contract -A. Reszel.
 - 4.4 Accept Teacher Contract- L. Atchison
 - 4.5 Accept Para resignation – D. Allen-Titrud
 - 4.6 Accept Para resignation – J. Berghorst – wants to still sub.
 - 4.7 Approve Para Employment Agreement – R. Kimpling
 - 4.8 Approve Para Employment Agreement – K. DuHoux
 - 4.9 Approve Para Employment Agreement – D. Johnson
 - 4.10 Approve Para Employment Agreement – A. Winter
 - 4.11 Approve Cook Employment Agreement – N. Hoogheem
 - 4.12 Approve Para Employment Agreement – M. Zurn
 - 4.13 Approve 1-year Preschool Teacher Contract – L. Pauling
 - 4.14 Approve 1-year Leave of Absence – K. Peper
 - 4.15 Accept resignation of Dishwasher/Cook – K. Minke
 - 4.16 Approve 1-year School Age Care Para Employment Agreement – K. Minke
 - 4.17 Approve Para Employment Agreement – P. Wroblewski
 - 4.18 Approve Para Employment Agreement – B. Willms
 - 4.19 Approve Para Resignation – A. Enger
 - 4.20 Approve Offering Coaches Ashley Larson for Cross Country, Emily Torkelson for JH Volleyball.
- 5.0 Communication Report
 - 5.1 Administrative Reports
 - 5.1.1 Denise Smith, Community Education
 - 5.1.2 Jim Trulock, Activities Director -waiting for MSHSL
 - 5.1.3 Sherri Broderius, Judd Wheatley, Melissa Sparks
 - 5.2 Committee Reports
- 6.0 Discussion items – No action required
- 7.0 Business items – Action Required
 - 7.1 Motion to approve Letter of Agreement with MACCRAY Education MN - coaches pay.
 - 7.2 Motion to approve Policy 808 – Covid 19 Face Covering.
 - 7.3 Motion to approve a summary of minutes be published per requirements of section 331A.01, Subdivision 10.
 - 7.4 Motion to approve the Student Handbook.
- 8.0 Upcoming Meetings
- 9.0 Adjournment

**Minutes of the Board of Education
Independent School District #2180
Regular Meeting #1
Monday, July 13, 2020 6:00 PM
HS Cafeteria/Live Streaming on MACCRAY Media**

Members Present: Tate Mueller, Julie Alsum, Scott Ruiter, Lane Schwitters, Debi Brandt, Carmel Thein.
Others Present: Sherri Broderius, Superintendent; Melissa Sparks, HS Principal, Judd Wheatley, Elem.
Principal, Kim Sandry, Business Manager, Jim Trulock, AD.

Chair Lane Schwitters called the meeting to order at 6:00 pm.
Pledge of Allegiance

Motion by Thein, second by Mueller, to approve the agenda as presented.
Motion carried by unanimous vote.

Public comment: None.

Approval of Consent Agenda:

Motion by Ruiter, second by Alsum, to approve the consent agenda.
Motion carried by unanimous vote.

Adoption of Minutes

Approve payment of bills and financial report.

Approve Teacher Contract – J. Kalkbrenner

Approve Nurse Contract – L. Dannen

Approve Teacher Contract – A. Reszel

Approve contract for WCCEO Facilitation – Achieve TFC, LLC, C. Glaeser.

Approve contract for WCCEO Coordinator – DisruptED MN CEO, T. Gehrking

Approve the Fall coaches as presented.

Accept Teacher Retirement – L. Atchison.

Communications Reports:

Mr. Trulock: Summer activities.

Mrs. Broderius: Update on starting school scenarios.

Committee Report: none

Business Items:

Motion by Alsum, second by Ruiter, to approve the 10 year LTFM plan.
Motion carried by unanimous vote.

Motion by Alsum, second by Thein, to approve the Resolution Establishing Dates for Filing Affidavits of
Candidacy.

Roll Call Vote:

Alsum: Yes

Brandt: Yes

Mueller: Yes

Ruiter: Yes
Schwitters: Yes
Thein: Yes

Resolution passed and adopted.

Motion by Ruiter, second by Alsum, acknowledge the Breastfeeding Mother Procedure in school.
Motion carried by unanimous vote.

Motion by Thein, second by Ruiter, accept \$2500 from Citizen's Alliance Bank for unpaid lunch accounts.
Motion carried by unanimous vote.

Motion by Brandt, second by Thein, to approve the MSBA Membership and Policy Services Renewal.
Motion carried by unanimous vote.

Meetings and Workshops:

Regular Board Meeting, Monday, August 10, 2020, HS Cafeteria, 6pm.

Regular Board Meeting, Monday, Sept. 14, 2020, HS Cafeteria, 6pm.

Adjournment of Meeting

Motion by Alsum, second by Brandt, for adjournment.

Motion carried by unanimous vote. Meeting adjourned at 6:57 pm.

Respectfully submitted,
Carmel Thein, Clerk
Kim Sandry, Business Manager

**Minutes of the Board of Education
Independent School District #2180
Special Board Meeting
Tuesday, August 4, 2020 6:00 PM
HS Cafeteria/Live Streaming on MACCRAY Media**

Members Present: Tate Mueller, Julie Alsum, Scott Ruitter, Lane Schwitters, Debi Brandt, Carmel Thein.
Others Present: Sherri Broderius, Superintendent; Melissa Sparks, HS Principal, Judd Wheatley, Elem.
Principal, Kim Sandry, Business Manager, Laura Dannen, LSN.

Chair Lane Schwitters called the meeting to order at 6:00 pm.
Pledge of Allegiance

Motion by Brandt, second by Mueller, to approve the agenda as presented.
Motion carried by unanimous vote.

Public comment: Stephanie Vogel, Kayla Brandt, Kayla Kimpling.

Business Items:

Motion by Thein, second by Ruitter, to adopt the Resolution of Base Learning Model as In-Person Learning for All for the 2020-2021 School Year and Other COVID-19 Related Matters.
Motion carried by unanimous vote.

Motion by Brandt, second _____, to delay the start of school to September 8.
No second so motion failed.

Meetings and Workshops:

Regular Board Meeting, Monday, August 10, 2020, HS Cafeteria, 6pm.
Regular Board Meeting, Monday, Sept. 14, 2020, HS Cafeteria, 6pm.

Adjournment of Meeting

Motion by Ruitter, second by Alsum, for adjournment.
Motion carried by unanimous vote. Meeting adjourned at 7:48 pm.

Respectfully submitted,
Carmel Thein, Clerk
Kim Sandry, Business Manager

INVESTMENTS OUTSTANDING

June 30, 2020

MSDMAX Fund – MSDLAF

MSDMAX Fund Balance as of June 30, 2020	\$2,266.31
Interest - July 31, 2020	\$.39
BALANCE	<u>\$2,266.70</u>

LIQUID ASSET FUND

Money Market Balance as of June 30, 2020	\$1,542.25
Interest – July 31, 2020	\$.14
BALANCE	<u>\$1,542.39</u>

Heritage Bank N.A. (Savings)

Balance on June 30, 2020	\$46,030.28
Interest – July 31, 2020	\$12.90
BALANCE	<u>\$46,043.18</u>

Citizens Alliance Bank Special Money Market Savings

Balance as of June 30, 2020	\$4,215,124.28
Interest – July 31, 2020 (Transfer out \$550,000)	\$1002.07
BALANCE	<u>\$3,666,126.35</u>

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

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
2180	BND2		51598	5004	Check	1 4559		ICS Consulting, Inc	Yes	No	No	USD	07/10/2020	274,638.21
Bank Total: \$274,638.21														
2180	Pay		51599		Wire	1 00867		PERA	No	No	No	USD	07/15/2020	4,477.01
2180	Pay		51600		Wire	1 00868		MN Teachers Retirement Assoc.	No	No	No	USD	07/15/2020	22,758.10
2180	Pay		51601		Wire	1 2181		Aviben	No	No	No	USD	07/15/2020	11,741.56
2180	Pay		51602		Wire	1 2385		MN Department of Revenue	No	No	No	USD	07/15/2020	6,096.98
2180	Pay		51603		Wire	1 2875		Internal Revenue Service	No	No	No	USD	07/15/2020	38,934.62
2180	Pay		51614		Wire	1 3881		Vanco, Inc	No	No	No	USD	07/16/2020	1.31
2180	Pay		51662		Check	1 00945		Clara City Farmers Elevator	Yes	No	Yes	USD	07/23/2020	0.00
2180	Pay		51689		Wire	1 00867		PERA	No	No	No	USD	07/29/2020	4,431.42
2180	Pay		51690		Wire	1 00868		MN Teachers Retirement Assoc.	No	No	No	USD	07/29/2020	4,045.47
2180	Pay		51691		Wire	1 2181		Aviben	No	No	No	USD	07/29/2020	5,084.81
2180	Pay		51692		Wire	1 2385		MN Department of Revenue	No	No	No	USD	07/29/2020	2,371.34
2180	Pay		51693		Wire	1 2875		Internal Revenue Service	No	No	No	USD	07/29/2020	13,985.36
2180	Pay		51718		Wire	1 00868		MN Teachers Retirement Assoc.	No	No	No	USD	07/30/2020	19,100.33
2180	Pay		51719		Wire	1 2181		Aviben	No	No	No	USD	07/30/2020	6,621.75
2180	Pay		51720		Wire	1 2385		MN Department of Revenue	No	No	No	USD	07/30/2020	3,853.64
2180	Pay		51721		Wire	1 2875		Internal Revenue Service	No	No	No	USD	07/30/2020	25,196.50
2180	Pay		51578	52767	Check	1 3389		Bond Trust Services	Yes	No	No	USD	07/09/2020	35,925.00
2180	Pay		51579	52768	Check	1 4425		Mystery Science Inc.	Yes	No	No	USD	07/09/2020	1,998.00
2180	Pay		51577	52769	Check	1 2284		Northern Business Products	Yes	No	No	USD	07/09/2020	247.56
2180	Pay		51590	52770	Check	1 2499		Ammermann Machine Shop	Yes	No	No	USD	07/09/2020	25.00
2180	Pay		51587	52771	Check	1 1817		Bennett Office Technologies	Yes	No	No	USD	07/09/2020	1,055.88
2180	Pay		51594	52772	Check	1 3543		Breth-Zenzen Fire Protection	Yes	No	No	USD	07/09/2020	150.00
2180	Pay		51586	52773	Check	1 01863	RE	Central Counties Cooperative	Yes	No	No	USD	07/09/2020	394.04
2180	Pay		51582	52774	Check	1 00246		City of Raymond	Yes	No	No	USD	07/09/2020	101.62
2180	Pay		51583	52775	Check	1 00251		Clara City Implement	Yes	No	No	USD	07/09/2020	18.99
2180	Pay		51580	52776	Check	1 00048		Clara City Telephone Company	Yes	No	No	USD	07/09/2020	693.99
2180	Pay		51592	52777	Check	1 2844		Gregg's Body Shop	Yes	No	No	USD	07/09/2020	362.00
2180	Pay		51591	52778	Check	1 2541		Haug-Kubota LLC	Yes	No	No	USD	07/09/2020	44.04
2180	Pay		51581	52779	Check	1 00105		Hillyard / Hutchinson	Yes	No	No	USD	07/09/2020	225.15
2180	Pay		51585	52780	Check	1 01758		Miltyng Electric & Refrig, Inc	Yes	No	No	USD	07/09/2020	599.17
2180	Pay		51588	52781	Check	1 1936		Palmer Bus Service, Inc	Yes	No	No	USD	07/09/2020	11,644.18
2180	Pay		51589	52782	Check	1 2347		Rochester Telecom Systems	Yes	No	No	USD	07/09/2020	38.03
2180	Pay		51593	52783	Check	1 2943		Sweep Hardware	Yes	No	No	USD	07/09/2020	463.06
2180	Pay		51584	52784	Check	1 00734		Tostenson, Inc.	Yes	No	No	USD	07/09/2020	245.17
2180	Pay		51596	52785	Check	1 3389		Bond Trust Services	Yes	No	No	USD	07/09/2020	486,588.78
2180	Pay		51597	52786	Check	1 1469		Xcel Energy	Yes	No	No	USD	07/09/2020	19.38

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

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
2180	Pay		51605	52787	Check	1	00878	American Family -AFLAC	Yes	No	No	USD	07/15/2020	781.58
2180	Pay		51607	52788	Check	1	1039	Citizens Alliance Bank	Yes	No	No	USD	07/15/2020	310.00
2180	Pay		51608	52789	Check	1	2985	Aviben	Yes	No	No	USD	07/15/2020	2,319.56
2180	Pay		51612	52790	Check	1	4594	Kensington Bank	Yes	No	No	USD	07/15/2020	191.67
2180	Pay		51609	52791	Check	1	3014	LegalShield	Yes	No	No	USD	07/15/2020	12.95
2180	Pay		51606	52792	Check	1	00881	NCBERS Group Life Ins.	Yes	No	No	USD	07/15/2020	24.00
2180	Pay		51611	52793	Check	1	4575	Old National Bank	Yes	No	No	USD	07/15/2020	396.02
2180	Pay		51610	52794	Check	1	3844	United Way of West Central MN	Yes	No	No	USD	07/15/2020	10.00
2180	Pay		51604	52795	Check	1	00023	UNJUM Life Insurance Company	Yes	No	No	USD	07/15/2020	314.54
2180	Pay		51629	52796	Check	1	2944	Anoka Hennepin Schools	Yes	No	No	USD	07/17/2020	450.00
2180	Pay		51642	52797	Check	1	4751	ChromebookParts.com	Yes	No	No	USD	07/17/2020	339.88
2180	Pay		51616	52798	Check	1	00044	City of Clara City	Yes	No	No	USD	07/17/2020	784.03
2180	Pay		51617	52799	Check	1	00046	Clara City Herald	Yes	No	No	USD	07/17/2020	60.00
2180	Pay		51620	52800	Check	1	00379	Donners Service Station	Yes	No	No	USD	07/17/2020	109.38
2180	Pay		51632	52801	Check	1	3592	Dooley's Natural Gas	Yes	No	No	USD	07/17/2020	1,563.21
2180	Pay		51627	52802	Check	1	2181	Aviben	Yes	No	No	USD	07/17/2020	110.99
2180	Pay		51618	52803	Check	1	00077	Farmers Coop Oil Co.	Yes	No	No	USD	07/17/2020	15.00
2180	Pay		51633	52804	Check	1	3945	Firefly Computers	Yes	No	No	USD	07/17/2020	54,460.00
2180	Pay		51619	52805	Check	1	00105	Hillyard / Hutchinson	Yes	No	No	USD	07/17/2020	6,897.44
2180	Pay		51637	52806	Check	1	4488	Hultgren, Jaime	Yes	No	No	USD	07/17/2020	162.15
2180	Pay		51635	52807	Check	1	4080	Lucas, Ashley	Yes	No	No	USD	07/17/2020	175.00
2180	Pay		51641	52808	Check	1	4660	MACCRAY Tech Fees	Yes	No	No	USD	07/17/2020	20.00
2180	Pay		51639	52809	Check	1	4630	MDH	Yes	No	No	USD	07/17/2020	35.00
2180	Pay		51626	52810	Check	1	2126	Menards - Willmar	Yes	No	No	USD	07/17/2020	203.61
2180	Pay		51622	52811	Check	1	00761	Merle's Repair	Yes	No	No	USD	07/17/2020	126.90
2180	Pay		51625	52812	Check	1	2052	MESPA	Yes	No	No	USD	07/17/2020	689.00
2180	Pay		51636	52813	Check	1	4410	MN PEIP	Yes	No	No	USD	07/17/2020	68,511.40
2180	Pay		51630	52814	Check	1	2989	MREA	Yes	No	No	USD	07/17/2020	3,201.00
2180	Pay		51615	52815	Check	1	00010	NASSP	Yes	No	No	USD	07/17/2020	385.00
2180	Pay		51634	52816	Check	1	3961	New Dominion School	Yes	No	No	USD	07/17/2020	4,953.80
2180	Pay		51638	52817	Check	1	4553	Nordic Solar HoldCo Phase 2, LLC	Yes	No	No	USD	07/17/2020	10,108.82
2180	Pay		51624	52818	Check	1	1477	Print Masters	Yes	No	No	USD	07/17/2020	190.00
2180	Pay		51623	52819	Check	1	01797	Purchase Power	Yes	No	No	USD	07/17/2020	500.00
2180	Pay		51628	52820	Check	1	2496	SHI International Corp	Yes	No	No	USD	07/17/2020	759.50
2180	Pay		51621	52821	Check	1	00701	Southside Lumber	Yes	No	No	USD	07/17/2020	123.75
2180	Pay		51631	52822	Check	1	3241	The Lampo Group, Inc	Yes	No	No	USD	07/17/2020	1,659.65
2180	Pay		51640	52823	Check	1	4649	Westbrock, Renae	Yes	No	No	USD	07/17/2020	13.50
2180	Pay		51645	52824	Check	1	00105	Hillyard / Hutchinson	Yes	No	No	USD	07/17/2020	15,042.00
2180	Pay		51650	52825	Check	1	2450	Brothers Fire Protection Co.	Yes	No	No	USD	07/23/2020	1,700.00

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

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
2180	Pay		51647	52826	Check	1	01432	Chappell Central, Inc.	Yes	No	No	USD	07/23/2020	1,605.88
2180	Pay		51658	52827	Check	1	4194	Drex-mart	Yes	No	Yes	USD	07/23/2020	0.00
2180	Pay		51653	52828	Check	1	2912	EMC Insurance Companies	Yes	No	No	USD	07/23/2020	103,771.38
2180	Pay		51654	52829	Check	1	3482	Impact Innovations Inc.	Yes	No	No	USD	07/23/2020	200.00
2180	Pay		51655	52830	Check	1	3523	IXL Learning	Yes	No	No	USD	07/23/2020	5,701.00
2180	Pay		51652	52831	Check	1	2873	jobsHQ	Yes	No	No	USD	07/23/2020	1,164.50
2180	Pay		51659	52832	Check	1	4741	Maffit, Joe	Yes	No	No	USD	07/23/2020	645.00
2180	Pay		51656	52833	Check	1	3531	MARCO Technologies, LLC.	Yes	No	No	USD	07/23/2020	26,159.00
2180	Pay		51648	52834	Check	1	1585	NCS Pearson, Inc.	Yes	No	No	USD	07/23/2020	481.00
2180	Pay		51649	52835	Check	1	2198	SW/WC Service Cooperatives	Yes	No	Yes	USD	07/23/2020	0.00
2180	Pay		51651	52836	Check	1	2781	Teacher Created Resources	Yes	No	No	USD	07/23/2020	70.95
2180	Pay		51657	52837	Check	1	4013	Teaching Strategies	Yes	No	No	USD	07/23/2020	876.00
2180	Pay		51646	52838	Check	1	00844	West Central Sanitation, Inc.	Yes	No	No	USD	07/23/2020	802.73
2180	Pay		51660	52839	Check	1	4194	Drex-mart	Yes	No	No	USD	07/23/2020	174.36
2180	Pay		51661	52840	Check	1	4753	Paper101	Yes	No	No	USD	07/23/2020	7,072.84
2180	Pay		51663	52841	Check	1	00046	Clara City Herald	Yes	No	No	USD	07/23/2020	726.80
2180	Pay		51680	52842	Check	1	3141	Apple, Inc	Yes	No	No	USD	07/28/2020	149.00
2180	Pay		51684	52843	Check	1	4352	Auto-Owners Life Insurance	Yes	No	No	USD	07/28/2020	246.00
2180	Pay		51665	52844	Check	1	00036	Carolina Biological Supply Co.	Yes	No	No	USD	07/28/2020	168.91
2180	Pay		51674	52845	Check	1	1451	CDW Government, Inc	Yes	No	No	USD	07/28/2020	3,580.50
2180	Pay		51666	52846	Check	1	00138	City of Maynard	Yes	No	No	USD	07/28/2020	84.18
2180	Pay		51686	52847	Check	1	4503	Device Repair - Marshall	Yes	No	No	USD	07/28/2020	1,465.00
2180	Pay		51673	52848	Check	1	1169	Discount School Supply	Yes	No	No	USD	07/28/2020	28.16
2180	Pay		51676	52849	Check	1	1762	Donners Crossroads Truckstop	Yes	No	No	USD	07/28/2020	164.24
2180	Pay		51683	52850	Check	1	4007	Fun Express, LLC	Yes	No	No	USD	07/28/2020	33.92
2180	Pay		51682	52851	Check	1	3882	Haff, Ashley	Yes	No	No	USD	07/28/2020	8.00
2180	Pay		51671	52852	Check	1	01216	Lakeshore Learning Materials	Yes	No	No	USD	07/28/2020	457.82
2180	Pay		51681	52853	Check	1	3586	MASSP	Yes	No	No	USD	07/28/2020	115.00
2180	Pay		51670	52854	Check	1	00512	MN Ass'n of Sec School Princip	Yes	No	No	USD	07/28/2020	870.00
2180	Pay		51667	52855	Check	1	00160	MN State High School League	Yes	No	No	USD	07/28/2020	3,333.00
2180	Pay		51668	52856	Check	1	00178	Nicklasson Athletic Co.	Yes	No	No	USD	07/28/2020	2,858.15
2180	Pay		51675	52857	Check	1	1640	Really Good Stuff	Yes	No	No	USD	07/28/2020	337.12
2180	Pay		51687	52858	Check	1	4716	School Datebooks	Yes	No	No	USD	07/28/2020	256.42
2180	Pay		51685	52859	Check	1	4441	School Specialty/Classroom Direct	Yes	No	No	USD	07/28/2020	47.56
2180	Pay		51669	52860	Check	1	00231	Supreme School Supply	Yes	No	No	USD	07/28/2020	52.50
2180	Pay		51679	52861	Check	1	2781	Teacher Created Resources	Yes	No	No	USD	07/28/2020	45.95
2180	Pay		51677	52862	Check	1	2299	Teacher Direct	Yes	No	No	USD	07/28/2020	51.86
2180	Pay		51678	52863	Check	1	2735	Tierney	Yes	No	No	USD	07/28/2020	223.60
2180	Pay		51672	52864	Check	1	01978	Treetop Publishing Inc.	Yes	No	No	USD	07/28/2020	74.35

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

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
2180	Pay		51688	52865	Check	1	2797	Minnesota Department of Health	Yes	No	No	USD	07/28/2020	40.00
2180	Pay		51695	52866	Check	1	00878	American Family -AFLAC	Yes	No	No	USD	07/29/2020	90.29
2180	Pay		51697	52867	Check	1	2985	Aviben	Yes	No	No	USD	07/29/2020	638.32
2180	Pay		51700	52868	Check	1	4594	Kensington Bank	Yes	No	No	USD	07/29/2020	191.67
2180	Pay		51698	52869	Check	1	3014	LegalShield	Yes	No	No	USD	07/29/2020	12.95
2180	Pay		51696	52870	Check	1	00881	NCPERS Group Life Ins.	Yes	No	No	USD	07/29/2020	32.00
2180	Pay		51699	52871	Check	1	3844	United Way of West Central MN	Yes	No	No	USD	07/29/2020	10.00
2180	Pay		51694	52872	Check	1	00023	UNUM Life Insurance Company	Yes	No	No	USD	07/29/2020	132.30
2180	Pay		51708	52873	Check	1	3243	Edmentum, Inc	Yes	No	No	USD	07/30/2020	3,344.00
2180	Pay		51705	52874	Check	1	1922	Frontier	Yes	No	No	USD	07/30/2020	381.96
2180	Pay		51709	52875	Check	1	4326	Kennedy & Graven, Chartered	Yes	No	No	USD	07/30/2020	1,354.50
2180	Pay		51703	52876	Check	1	01758	Miltyng Electric & Refrig., Inc	Yes	No	No	USD	07/30/2020	451.00
2180	Pay		51710	52877	Check	1	4754	O'Malley & Kron Land Surveyors Inc	Yes	No	No	USD	07/30/2020	7,550.00
2180	Pay		51707	52878	Check	1	2992	Pitney Bowes Global Financial Services	Yes	No	No	USD	07/30/2020	371.40
2180	Pay		51704	52879	Check	1	01797	Purchase Power	Yes	No	No	USD	07/30/2020	500.00
2180	Pay		51701	52880	Check	1	00308	SW & WC Service Cooperative	Yes	No	No	USD	07/30/2020	16,665.84
2180	Pay		51702	52881	Check	1	00457	Torkelson's Lock Service	Yes	No	No	USD	07/30/2020	177.50
2180	Pay		51706	52882	Check	1	2923	VISA - CABank	Yes	No	No	USD	07/30/2020	1,346.78
2180	Pay		51711	52883	Check	1	3482	Impact Innovations Inc.	Yes	No	No	USD	07/30/2020	600.00
2180	Pay		51712	52884	Check	1	4431	Crisis Prevention Institute	Yes	No	No	USD	07/30/2020	150.00
2180	Pay		51714	52885	Check	1	00878	American Family -AFLAC	Yes	No	No	USD	07/30/2020	637.79
2180	Pay		51716	52886	Check	1	2985	Aviben	Yes	No	No	USD	07/30/2020	1,660.41
2180	Pay		51715	52887	Check	1	1039	Citizens Alliance Bank	Yes	No	No	USD	07/30/2020	310.00
2180	Pay		51717	52888	Check	1	4575	Old National Bank	Yes	No	No	USD	07/30/2020	396.02
2180	Pay		51713	52889	Check	1	00023	UNUM Life Insurance Company	Yes	No	No	USD	07/30/2020	128.45
2180	Pay		51722	52890	Check	1	4741	Maffit, Joe	Yes	No	No	USD	07/31/2020	965.00
2180	Pay		51723	52891	Check	1	00258	Willmar Public Schools	Yes	No	No	USD	07/31/2020	3,544.73
Bank Total:														
\$1,093,035.16														
2180	SA		51595	21792	Check	1	2943	Sweep Hardware	Yes	No	No	USD	07/09/2020	4.49
2180	SA		51644	21793	Check	1	3589	Dirty Dog Productions	Yes	No	No	USD	07/17/2020	80.38
2180	SA		51643	21794	Check	1	00077	Farmers Coop Oil Co.	Yes	No	No	USD	07/17/2020	496.71
Bank Total:														
\$581.58														
Report Total:														
\$1,368,254.99														

Superintendent Report for August 10, 2020

1. Title IX Base information - This is deep and controversial as many attorneys across the country are filing a request to allow schools an additional 60-90 days. MACCRAY has attended a webinar and has basic information. We await policy language from USDE, Betsy DeVos. Problematic is that this is due by August 14, 2020. This is why MACCRAY has been progressive in getting as far in this issue as we can without additional guidance from entities who provide this information. So, at this writing (August 6 at 11:30 am) there is no policy. It is my hope that we will have one by the School Board meeting on August 10, 2020. While this information is outside our control we have moved forward to be prepared to make a policy recommendation and be progressive.

2. Additional Back to School Information and Precautions -

3. Guidance for Families Document - You received this information for the document prior to the August 4 special meeting. I have a phone call appointment with an MDH Consultant today (August 6, 2020 at 3 pm). It is my understanding that I will have additional information regarding that document to share with you on August 10, 2020.

4. We have engaged the assistance of the Institute of Environmental Assessments (IEA) to support our efforts in ensuring "REQUIRED" precautionary measures to work to ensure student safety. I will have that document ready for you as soon as I have it back from IEA.

5. Letter from Commissioner Ricker regarding 4 Day Week extension. Please see the letter in the packet.

Principals Wheatley and Sparks will have additional information for the board on Monday, August 10.

	Bond Building Account		Balance
Feb. 2020	Beginning Deposit		\$ 40,433,366.60
	Deposits	\$ 17,070.73	\$ 40,450,437.33
Mar-20	Deposits	\$ 127,015.64	\$ 40,577,452.97
	Withdrawals	\$ (539,281.39)	\$ 40,038,171.58
Apr-20	Deposits	\$ 80,723.65	\$ 40,118,895.23
	Withdrawals	\$ (204,511.01)	\$ 39,914,384.22
May-20	Deposits	\$ 901,656.08	\$ 40,816,040.30
	Withdrawals	\$ (724,901.83)	\$ 40,091,138.47
Jun-20	Deposits	\$ 149,260.82	\$ 40,240,399.29
	Withdrawals	\$ (291,602.94)	\$ 39,948,796.35
Jul-20	Deposits	\$ 87,074.70	\$ 40,035,871.05
	Withdrawals	\$ (321,581.56)	\$ 39,714,289.49



August 3, 2020

Sherri Broderius
Superintendent
MACCRAY Public Schools
711 Wolverine Drive
Clara City, Minnesota 56222-0690

Via e-mail only to: broderiuss@maccray.k12.mn.us

Dear Superintendent Broderius:

I am writing to let you know that your school district may continue its Four-Day Week Flexible Learning Year program through the 2021-22 school year without reapplication. This is subject to school board approval and continued work on your World's Best Workforce goals required under Minnesota Statutes, [Section 120B.11](#).

In 2015, the Minnesota Legislature amended Minnesota Statutes, [Section 124D.12](#), to remove four-day weeks from the list of flexible learning year options and added the requirement that continuation of existing four-day weeks beyond the 2019-2020 school year was contingent on meeting World's Best Workforce goals. The Minnesota Department of Education finds this requirement challenging to assess. We believe it requires legislative clarification. Therefore, the Minnesota Department of Education (MDE) will not issue further extensions of four-day week programs unless there is legislative clarification in the 2021 Minnesota Legislative Session.

If you have questions about Flexible Learning Year, please be in touch with Cindy Jackson, MDE ombudsperson, at 651-582-8572 or cindy.s.jackson@state.mn.us.

All the best to you as you continue to serve our students and their families during this unprecedented time of pandemic.

Sincerely,

A handwritten signature in black ink that reads 'Mary Cathryn Ricker'.

Mary Cathryn Ricker, NBCT
Commissioner



Family Zoom Classes

We are excited to be offering family Zoom classes based on feedback we received from the parent surveys submitted on distance learning. At MACCRAY, we want to do everything we can to make learning from home better for everyone if the school year includes hybrid or full distance learning. *These Zoom classes are for parents and children.* We are offering two options for each class so that families can find a date that works for them. All classes are free, but registration is required. To register, email Denise at smithd@maccray.k12.mn.us with the name of the class(es). The Zoom invite will be emailed to you.



Keys to School Success!

This class will touch on the following topics:

- 1) Setting up a home workspace
- 2) Avoiding distractions
- 3) Study skills
- 4) Staying organized
- 5) Communicating with teachers



Class Dates: Mon, August 31st or Wed, September 9th

Time: 6:30 – 7:15 p.m.

Instructors: Sarah Macht and Jaimi Hultgren



Keys to School Success! – ELL Options

This class is identical to the above class. Below are Spanish and Micronesian options.

Class Dates: Mon, August 31st or Wed, September 9th

Time: 7:15 – 8:00 p.m. (Spanish)

8:00 – 8:45 p.m. (Micronesian)

Instructors: Sarah Macht and Jaimi Hultgren



Home Alone 101

With children being home alone more and sometimes older siblings watching younger ones, it raises the concerns about how to keep them safe. This class will talk about cooking/nutrition, fire safety, and accidents and first aid.

Class Dates: Wed, Sept. 2nd or Thurs, Sept. 24th

Time: 6:30 – 7:30 p.m.

Instructors: Krystal Viktora, Shane Nord, Laura Dannen

Emotional & Mental Health



Learning from home can bring on many stresses for the entire family. Below are topics covered in class.

- 1) Signs of depression/anxiety - what is normal behavior versus red flags?
- 2) Dealing with isolation and fears of the unknown.
- 3) What should parents/guardians do if they suspect problems with emotional and mental health.
- 4) Talking to your child about concerns.
- 5) Dealing with sibling relationships.
- 6) Resources available for families.

Class Dates: Mon, Sept. 28th or Thurs, Oct. 1st

Time: 6:30 – 7:30

Instructors: Allison Frikke and Jenny Plagge



Chromebook 101 & Internet Safety

Find out all things Chromebook – from how to “fix” some simple issues that can occur to how to maximize the use of one. Also, learn some helpful tips in Internet safety for your children.

Class Dates: Mon, August 24th or Wed, August 26th

Time: 6:30 – 7:30 p.m.

Instructor: Jesse Westbrook



Class Dojo

ClassDojo is an educational technology communication app and website. It connects teachers, students and families. Elementary teachers will be using this platform to deliver home learning materials and communication. Attend the class to find out about how this will work and to ask questions of elementary teachers.

Class Dates: Tues, August 25th or Thurs, August 27th

Time: 6:30 – 7:30 p.m.

Instructors: Ashley Haff and Amber Hilbrands



Google Classroom

Teachers in grades 5th – 12th will be using Google Classroom to instruct students on assignments and homework submissions. Find out how parents can connect with the classroom and help their child navigate it to be successful.

Class Dates: Tues, Sept. 1st or Thurs, Sept. 3rd

Time: 6:30 – 7:30 p.m.

Instructor: Meghan Sunderland

MACCRAY Guidance and Expectations for the 2020-21 School Year

General Guidance:

Public Health Guidance:

As MACCRAY implements in person learning, hybrid learning, and distance learning throughout the 20-21 school year, together we are expected to follow the following requirements and recommendations:

1. Social distancing and minimizing exposure.
2. Face coverings (masks or shields)
3. Protecting vulnerable populations
4. Hygiene practices
5. Cleaning and materials handling
6. Monitoring for illness
7. Handling suspected or confirmed COVID-19 cases
8. Water and ventilation systems
9. Transportation Guidance
10. Supporting mental health and well being

Prior to the start of each school day:

Monitoring Health:

- Parents should monitor their child(ren)'s health.

Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

Symptoms of COVID-19 include: new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

[What to do if you're waiting for COVID-19 test results \(PDF\)](https://www.health.state.mn.us/diseases/coro/navirus/waiting.pdf)
(www.health.state.mn.us/diseases/coro/navirus/waiting.pdf)

Positive test result: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis without a lab test OR people with symptoms consistent with COVID-19 without a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the [Infectious Diseases in Childcare Settings and Schools Manual](https://www.hennepin.us/daycaremanual) (www.hennepin.us/daycaremanual).

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

Siblings and household members do not need to stay home.



MACCRAY health screen protocol

Monitoring and excluding for illness (When students arrive and are in school)

- Health checks (screening) will be done at each building prior to the start of the school day.
- The health checks will be conducted by staff members trained by our school nurse.
- **High School** - Students will have their temperature checked and be observed for other signs of illness. They will then be asked the following three brief questions regarding their health:
 - Do you have a new or worsening cough? Yes or No
 - Are you experiencing an unusual shortness of breath? Yes or No
 - Do you have any reason to believe you have a temperature over 100 degrees? Yes or No
- Health checks will take place at each door as follows.
 - Main door - Grades 9 and 10
 - Boys locker room door - Grades 11 and 12
 - Girl locker room door - Elementary students that will be boarding shuttles for East and West
 - Breezeway door - Grades 7 and 8
- **Elementary** -
 - West - Main entrance
 - East - Main Entrance and Playground Entrance
 - Temperature checks and observation for other signs of illness
 - Simplified follow-up questions for elementary, if signs are present:
 - Do you have a cough?
 - Is it hard to breathe?
 - Are you very cold?
 - Any student answering yes to one or more questions will be further evaluated by our school nurse. If the school nurse determines that the student is exhibiting symptoms then the student/s will be isolated to our identified rooms where they will be monitored until parents are able to arrive at school and pick them up.
 - Possible symptoms to be observed may include: fever, fatigue, itchy/watery eyes, sinus issues, complaints of body aches
 - What will happen with student data?/How do I know my child's data is private?
 - The student information gathered will be confidential, just like other data the schools collect. Students will be tracked by the student lunch number. Only the office staff has access to these numbers.
- Our District Nurse, Laura Dannen, will be monitoring the health of the District and will be in daily contact with Kandiyohi Public Health, Countryside Public Health, MDH, and MDE.
- If a student in your child's class contracts COVID you will be contacted if your child was in close contact (**close contact is defined as: 15 mins together less than 6 ft apart**) with the infected child.
- Children who were in close contact with a student/staff member who has COVID will also

- need to quarantine for 14 days.
- We will follow the guidelines in the chart provided by Countryside Public Health below

During the school day:

The procedure for determining the correct safe learning model is listed below:

How do schools determine their safe learning model?

STEP 1

Minnesota Department of Health (MDH) will use data from counties to determine a base learning model for public schools.

STEP 2

Minnesota Department of Education (MDE) will share county data and the consultative process for public schools to engage with education and public health experts to review their county health data and safe learning plans.

STEP 3

Public schools, with their incident command team, will evaluate their ability to implement required and recommended health best practices.

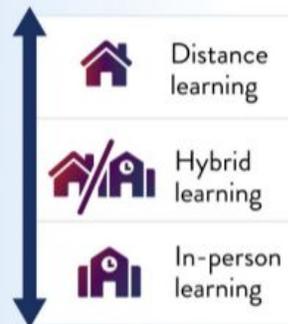
STEP 4

Public schools, in consultation with public health, will determine a learning model to begin the school year and communicate that decision with their school community.*

STEP 5

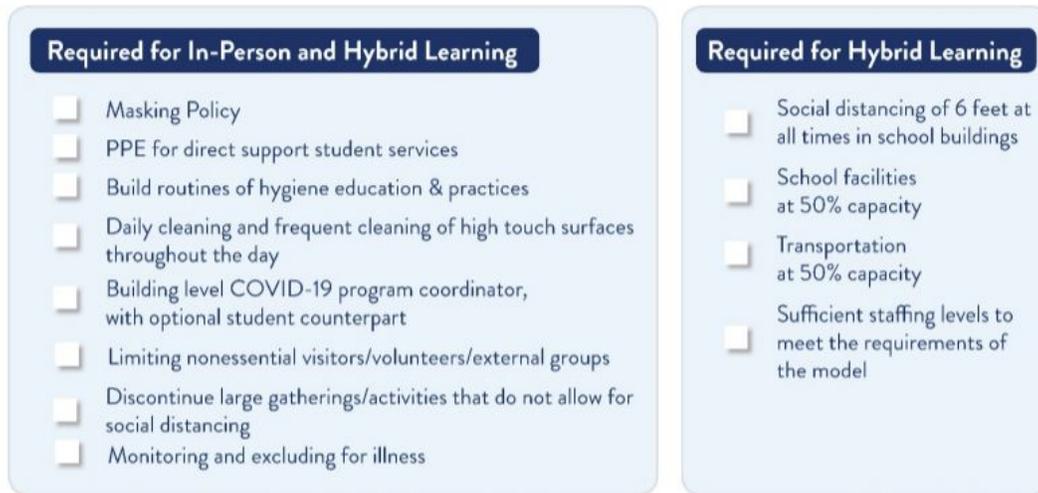
Public schools and MDH will monitor the community and school-level impact of COVID-19 on a regular basis. Adjustments will be made to the learning model if needed.

Safe learning models:



* Regardless of learning model, all public schools must offer an equitable distance learning option to all families.

Here are the requirements for In-Person and Hybrid learning:



Masking Policy: (In-Person and Hybrid)

- Students in kindergarten through grade twelve will wear a mask or a face shield while in the building unless they are physically exerting themselves, are eating lunch/breakfast/snack, or are outside for recess or class (with distancing).
- All staff will wear a mask or a face shield.
- Everyone should bring a mask/face shield from home.
- Anyone who forgets their mask/face shield will be provided with one.
- Mask breaks will be taken by providing multiple opportunities for students to take breaks outside under the supervision of their teacher.
- Per CDC guidelines: Cloth face coverings will be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies)
- Exemptions to the mask policy for health reasons will be granted on a case by case basis.
- Students are required to wear a mask on the bus.
- Students that have no medical reason not to wear a mask but refuse to do so will be moved to distance learning from home.
- Safe masking:

How to Safely Wear Your Mask



Step 1: Wash or sanitize your hands.



Step 2: Make sure the top of the mask is over your nose and the bottom is under your chin.



Step 3: Place the mask over your nose and mouth before you use the ear straps or tie it behind your head.



Step 4: Move the mask around so it covers nose, mouth, and chin completely.



Step 5: The tops of some masks can bend. Press your fingers on the top of the mask to make them fit tight around your nose.



Step 6: Do not touch the mask while wearing it. Use the mask ear straps or ties if you need to make it fit better.



Step 7: Use the mask ear straps or ties to take it off. Do not touch the front.



Step 8: Throw away if mask is disposable.



Step 9: Wash your mask by machine or by hand before you use it again.



Step 10: Wash or sanitize your hands again.

mn MINNESOTA

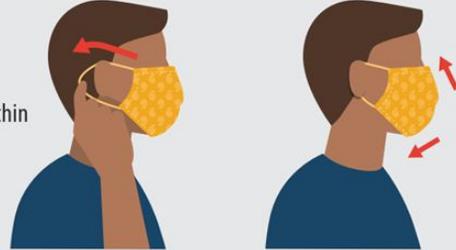
STAY SAFE MN

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316488A 06/10/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

PPE for direct support student services

- All direct support student services (Special Education, Title I, etc.) will be provided with appropriate PPE, beyond face coverings, upon request in order to work with students. Student Individualized Education Programs (IEP's) and other 504 plans will be followed, in regards to the student's ability to wear PPE.

Building routines of hygiene education and practice

- All students will receive hygiene education. These lessons will be provided by the school nurse and delivered by the teachers.
- All students will receive safety education for use of things like hand sanitizer as well as handwashing education.
- Additional hand sanitizer stations and hand washing stations will be added to the lunch room as well as portable sinks to allow for additional hand washing.

Daily cleaning and frequent cleaning of high touch surface areas throughout the day

- Every classroom and student work area will be issued a bottle of pre-mixed Dawn dish soap and water along with paper towels. It is expected that teachers will spray the desks and high contact areas with the spray and then students will wipe off the surface of their desk with paper towels. We will be using Dawn dishwashing detergent diluted in water because not only is it safe for students to use but is also effective in removing the bio-load from surfaces that students regularly touch.

In addition, the buildings will be cleaned and sanitized on a regular basis by our custodial staff. The process for cleansing surfaces is: clean then sanitize

Building level COVID-19 coordinator with optional student counterpart.

- District COVID-19 coordinator - Superintendent Sherri Broderius
- Health COVID-19 coordinator - Nurse Laura Dannen
- Elementary School COVID-19 coordinator - Principal Judd Wheatley
- High school COVID-19 coordinator - Principal Melissa Sparks
- Student COVID-19 representatives - NHS President and Student Council President.

Limiting nonessential visitors/volunteers/external groups

- No visitors, volunteers, or external groups will be allowed in at this time, until further notice. Curbside drop off and pick up are still permitted. If you need to come to a school, please ring the intercom and wait to be helped (we will come to the door to pick up items or bring students to the door). Late arriving students will need to undergo the screening process.
 - Exceptions include repair and delivery persons.

Discontinuing large gatherings/activities that do not follow social distancing

- There will be no large gatherings or group activities of any kind (example school lyceums) until we are cleared to hold them by Kandiyohi and Countryside Public Health, the Minnesota Department of Health, and the Minnesota Department of Education.

Social distancing of at least 6' at all times throughout school buildings (Hybrid learning)

- Students will socially distance in their classrooms.
 - Students will be 6' apart in their desks.

- Classes that are too large to effectively social distance will be moved to larger class spaces.
- Students will socially distance at lunch and breakfast
 - HS students:
 - Students will use their ID card to scan for lunch and breakfast
 - The total number of students in each lunch group will be divided in half. One group will eat while the other group will be social distancing outside or in the gym. When the first group is done eating they will switch and the next group will eat.
- Students will socially distance in the hallways
 - HS students:
 - Students in odd number rooms will dismiss on the bell
 - Students in even number rooms will wait for one minute
 - Students upon arrival at school will go from their health check directly to their advisory classroom so that hallway congregating is avoided and the six feet of social distancing can be monitored by the classroom teacher.
 - Elementary students:
 - Teachers will monitor the hallways for congestion before entering the hallway. If there are students in the hallway they will wait until the hallway opens up for them to exit their classroom.

School facilities and transportation vehicles at 50% capacity (Hybrid learning)

- Students have been divided into green groups and blue groups. The student to teacher ratio across the district does not exceed 14:1.
- Green group meets in person on Tuesdays and Wednesdays. Blue group meets in person on Thursdays and Fridays.
- Transportation on buses will be at 50% capacity.
- Families have been organized into the same group (Green or Blue).

Sufficient staffing levels to meet the requirements of the model (Hybrid learning)

- The district has established a threshold where it is no longer possible to continue hybrid learning due to lack of staffing.
 - Lack of staff/substitutes may cause any school to need to move to distance learning.

Distance Learning

- If you would like to have your child(ren) distance learn for the year, please contact School Success Coordinators:
 - High School - Sarah Macht (machts@maccray.k12.mn.us)
 - Elementary - Mitch Kent (kentm@maccray.k12.mn.us)
- Total numbers will dictate the programming and staffing of the distance learning model.

Additional guidance and expectations

Elementary Points to Note

Mask-Free Times:

- Teachers will take students on hourly breaks, outside as weather conditions allow, to provide the opportunity for fresh air for students and staff. This will be done to build stamina, for all.
- Music and Physical Education will be held outside as often as possible to ensure more mask-free opportunities and fresh air.
- While eating breakfast and lunch, students will not need to wear masks. Masks should be reapplied when finished eating/drinking.

Recess:

- Recess will be held outside, as normal. Masks will only be required if students are grouping without appropriate distancing.

Water Bottles:

- Students should bring a filled water bottle to school (if appropriate for their age). Bottles will be filled at the fountain refill stations; however, fountain spigots will be disabled.
- Students needing assistance will receive it.

Items not permitted:

- Stuffed animals or other similar soft items such as pillows and bean bag chairs
 - These items collect bio-load (skin, saliva, mucous, etc.) and are difficult to clean.

Items to not be shared:

- Food, drinks, or items that can be used by the mouth. This includes food treats for birthday parties or classroom parties. No food items prepared in a home kitchen are to be brought into school.

Bathroom Breaks:

- Elementary teachers will coordinate bathroom breaks so as to monitor social distancing.

High School Points to Note

Bathroom Breaks:

- In the high school, students will be encouraged to take bathroom breaks during classes rather than between classes, to help mitigate the congestion in bathrooms that may occur with everyone trying to use the bathroom between classes.

Food in the high school:

- MDH has said No to sharing of food at this time. That means that we will not be making food in food chemistry, having fiestas or any type of food celebration at the high school or bringing food treats for birthday parties at the high school. Students should not share food that was brought from home.

Water Bottles:

- Students should bring a filled water bottle to school. Bottles will be filled at the fountain refill stations; however, fountain spigots will be disabled.

Additional Questions and Answers for All Grades

Q. What can my child bring to school?

- A. Please use the class list that is provided for grade school students. Seventh-twelfth grade students will receive a list when they come to the four “P” days August 10-12. Keep in mind that all items should be easy to clean and disinfect. Items that collect bio-matter, such as stuffed animals, pillows, fuzzy pens, etc should not be brought to school. **Important:** The water fountains will be turned off. Please make sure that your child has his/her own water bottle that may be refilled throughout the day. Also, while we try to teach our children the importance of sharing, please tell your child that at this time they should not be sharing anything with their classmates...pens, markers, etc.

Q. How often will bathrooms be cleaned?

- A. The custodial staff has a plan for cleaning and sanitizing bathrooms multiple times throughout the day across the district. All students will need to be patient to allow for cleaning at random times throughout the day.

Q. If my child is wearing a mask, can he/she move around his/her classroom while students are in it?

- A. Absolutely! Nothing changes in student movement, students just need to make sure they have their teacher’s permission to do so.

Q. Will I have to find daycare for my child if we move to hybrid or distance learning?

- A. Yes. If your child is unable to stay home alone then you will have to find daycare for him or her. MACCRAY will be offering school-age care for children up to age 12 if in hybrid mode or in distance learning for free.

Q. If my child is doing distance learning may I still get food from school?

- A. Absolutely. We highly recommend every family complete the FRL form. It was in your mailer from school. And, it will be available in the offices when you come for the 4P evening. We will deliver or host a pick up for all Free and Reduced Lunch families and any paying families who request it while their child is on distance learning. Please contact your child’s office to let us know.

MACCRAY Safe Learning Plan - Localized Approach for the 2020/2021 School Year

Once the initial selection of a learning model is made, the decision to shift to an alternative learning model will center on the impact of COVID-19 in our district, while being cognizant of changes in COVID numbers through continued review of bi-weekly county data. As we may shift from scenario to scenario, it is always the parents right to have their child distance learn.

The COVID COORDINATOR for MACCRAY Public School is Sherri Broderius, Superintendent (broderiuss@maccray.k12.mn.us) in conjunction with Laura Dannen, school nurse (dannenl@maccray.k12.mn.us), Kandiyohi and Chippewa County Public Health, the MACCRAY COVID 19 Advisory Council and the Minnesota Department of Health. Our regional support for decision making is the Southwest West Central Service Cooperative.

The MACCRAY COVID 19 Advisory Council consists of:

Board Member/Parent - Carmel Thein

Parent/non certified employee - Selena Owen

Students - Ryder Niemeyer, Talen Niemeyer, Austin Sweep

Community Education - Denise Smith

Facility Maintenance - Scott Van Heuveln

Technology - Jesse Westbrook

Teacher Union President - Jen Van Eps

Transportation - John DuHoux

Activities Director - Jim Trulock

Special Education - Jane Groen

Food Service - Julie Wohlman

School Finance - Kim Sandry

Nurse - Laura Dannen

Superintendent (also representing ELL)- Sherri Broderius

High School Principal (also representing Homeless)- Melissa Sparks

Elementary Principal (also representing new enrollees) - Judd Wheatly

IEA - Institute for Environment Assessment - Aaron Hess

As of August 4, 2020, MACCRAY will be utilizing: SCENARIO 1 (School board approves the base plan. Beyond this due to the rapidly changing nature of the virus the decision will be made by the Advisory Committee and local county departments of health.)

	Scenario 1: In-person learning for all students	Scenario 2: Hybrid learning with strict social distancing and capacity limits.	Scenario 3: Distance Learning for all students.
Overview	<p>This scenario will be implemented when public health data indicates that the COVID 19 pandemic has sufficiently stabilized and/or improved to permit a reopening of schools. As of August 1, 2020, the following parameters are set by MDH and MDE. As students return to school, the school district will:</p> <ol style="list-style-type: none"> 1. Prioritize the safety of students and staff. 2. Prioritize in-person learning, especially for younger learners. 3. Consider infectiousness and transmission risk among different ages. 4. Support planning, while permitting flexibility. 5. Take into account disease prevalence, at a local level. 	<p>This scenario will be interested when state officials determine that COVID 19 metrics have worsened at a local, regional, or state-wide level. Or if a cluster of COVID 19 infections occur in a classroom or school. Under scenario 2, schools MUST</p> <ul style="list-style-type: none"> ● Social distancing of 6 -feet, at all times, in school buildings ● School facilities at 50% capacity ● Transportation at 50% capacity ● Sufficient staffing levels to meet the requirements of the model 	<p>This scenario will be implemented when state officials determine that COVID 19 metrics have worsened significantly enough at a local level, regional, or state-wide level to require suspension of in-person learning. Under scenario 3, schools must follow federal and state requirements, ensure that students are able to participate equitably in their learning, and provide access to students to all relative services and supports.</p> <ul style="list-style-type: none"> ● Plan for contactless pick up and/delivery of meals and school materials for days that students and staff are not in the building. ● Implement a school age care program for critical workers.

	Activities and extracurricular programming will continue to follow the MSHL COVID-19 guidance.		
Public Health Guidelines	<p>As MACCRAY implements in person learning, hybrid learning, and distance learning throughout the 20-21 school year. We must adhere to the following requirements and recommendations:</p> <ol style="list-style-type: none"> 1. Social distancing and minimizing exposure. 2. Face coverings (masks or shields) 3. Protecting vulnerable populations 4. Hygiene practices 5. Cleaning and materials handling 6. Monitoring for illness 7. Handling suspected or confirmed COVID-19 cases 8. Water and ventilation systems 9. Transportation Guidance 10. Supporting mental health and well being 		
Attendance	<ul style="list-style-type: none"> ● Standard attendance applies. ● Students that arrive late or leave early in order to keep the social distancing on our school buses will not be counted tardy. 	<ul style="list-style-type: none"> ● Standard attendance on in-school days. ● Distance learning attendance via daily check-in with the teacher. 	<ul style="list-style-type: none"> ● Distance learning attendance via daily check-in with the teacher.
Monitoring Academic Progress	The academic progress in reading and math of each student will be measured at the onset of the learning year.	The academic progress of each student will be measured.	The academic progress of each student will be measured.

	Supplemental instruction will be available to all students and will provide equity for all learners regardless of their situation.	Supplemental instruction will be available to all students.	Supplemental instruction will be available to all students.
	All progress reporting may be accessed at any time via Infinite Campus or by contacting your child's teachers.	All progress reporting may be accessed at any time via Infinite Campus or contact your child's teachers.	All progress reporting may be accessed at any time via Infinite Campus or contact your child's teachers.
	Regular special education procedures will be followed. Please communicate with your child's case manager if you have any questions or concerns regarding your child's IEP, 504 and ELL plans. ELL Contact is: hultgrenj@maccray.k12.mn.us 540 High School Contact is: bristtel@maccray.k12.mn.us 504 Elementary Contact is: kentm@maccray.k12.mn.us	Special education services will be reviewed and adjusted according to the IEP, 504 and ELL plans. ELL Contact is: hultgrenj@maccray.k12.mn.us 504 High School Contact is: bristtel@maccray.k12.mn.us 504 Elementary School Contact is: Kentm@maccray.k12.mn.us	Special education services will be reviewed and adjusted according to the IEP, 504 and ELL plans. ELL Contact is: hultgrenj@maccray.k12.mn.us 504 High School Contact is: bristtel@maccray.k12.mn.us 504 Elementary Contact is" kentm@maccray.k12.mn.us
	Traditional grading scales will be followed.	>40% F, 40-64% = Pass, <65% = Letter grade.	>40% F, 40-64% = Pass, <65% = Letter grade.
Flexibility within the school day	Additional time for student academic intervention and enrichment and additional time for passing/transition periods	Additional time for student academic intervention and enrichment and additional time for passing/transition periods	Additional time for student academic and mental health communications between family and school.

	and restroom use. We will also allow for time to be spent outside during classes and lunches, as weather permits.	and restroom use. Reduced lunch sizes and flexibility will be built into the schedule to account for cleaning and social distancing.	
Technology	Technology Support:Students will be provided with devices in grades K-12 The district will continue to provide tech support for families and students while on-site.	Technology Support:Students will be provided with devices in grades 3-12 The district will continue to provide tech support for families and students while off-site. Technology for K-2 will be provided as needed. District will reach out to attempt to secure wifi for families in need.	Technology Support:Students will be provided with devices in grades 3 -12 The district will continue to provide tech support for families and students while off-site. District will reach out to attempt to secure wifi for families in need.
Scheduling	Classes will operate under the normal schedules, with periodic adjustments, as needed. <ul style="list-style-type: none"> • Allow time for health and safety practices. • Allow time for passing transition periods and restroom use. 	Student scheduling alternatives: <ul style="list-style-type: none"> • Allow time for academic intervention and enrichment. • Allow time for health and safety practices. • Allow time for passing transition periods and restroom use. 	Student scheduling alternatives: <ul style="list-style-type: none"> • Allow time for academic and mental health intervention and enrichment. • We will use parent and teacher and student survey data to create programming that works for families and staff.
Student enrollment	Student enrollment: Work with Kandiyohi and Chippewa County Public	Student enrollment: Work with Kandiyohi and Chippewa County Public	Student enrollment: Work with Kandiyohi and Chippewa County Public

	Health to create a screening process for enrolling transfer students.	Health to create a screening process for enrolling transfer students.	Health to create a screening process for enrolling transfer students.
Healthy Habits	<p>Healthy Habits:</p> <ul style="list-style-type: none"> • Students will be educated on viruses and signs of illness. • Time will be built in for routine hand washing. • Teach students to clean desks and work spaces once per day. • Prohibit sharing of pens, pencils, and school supplies. • Teach students how to wear masks or face shields. • Reteach appropriate social skills to encourage minimal physical contact. 	<p>Healthy Habits:</p> <ul style="list-style-type: none"> • Students will be educated on viruses and signs of illness. • Time will be built in for routine hand washing. • Teach students to clean desks and work spaces once per day. • Prohibit sharing of pens, pencils, and school supplies. • Teach students how to wear masks or face shields. • Reteach appropriate social skills to encourage minimal physical contact. 	<p>Healthy Habits:</p> <ul style="list-style-type: none"> • Students will be educated on viruses and signs of illness. • Staff social workers and success coordinators will reach out to families to determine special needs of all students.
School age care	N/A	<ul style="list-style-type: none"> • School-aged childcare will be provided, free of charge, daily for children of critical workers who are under age 12. Contact Denise Smith @: smithd@maccray.k12.mn.us 	<ul style="list-style-type: none"> • School-aged childcare will be provided daily, free of charge, for children of critical workers who are under age 12. Contact Denise Smith @: smithd@maccray.k12.mn.us

<p>Communication</p>	<p>Student, family, and community communications will be done through:</p> <ul style="list-style-type: none"> ● Social media ● Surveys ● Letters sent home. ● Signage in buildings and points of entry. ● Community education classes. ● Infinite Campus and Instant Alerts 	<p>Student, family, and community communications will be done through:</p> <ul style="list-style-type: none"> ● Social media ● Surveys ● Letters sent home. ● Signage in buildings and points of entry. ● Community education classes. ● Infinite Campus and Instant Alerts 	<p>Student, family, and community communications will be done through:</p> <ul style="list-style-type: none"> ● Social media ● Surveys ● Letters sent home. ● Signage in buildings and points of entry. ● Community education classes. ● Infinite Campus and Instant Alerts
<p>Facilities</p>	<p>All buildings will be monitored to determine readiness for re-entry.</p> <ul style="list-style-type: none"> ● Fire, HVAC, kitchen, security, computer, and water systems ● Identify, evaluate, and reallocate space, lobby, exit doors, bus and car loading areas. 	<p>All buildings will be monitored to determine readiness for re-entry.</p> <ul style="list-style-type: none"> ● Fire, HVAC, kitchen, security, computer, and water systems ● Identify, evaluate, and reallocate space, lobby, exit doors, bus and car loading areas. 	<p>All buildings will be monitored to determine readiness for re-entry.</p> <ul style="list-style-type: none"> ● Fire, HVAC, kitchen, security, computer, and water systems ● Identify, evaluate, and reallocate space, lobby, exit doors, bus and car loading areas.
<p>Fiscal</p>	<p>Health and cleaning supplies and PPE</p> <ul style="list-style-type: none"> ● Expenditures in these areas will be increased due to quantity and demand. MACCRAY will evaluate inventory of gloves, masks, 	<p>Health and cleaning supplies and PPE</p> <ul style="list-style-type: none"> ● Expenditures in these areas will be increased due to quantity and demand. MACCRAY will evaluate inventory of gloves, masks, 	<p>Health and cleaning supplies and PPE</p> <ul style="list-style-type: none"> ● Expenditures in these areas will be increased due to quantity and demand. MACCRAY will evaluate inventory of gloves, masks,

	<p>safety glasses, sanitizer, soap, paper towels, tissues, toilet paper, and antibacterial wipes and provide Safety Data Sheets.</p> <p>Federal funding sources:</p> <ul style="list-style-type: none"> • MACCRAY will use CARES Act and GEER and ESSAR monies to help fund COVID-19 expenses. <p>Visitor screen process</p> <ul style="list-style-type: none"> • School nurse, Dannen, will create a visitor screening process for visitors and contactless pickup and delivery. <p>Tracking COVID expenses</p> <ul style="list-style-type: none"> • All COVID related expenses will be tracked separately. • We prefer online payment options. • Full inventory of equipment and access. <p>Review and revise technology plans.</p> <p>Business manager: Kim Sandry sandryk@maccray.k12.mn.us</p>	<p>safety glasses, sanitizer, soap, paper towels, tissues, toilet paper, and antibacterial wipes and provide Safety Data Sheets.</p> <p>Federal funding sources:</p> <ul style="list-style-type: none"> • MACCRAY will use CARES Act and GEER and ESSAR monies to help fund COVID-19 expenses. <p>Visitor screen process</p> <ul style="list-style-type: none"> • School nurse, Dannen, will create a visitor screening process for visitors and contactless pickup and delivery. <p>Tracking COVID expenses</p> <ul style="list-style-type: none"> • All COVID related expenses will be tracked separately. • We prefer online payment options. • Full inventory of equipment and access. <p>Review and revise technology plans.</p> <p>Business Manager: Kim Sandry sandryk@maccray.k12.mn.us</p>	<p>safety glasses, sanitizer, soap, paper towels, tissues, toilet paper, and antibacterial wipes and provide</p> <ul style="list-style-type: none"> • Safety Data Sheets. <p>Federal funding sources:</p> <ul style="list-style-type: none"> • MACCRAY will use CARES Act and GEER and ESSAR monies to help fund COVID-19 expenses. <p>Visitor screen process</p> <ul style="list-style-type: none"> • School nurse, Dannen, will create a visitor screening process for visitors and contactless pickup and delivery. <p>Tracking COVID expenses</p> <ul style="list-style-type: none"> • All COVID related expenses will be tracked separately. • We prefer online payment options. • Full inventory of equipment and access. <p>Review and revise technology plans.</p> <p>Business Manager: Kim Sandry sandryk@maccray.k12.mn.us</p>
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<p>Nutrition</p>	<p>Nutrition Plan Options: Initiatives to invite families to participate in Free and Reduced Lunches will be readily available through mail, website and during 4P. Additionally, calls will be made to families and confidential meetings will be available.</p>	<p>Nutrition Plan Options: During hybrid learning families may have meals delivered or transported home with the students. Meals are available to FRL and non FRL families. Parents are urged to contact the school office to let us know if they desire school created meals. West Elementary - Boschl@maccray.k12.mn.us East Elementary - Kimplingk@maccray.k12.mn.us High School- Besemank@maccray.k12.mn.us</p>	<p>Nutrition Plan Options: During Distance Learning families may have meals delivered to their homes or available for pick up regardless whether the family is FRL or paid meals. Parents are urged to contact the school office to let us know if they desire school created meals. West Elementary - Boschl@maccray.k12.mn.us East Elementary - kimplingk@maccray.k12.mn.us High School - Besemank@maccray.k12.mn.us</p>
<p>Health and Safety</p>	<p>Health and Safety-In conjunction with the district nurse;</p> <ul style="list-style-type: none"> ● District <ul style="list-style-type: none"> ○ Review guidance/create plans ○ Update inventory. ○ Provide masks as needed. 	<p>Health and Safety-In conjunction with the district nurse;</p> <ul style="list-style-type: none"> ● District <ul style="list-style-type: none"> ○ Review guidance/create plans ○ Update inventory. ○ Provide masks as needed. 	<p>Health and Safety-In conjunction with the district nurse;</p> <ul style="list-style-type: none"> ● District <ul style="list-style-type: none"> ○ Review guidance/create plans ○ Update inventory. ○ Provide masks as needed.

	<ul style="list-style-type: none"> ○ File reports. ○ Seek grants and free materials ● Staff and students: <ul style="list-style-type: none"> ○ Communicate healthy habits, plans, procedures. ○ Review necessary health information. ● Playground Use: normal w/ social distancing, as possible ● Local and state <ul style="list-style-type: none"> ○ File necessary reports. 	<ul style="list-style-type: none"> ○ File reports. ○ Seek grants and free materials ● Staff and students: <ul style="list-style-type: none"> ○ Communicate healthy habits, plans, procedures. ○ Review necessary health information. ● Playground Use: normal w/ social distancing, as possible and reduced capacity ● Local and state <ul style="list-style-type: none"> ○ File necessary reports. 	<ul style="list-style-type: none"> ○ File reports. ○ Seek grants and free materials ● Staff and students: <ul style="list-style-type: none"> ○ Communicate healthy habits, plans, procedures. ○ Review necessary health information. ● Playground Use: N/A ● Local and state <ul style="list-style-type: none"> ○ File necessary reports.
<p>Social, Emotional, Health</p>	<ul style="list-style-type: none"> ● Prioritizing two way communication between the school and the family. ● Development of a long-term recovery plan to address academic skills and emotional and behavioral health for all students and staff in each building. 	<ul style="list-style-type: none"> ● :Prioritizing two way communication between the school and the family. ● Development of a long-term recovery plan to address academic skills and emotional and behavioral health for all students and staff in each building. 	<ul style="list-style-type: none"> ● Prioritizing two way communication between the school and the family. ● Development of a long-term recovery plan to address academic skills and emotional and behavioral health for all students and staff in each building.

	<ul style="list-style-type: none"> ● Assess, do not assume. The assessment process will be ongoing as some students and adults will appear fine at first only to experience setbacks later. ● Develop a resource map. School psychologists, counselors, and social workers will identify gaps in needed services and seek community support. ● 	<ul style="list-style-type: none"> ● Assess, do not assume. The assessment process will be ongoing as some students and adults will appear fine at first only to experience setbacks later. ● Develop a resource map. School psychologists, counselors, and social workers will identify gaps in needed services and seek community support. 	<ul style="list-style-type: none"> ● Assess, do not assume. The assessment process will be ongoing as some students and adults will appear fine at first only to experience setbacks later. ● Develop a resource map. School psychologists, counselors, and social workers will identify gaps in needed services and seek community support.
<p>Social-Emotional Learning</p>	<p>SEL Action Items:</p> <ul style="list-style-type: none"> ● Crisis management team ● Evaluation through trauma informed lense. ● Evaluate available mental health supports and services. ● Review the suicide awareness and prevention policy. ● Review MACCRAY anti-bully policy. ● Offer training around 	<p>SEL Action Items:</p> <ul style="list-style-type: none"> ● Crisis management team ● Evaluation through trauma informed lense. ● Evaluate available mental health supports and services. ● Review the suicide awareness and prevention policy. ● Review MACCRAY anti-bully policy. ● Offer training around 	<p>SEL Action Items:</p> <ul style="list-style-type: none"> ● Crisis management team ● Evaluation through trauma informed lense. ● Evaluate available mental health supports and services. ● Review the suicide awareness and prevention policy. ● Review MACCRAY anti-bully policy. ● Offer training around

	<p>interrupting bias, discriminations, and racism.</p> <ul style="list-style-type: none"> ● Plan re-engagement activities to return to school buildings. ● Prepare for potential loss of a student or an adult. ● Plan for emotional closure if the district plans for a hybrid or distance learning scenario. 	<p>interrupting bias, discriminations, and racism.</p> <ul style="list-style-type: none"> ● Plan re-engagement activities to return to school buildings. ● Prepare for potential loss of a student or an adult. ● Plan for emotional closure if the district plans for a hybrid or distance learning scenario. 	<p>interrupting bias, discriminations, and racism.</p> <ul style="list-style-type: none"> ● Plan re-engagement activities to return to school buildings. ● Prepare for potential loss of a student or an adult. ● Plan for emotional closure if the district plans for a hybrid or distance learning scenario.
Transportation	<p>In conjunction with Palmer Bus;</p> <ul style="list-style-type: none"> ● Review transportation plan. ● Reduced capacity on busses. ● Invite families to drive their children to school. ● Keep families in the same seat/row. ● Load busses back to front. ● Plan for district needs and resources as time goes on and we move through scenarios. ● Prepare related bus procedures. 	<p>In conjunction with Palmer Bus;</p> <ul style="list-style-type: none"> ● Keep families in the same seat/row. ● Load busses back to front. ● Invite families to drive their children to school. ● Limit vehicles to 50% occupancy. ● Ensure social distancing. ● Plan for district needs and resources. ● Prepare related bus procedures. ● Cleaning plan with preventative measures 	<p>In conjunction with Palmer Bus:</p> <ul style="list-style-type: none"> ● Will assist in providing contactless food delivery and educational materials to families. 320-847-3109

	<ul style="list-style-type: none">• Cleaning plan with preventative measures is in place through Palmer Bus Company. 320-847-3109	is in place through Palmer Bus Company. 320-947-3109	
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Adopted: _____

MSBA/MASA Model Policy 808
Orig. 2020

Revised: _____

808 COVID-19 FACE COVERING POLICY

[Note: The Governor’s Emergency Executive Order 20-81 generally requires Minnesotans to wear a face covering in certain settings and circumstances, including in various school settings. Emergency Executive Order 20-82 states that all Minnesota public schools must adhere to parameters determined by Minnesota Department of Health (“MDH”) in implementing or shifting between in-person learning, hybrid learning and distance learning. MDH’s Safe Learning Plan for 2020-21 and the 2020-2021 Planning Guide for Schools requires school district and charter schools to develop and implement a face covering policy that is clearly posted and communicated to students, staff, families, and potential visitors to the school building. The provisions of this policy substantially reflect the requirements of the 2020-2021 Planning Guide for Schools, Executive Order 20-81, and Executive Order 20-82.]

I. PURPOSE

The purpose of this policy is to establish requirements for employees, students, and other persons (including visitors, guests, contractors, etc.) present on school property to wear face coverings in classrooms, preschool, child care settings and other indoor areas, as well as outdoor areas where a physical distance of 6 feet cannot be maintained between persons, in order to minimize exposure to COVID-19.

II. GENERAL OF STATEMENT OF POLICY

- A. The policy of the school district is to comply with Executive Order 20-81, Executive Order 20-82, and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education.
- B. Face coverings are meant to protect other people in case the wearer does not know they are infected.
- C. Unless an exception described in Part IV below applies, all students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.
- D. A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to wear a face covering, unless an enumerated exception applies.

III. DEFINITION OF FACE COVERING

- A. A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. The following are included in the definition of face covering:
 - 1. Paper or disposable mask;
 - 2. Cloth face mask;
 - 3. Scarf;
 - 4. Neck gaiter;
 - 5. Bandana;
 - 6. Religious face covering; and
 - 7. Medical-grade masks and respirators
- B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.
- C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

IV. EXCEPTIONS AND ALTERNATIVES; TEMPORARY REMOVAL OF FACE COVERING

- A. Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- B. A face shield may be used as an alternative to a face covering in the following situations:
 - 1. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic.
 - 2. A teacher of any grade level may wear a face shield when wearing a face covering may impede the educational process.

3. Staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering.
 4. Staff providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.
- C. Staff, students, and other people present in school buildings or in district offices may temporarily remove their face covering or face shield in the following situations:
1. When engaging in classes or activities conducted outdoors, though people participating in these activities should maintain six feet of distance to the extent possible;
 2. When engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult, though people participating in these activities should maintain six feet of distance to the extent possible;
 3. During activities, such as swimming or showering, where the face covering will get wet;
 4. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
 5. Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office;
 6. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;
 7. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument, though people participating in these activities should maintain six feet of distance to the extent possible;
 8. When required by school staff for the purposes of identification;
 9. Staff working alone in their offices, classrooms, vehicles, or job locations that have no person-to-person interaction;
 10. Staff working in communal spaces that have barriers such as Plexiglas or cubicle walls between employees that are above face level; or

11. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

V. IMPLEMENTATION

- A. This policy will be conspicuously posted in each school building and administrative office and communicated to students, staff, families, and potential visitors to the school building.
- B. The school district will provide face coverings and/or face shields to employees and students. Employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.
- C. The school district will teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.
- D. Individuals who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, parent, or community member qualifies for a reasonable accommodation and the accommodation to be provided. For a student with a medical condition or disability, the student's education team (i.e. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the school district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed on a case-by-case basis in accordance with applicable federal and state law.
- E. All face coverings shall meet the requirements of applicable dress code policies and/or codes of conduct. To the extent the face covering requirements of this policy conflict with MSBA Model Policy 504 – Student Dress and Appearance, this Policy shall control.
- F. The school district will make available distance learning to its enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

VI. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE

- A. In order to promote the health and safety of employees, students and members of the community, and make available a safe environment that is conducive to learning, compliance with this policy is necessary.
- B. Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to and including the termination of employment.
- C. Students who fail or refuse to comply with this policy may be subject to discipline or removal from school property. Students unwilling to participate in in-person or hybrid learning in compliance with this policy will be offered distance learning.
- D. The school district may, in its discretion, report violators of this policy to law enforcement. Any individual who willfully violates Emergency Executive Order 20-81 or 20-82 is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. (NOTE: This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school identified in Paragraph 12 of Emergency Executive Order 20-81, and who are on the premises of the school for educational purposes).

Legal References: Emergency Executive Order 20-81
Emergency Executive Order 20-82
Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)
Minn. Stat. § 12.45 (Violations; Penalties)

Cross References: MSBA/MASA Model Policy 807 (Health and Safety Policy)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)

**LETTER OF AGREEMENT
ADDRESSING COMPENSATION OF COACHES AND EXTRA-
CURRICULAR ADVISORS DURING THE 2020-2021 SCHOOL YEAR**

This Letter of Agreement is entered into by and between Independent School District No. 2180, Clara City, Minnesota (hereinafter referred to as the "School District") and MACCRAY Education Association (hereinafter referred to as the "Association").

RECITALS:

WHEREAS, the School District and the Association are parties to a collective bargaining agreement (hereinafter referred to as the "CBA") for the time period from July 1, 2020 to June 30, 2021; and

WHEREAS, Schedule C of the CBA provides a salary schedule for teachers who also serve as advisors of co-curricular activities and/or athletic coaches in various high school and middle school sports; and

WHEREAS, on March 13, 2020, the Governor of the State of Minnesota declared a peacetime emergency in response to the COVID-19 pandemic; and

WHEREAS, pursuant to Emergency Executive Order 20-02, the Governor of the State of Minnesota ordered the closure of all public school buildings in the State of Minnesota through March 27, 2020 in order to provide time for schools to plan adequately for continuity of education during the COVID-19 pandemic; and

WHEREAS, pursuant to Emergency Executive Order 20-19, the Governor of the State of Minnesota ordered the continued closure of all public school buildings and facilities beginning on March 30, 2020 through May 4, 2020; and

WHEREAS, pursuant to Emergency Executive Order 20-41, the Governor of the State of Minnesota extended the closure of all public school buildings for the remainder of the 2019-2020 school year; and

WHEREAS, on April 23, 2020, the Minnesota State High School League ("MSHSL") announced the cancellation of all sports and MSHSL activities for the remainder of the 2019-20 school year, including, but not limited to, practices, tryouts, scrimmages, contests and competitions as well as post-season tournaments; and

WHEREAS, the School District and the Association acknowledge that the peacetime emergency in the State of Minnesota could extend into the 2020-2021 school year and adversely effect the School District's ability to offer

MSHSL sports, other extra-curricular activities, and co-curricular activities;
and

WHEREAS, the School District and the Association now desire to address the potential impact of the continuation of the peacetime emergency during the 2020-2021 school year by establishing clear parameters for the compensation of coaches and advisors of co-curricular activities in the event any MSHSL sport, other extra-curricular activity, and co-curricular activity is cancelled, suspended, or shortened.

NOW, THEREFORE, in consideration of the promises and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Pro Rata Compensation:** In the event any MSHSL sport, other extra-curricular activity or co-curricular activity is cancelled, suspended, or shortened during the 2020-2021 school year, advisors and coaches of said affected activities will be compensated for services rendered on a pro rata basis based upon the services such individuals actually rendered for the sports season or activity in question.

PRO RATA AMOUNTS:

- a) No Season/Season Doesn't Start: opportunity to earn 50% pay
 - a. Head Coach = timecards 30 hours for each sport/activity
 - b. JV/Assistant = timecards 20 hours
 - c. Jr. High = timecards 10 hours
 - d. Extra Curricular activities = timecards 30 hours for each activity
- b) Season Starts to halfway point = 50% pay
- c) Season Starts and continues past the halfway point = full pay

Season is defined as 1st day of practice to last day after final contest and all post-season duties are completed. Half-season will be based on games.

2. **Timing of Payment.** Each Association member subject to this Agreement shall receive a lump sum payment in the pro rata amount described herein not later than fifteen (15) days after the originally scheduled conclusion of the sports season or activity. The lump sum payment to each affected Association member shall be subject to the usual and customary deductions.

3. **Terms of this Letter of Agreement; Modification.** This Letter of Agreement shall commence on the date the parties fully execute it and shall remain in effect until June 30, 2021. This Letter of Agreement may be modified by mutual written agreement between the parties hereto.
4. **No Past Practice.** By entering into this Letter of Agreement, the parties acknowledge and agree that the actions taken by the School District in this Letter of Agreement shall not constitute, nor be interpreted as, a past practice.
5. **No Reopening of Negotiations.** This Letter of Agreement does not constitute a reopening of the CBA or negotiations.

**INDEPENDENT SCHOOL DISTRICT
NO. 2180**

Dated: _____, 2020

By: _____
Board Chair

By: _____
Clerk

MACCRAY Education Association

Dated: _____, 2020

By: _____



MACCRAY Public Schools

ISD 2180 Maynard – Clara City - Raymond

AGREEMENT TO RESUME TEACHING SERVICES

WHEREAS, LeAnn Atchison ("Atchison") has been employed by Independent School District No. 2180, MACCRAY, ("School District") as a continuing contract teacher; and

WHEREAS, Atchison retired from the School District effective at the close of the 2019-2020 school year; and

WHEREAS, the MACCRAY Education Association ("Association") is the exclusive representative for the teachers employed by the School District; and

WHEREAS, the School District and the Association are parties to a collective bargaining agreement ("Master Agreement") which governs the terms and conditions of employment for teachers; and

WHEREAS, Atchison wishes to return as a high school art teachers for the School District at 1.0 FTE.

WHEREAS, Atchison has had an opportunity to discuss his rights under the Master Agreement, Minn. Stat. § 122A.40, and the Teachers Retirement Act, Minn. Stat. Ch. 354, with the Association and legal counsel;

NOW, THEREFORE, IT IS HEREBY AGREED:

1. Reemployment: The School District agrees to reemploy Atchison as a 1.0 FTE High School Art Teacher.

2. Waiver of Continuing Contract Rights: As a condition of reemployment, Atchison knowingly and willingly waives her continuing contract rights with the School District under Minn. Stat. § 122A.40, as amended, and agrees that her employment with the School District shall be based on an annual, one year fixed term contract with no guarantee of continued employment in subsequent years. Atchison acknowledges that the School District is under no obligation to reemploy her for the 2020-21 school year or any subsequent school years and that her employment with the School District will automatically terminate effective at the close of the 2020-21 school year without the necessity of any School Board action, unless this Agreement is renegotiated.

3. Salary Schedule Placement: Atchison's salary for the 2020-21 school year shall be \$53,000.

4. Other Terms and Conditions of Employment: Upon rehire, all terms and conditions of Atchison's employment with the School District other than those discussed within this document will be governed by the terms of the Master Agreement then in effect.

5. TRA Issues:

A. Contributions: The parties acknowledge that compensation Atchison earns after being rehired by the School District shall not be subject to withholding for TRA and the School District shall not be required to make employer TRA contributions on her behalf.

B. Impact of Reemployment Upon Pension Benefits: The parties acknowledge that Atchison is solely responsible for determining what impact, if any, her reemployment will have on his TRA benefits and that the School District has not made any representations to her regarding the application of TRA laws and regulations to her upon her reemployment.

6. Personal Leave: Atchison will have 68 hours of paid personal leave to use for the 2020-21 school year.

7. 403B: The District is not contributing a 403B match.

8. Health Insurance: The School District is not offering Health Insurance. Atchison may continue on the District's Health Insurance at her own expense.

9. Effect: The Association and the School District acknowledge that this agreement to resume teaching services shall not be deemed to constitute a precedent or create a past practice which would be applicable to any other member of the bargaining unit or be admissible in any arbitration proceeding.

The undersigned have read the forgoing agreement and by signing below hereby affirm that they fully understand and agree to its terms.

By: LeAnn Atchison
LeAnn Atchison

Dated: 7/28, 2020

MACCRAY Education Association

By: Jennifer Van Ass
President

Dated: 8/6, 2020

Independent School District No. 2180, MACCRAY

By: _____
School Board Clerk

Dated: _____, 2020

By: _____
School Board Chair

Dated: _____, 2020



MACCRAY Public Schools

ISD 2180 Maynard – Clara City - Raymond

AGREEMENT TO RESUME TEACHING SERVICES

WHEREAS, Al Reszel ("Reszel") has been employed by Independent School District No. 2180, MACCRAY, ("School District") as a continuing contract teacher; and

WHEREAS, Reszel retired from the School District effective at the close of the 2019-2020 school year; and

WHEREAS, the MACCRAY Education Association ("Association") is the exclusive representative for the teachers employed by the School District; and

WHEREAS, the School District and the Association are parties to a collective bargaining agreement ("Master Agreement") which governs the terms and conditions of employment for teachers; and

WHEREAS, Reszel wishes to mentor Special Education Teachers for the School District at .5 time.

WHEREAS, Reszel has had an opportunity to discuss his rights under the Master Agreement, Minn. Stat. § 122A.40, and the Teachers Retirement Act, Minn. Stat. Ch. 354, with the Association and legal counsel;

NOW, THEREFORE, IT IS HEREBY AGREED:

1. Reemployment: The School District agrees to reemploy Reszel as a .5 Mentor Teacher for new special education teachers.

2. Waiver of Continuing Contract Rights: As a condition of reemployment, Reszel knowingly and willingly waives his continuing contract rights with the School District under Minn. Stat. § 122A.40, as amended, and agrees that his employment with the School District shall be based on an annual, one year fixed term contract with no guarantee of continued employment in subsequent years. Reszel acknowledges that the School District is under no obligation to reemploy him for the 2020-21 school year or any subsequent school years and that his employment with the School District will automatically terminate effective at the close of the 2020-21 school year without the necessity of any School Board action, unless this Agreement is renegotiated.

3. Salary Schedule Placement: Reszel's salary for the 2020-21 school year shall be at .5 of previous salary, totaling \$33,275.

4. Other Terms and Conditions of Employment: Upon rehire, all terms and conditions of Reszel's employment with the School District other than those discussed above will be governed by the terms of the Master Agreement then in effect.

5. TRA Issues:

A. Contributions: The parties acknowledge that compensation Reszel earns after being rehired by the School District shall not be subject to withholding for TRA and the School District shall not be required to make employer TRA contributions on his behalf.

B. Impact of Reemployment Upon Pension Benefits: The parties acknowledge that Reszel is solely responsible for determining what impact, if any, his reemployment will have on his TRA benefits and that the School District has not made any representations to him regarding the application of TRA laws and regulations to his upon his reemployment.

6. 403B:The District is not contributing a 403B match.

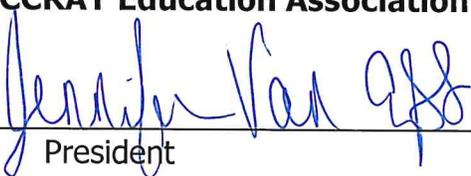
7. Health Insurance: The School District is not offering Health Insurance. Reszel may continue on the District's Health Insurance at his own expense.

8. Effect: The Association and the School District acknowledge that this agreement to resume teaching services shall not be deemed to constitute a precedent or create a past practice which would be applicable to any other member of the bargaining unit or be admissible in any arbitration proceeding.

The undersigned have read the forgoing agreement and by signing below hereby affirm that they fully understand and agree to its terms.

By: 
Al Reszel

Dated: 8/6, 2020

MACCRAY Education Association
By: 
President

Dated: 8/6, 2020

Independent School District No. 2180, MACCRAY

By: _____
School Board Clerk

Dated: _____, 2020

By: _____
School Board Chair

Dated: _____, 2020



MACCRAY PUBLIC SCHOOLS

Restart Blueprint



August 5, 2020



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Appendices:

- A Posters
- B MDH Posters/Handouts
- C Plan Audit/Checklist
- D OSHA Voluntary Respirator User Form
- E Template Messages

Message from the Superintendent



As we enter the 2020/21 MACCRAY School Year we can expect to expect change learning scenarios as we move into and through the year based on County Public Health Data and MACCRAY School Safety Precautions.

We hope this document will provide guidance to our public in understanding our decision making in moving between learning scenarios.

It is our number one goal to set high standards for the safety of our students. Once that goal is accomplished our second goal is to offer a high standard of education.

We ask that parents contact us if they have any questions at all about their child's education. We are here to help and support families and their students.

Best,

Sherri Broderius

MACCRAY Superintendent and
COVID Coordinator

Introduction

In March 2020, MACCRAY closed its school buildings to students due to the COVID-19 outbreak and the governor's Emergency Executive Order 20-02, issued March 15, 2020. For the remainder of the spring semester, students engaged in distance learning.

In planning for the coming school year, the Minnesota Department of Education (MDE) has requested school districts to plan for three different scenarios going into the 2020-2021 school year. Those three scenarios include:

- **Scenario 1: In-person learning for all students.** Create as much space as feasible between students and teachers; the district will not be held to strictly enforcing 6 feet of distance between individuals.
- **Scenario 2: Hybrid model with strict social distancing and capacity limits.** Schools must limit the overall number of people in the school facilities and on transportation vehicles to 50% maximum occupancy. Social distance of at least six feet between individuals must always occur.
- **Scenario 3: Distance Learning Only**

The Restart Blueprint is based on the MDH *2020-2021 Planning Guide for Schools*, MDE's *Guidance for Minnesota Public Schools: 2020-2021 School Year Planning*, MDE's *Safe Learning Plan for 2020-2021*, and current public health recommendations at the time this document was developed, which include:

- Maintain a distance of six feet between individuals
- Wear face masks or coverings
- Screen for COVID-19 symptoms
- Practice good hygiene protocols including hand washing, cleaning, and disinfecting
- Limit group gatherings
- Plan for short-term school closures, should there be a suspected or confirmed COVID-19 case

The Minnesota Safe Learning Plan for 2020-2021 outlines five goals that MACCRAY Public Schools is dedicated to working towards.

1. Prioritize the safety of students and staff
2. Prioritize in-person learning, especially for younger learners
3. Consider infectiousness and transmission risk among different ages
4. Support planning, while permitting flexibility for districts
5. Take into account disease prevalence at a local level

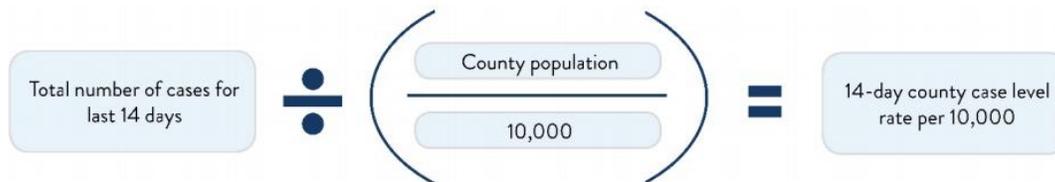
Throughout the Blueprint, you will be able to observe how MACCRAY Public Schools plans to take into account CDC guidelines, MDH guidelines, and MDE requirements, while providing staff and students with a safe place to learn and educate.

Our Safe Learning Model

To begin the 2020-2021 school year, MACCRAY Public Schools will follow MDH parameters using county public health data to support the learning model to be utilized in the District.

County-Level Data

To determine the base learning model, districts will utilize the bi-weekly case rate (over 14 days) by county of residence. The data indicates the number of cases by county over 14 days, per 10,000 people by date of test collection. The equation for determining the level is as follows:



Using the case rate as indicated above, the learning model listed below is recommended to be used by districts.

Number of cases per 10,000 over 14 days (by county of residence)	Learning Model
0-9	In person learning for all students
10-19	In person learning for elementary students Hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students Distance learning for secondary students
50+	Distance learning for all

MACCRAY Public Schools utilizes Chippewa & Kandiyohi County data.

Sherri Broderius and Laura Dannen are responsible for monitoring the data to keep an eye on updates.

Contingency Planning and Flowing in Scenarios

When viral activity increases, MACCRAY Public Schools will analyze the county-level data to determine if another learning model should be selected. The District will notify the Commissioner of Education via the Learning Model Portal within 24 hours of beginning a new learning model.

If viral activity decreases, the District may dial forward to a less restrictive model than what is required. If doing so, it must consult with local public health officials, MDH and MDE through the Regional Support Teams.

After implementing a distance learning model due to high levels of viral transmission in the school or local geographic community, the District will wait a minimum of two to three weeks before bringing students back into the buildings for in-person or hybrid learning.

Parents, guardians, staff and students will be notified of scheduling changes through Infinite Campus (Text, E-mail and Phone Call).

Sherri Broderius, Superintendent is responsible for all communications through the Learning Model Portal.

Distance Learning

Per Executive Order 20-82, MACCRAY Public Schools will offer distance learning options to those who elect to continue distance learning.

Communication

Taskforce

MACCRAY Public Schools has formed a taskforce to work on the modifications needed for the upcoming school year. The taskforce includes the following people.

Name	Title
Sherri Broderius	Superintendent
Melissa Sparks	HS Principal
Judd Wheatley	Elementary Principal
Camel Thein	School Board Member
Selena Owen	Parent/Non-Certified Employee
Ryder Niemeyer, Talen Niemeyer, Austin Sweep	Students
Denise Smith	Community Education
Scott Van Heuveln	Facility Manager
Jesse Westbrook	Technology
Jen Van Eps	Teacher/Union President
John DuHoux	Transportation
Jim Trulock	Activities Director
Jane Groen	Special Education
Julie Wohlman	Food Service
Kim Sandry	School Finance
Laura Dannen	Nurse
Aaron Hess	IEA – EH&S Manager

Sherri Broderius serves as the point of contact for all COVID-19 related matters in the district. This person is also responsible for coordinating with local health authorities regarding positive COVID-19 cases and communicating in the Learning Model Portal. All school staff and families will be provided with this person's contact information.

A COVID-19 Program Coordinator is identified below for each building as well. This person will communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with staff, students and their families, school and district leadership, and local health officials. Their contact information will be included on all communication.

Building	COVID-19 Program Coordinator	Title
East Elementary	Judd Wheatley	Elementary Principal
West Elementary	Judd Wheatley	Elementary Principal
High School & Middle School	Melissa Sparks	High School Principal

Regional Support Teams

Regional Support Teams have been established in partnership with MDE, MDH and the regional service cooperatives. The formation of Regional Support Teams will assist school districts in receiving responses to situations in a timely fashion.

When questions arise, Sherri Broderius, Superintendent will reach out to the Team lead. The Team lead will then communicate with MDH regarding the situation to provide solutions to the district. They can assist with overall questions and concerns as an MDE and MDH partner, provide updates on parameters, and assist with contact tracing and testing events.

MACCRAY Public School's Regional Support Team lead will be through the services provided by the SWWC.

This plan has been reviewed in a consultation session with MDE, MDH and the Regional Support Team.

Communication Methods

The district will release regular communication updates in the following ways:

- School website, Facebook, email, newspaper, and meetings.

The district will continue to utilize the school website and Facebook page for updating staff, students, parents, and the public. Written documentation will be available at the district office for parents who do not have internet access.

The District will make the Restart Blueprint available on the district website and in the district office.

Instant Alert will be utilized to provide parents and staff with immediate updates when necessary.

Posters will be present within the facility, including at the following locations:

- At handwashing sinks to remind building occupants of good handwashing practices
- On entry doors to remind people who have symptoms not to enter
- At entries notifying people of the screening methods

Template Messaging

Message templates have been assembled for:

- School cancellations due to a known or suspected case of COVID-19 in district facilities
- A summary of the changes taking place within the district to be provided to parents, students, and staff

Mental Health & Wellness

The COVID-19 pandemic is causing stress, fear, and anxiety for many people. The District will provide staff, families, and students (age-appropriate) with information on how to access resources for mental health and wellness.

MACCRAY PUBLIC SCHOOLS has the following mental health professionals available:

- Jen Plagge, High School Social Worker & Alli Frikke, Elementary Social Worker

SCENARIO'S 1 – 3 Contact Information

Jen Plagge, HS Social Worker (320) 847-2154 plaggej@maccray.k12.mn.us

Alli Frikke, Elem Social Worker East (320) 967-4281 & West (320) 367-2396 frikkea@maccray.k12.mn.us

Reporting Methods

MACCRAY Public Schools will request parents, guardians, and staff to self-report if they or their student have COVID-19 symptoms, a positive test or have been in close contact with someone with COVID-19.

Parents and guardians will report their students to School Secretary Kathi Beseman besemank@maccray.k12.mn.us, or Sue Goeman goemans@maccray.k12.mn.us
Ph: 320-847-2154

Staff members will report to people listed above.

It is important that close contacts of students or staff with COVID-19 are quickly identified and are informed of the need to quarantine at home. They are encouraged to seek testing even when not showing symptoms, to guard against spreading while asymptomatic or pre-symptomatic.

Training and Education

The following staff categories have received training on the Restart Blueprint in the specific areas listed below. Records of training for the staff categories are located in the District Office.

<p><u>Maintenance & Custodial Staff</u></p> <ul style="list-style-type: none"> • Currently known COVID-19 Facts • Cleaning Methods and Schedule • Employee Right-to-Know • Personal Protective Equipment • District’s Restart Blueprint Overview • Identifying Symptomatic Students • Face Coverings • Screening Yourself 	<p><u>Transportation Staff</u></p> <ul style="list-style-type: none"> • Currently Known COVID-19 Facts • Cleaning Methods and Schedule • Employee Right-to-Know • Personal Protective Equipment • District’s Restart Blueprint Overview • Identifying Symptomatic Students • Face Coverings • Screening Yourself
<p><u>All Other Staff</u></p> <ul style="list-style-type: none"> • Currently Known COVID-19 Facts • Overview of the Custodial Cleaning • Screening Yourself • Receiving Items from Home • District’s Restart Blueprint Overview • Identifying Symptomatic Students • Face Coverings • Screening Yourself 	<p><u>Parents & Guardians</u></p> <ul style="list-style-type: none"> • District’s Restart Blueprint Overview • Transferring Items from Home to School • Scheduling Changes • Face Coverings • How to Screen/What to Screen for • Use of Technology <p>* The district will send home the MDH COVID-19 Decision Tree and MDH “Is it COVID-19?” to assist with symptom identification. This document is located in Appendix B.</p>

Cross-Training and Absence Planning

MACCRAY Public Schools is preparing for absences of staff members by cross training.

MACCRAY PUBLIC SCHOOLS is preparing for absences of essential staff members by cross training. Backup staff members have been assigned for essential roles, shown below.

Team Member	Backup/Fill-In
Sherri Broderius	Melissa Sparks
Melissa Sparks	Judd Wheatley and Sherri Broderius
Judd Wheatley	Sherri Broderius, Melissa Sparks and Mitch Kent
Laura Dannen	Hillary Spray, RN

MACCRAY Public Schools is planning to remain as flexible as possible to accommodate staff and students, while following individual Union Contracts.

In order to prepare for the possible need for more substitute teachers/positions, the District will hold a training for all current substitutes during the school in-service day to prepare for the need to fill-in, in positions that they may not normally perform.

Screenings

SCENARIO 1 – IN PERSON LEARNING

MACCRAY Public Schools will complete proactive screenings of students, visitors, and staff entering the buildings.

MDH requires people to be screened when entering the building. The MDH COVID-19 screening poster will be posted at building entrances to remind people who enter the building the symptoms of COVID-19. Posters will notify entrants that the district will be screening occupants.

MACCRAY Public Schools will implement the following screening process:

- There will be screening stations at entrances listed below. No other entrances will be open.

Building	Bussing Entrance	Drop-Off/Drivers/Walkers Entrance
All	Main Entrance	Bus Drop Off will be Included

- The screener will stand behind a plastic barrier, wearing gloves.
- The screener will visually inspect the person for signs of illness, which could include: flushed cheeks, rapid breathing/difficulty breathing, fatigue, or extreme fussiness.
- The screener will conduct temperature screening using a non-contact thermometer by reaching around/through the barrier.
- Persons who have a temperature less than 100.4°F and no other symptoms may enter. Those with symptoms or a fever will be turned away and will need to go home immediately; students arriving by bus will be sent to a designated isolation area before being picked up by a parent or guardian.

If a disposable or non-contact (temporal) thermometer was used and it did not have physical contact with a child, the screener does not need to change gloves before the next check. If it did touch the child, the screener should change gloves and wipe thermometer with alcohol wipe.

SCENARIO 2 – HYBRID LEARNING

Reliance on Barrier/Partition Controls

- Stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member’s face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Conduct temperature screening (follow steps below)
 - Perform hand hygiene
 - Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Put on disposable gloves.
- Check the child’s temperature, reaching around the partition or through the window.
- Make sure your face stays behind the barrier at all times during the screening.
- If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.

- If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.
- If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.

As necessary - Addition of PPE

- Upon arrival, wash your hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is anticipated.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Take the child's temperature.
 - If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
 - If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves before the next check.
 - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
- After each screening, remove and discard PPE, and wash hands.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.
- If your staff does not have experience in using PPE:
 - Check to see if your facility has guidance on how to don and doff PPE. The procedure to don and doff should be tailored to the specific type of PPE that you have available at your facility.
 - If your facility does not have specific guidance, the CDC has recommended sequences for donning and doffing.

Community Expectations

Hand Washing

Proper hand washing practices are very important to reduce the spread of any viruses. Posters will be placed at all sinks to remind everyone of good hand washing practices.

Hand sanitizer will be provided to all staff members for their desks and workspaces. Hand washing is more effective than hand sanitizer in reducing germs. However, in instances where handwashing is not readily available, hand sanitizer can be used. Visibly dirty or greasy hands should still be washed as soon as feasible. Custodial staff will check mounted hand sanitizer and handwashing supplies during each daily cleaning of the area.

Teaching staff are expected to encourage proper hand washing with all students.

Hand sanitizer will be present and available on all school transportation vehicles.

Face Coverings

Per the Governor's Executive Order 20-81, as of July 25, 2020, people in Minnesota are required to wear a face covering in all public indoor spaces and businesses, unless alone. Additionally, workers are required to wear a face covering when working outdoors in situations where social distancing cannot be maintained. The requirement includes all district buildings and transportation vehicles.

It is not recommended that masks be worn by anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. They are also not recommended for children who cannot manage them on their own and are not to be used on children under the age of two years old. Coverings are not required for students engaging in programming in pre-school (age five and younger).

MDH face-covering guidelines should be followed when wearing coverings. This includes washing hands before applying, washing hands after taking off, not touching the covering repeatedly, and keeping it clean. MACCRAY Public Schools will send home the CDC guidance document on how to safely wear face coverings.

Face coverings are considered to be a paper or disposable mask, cloth face mask, scarf, bandanna or religious face covering. They are required to cover the nose and mouth completely. A face covering is not a substitute for social distancing. Face coverings may be temporarily removed in the following situations:

- During indoor physical activities
- To eat or drink
- During indoor practices or performances where people are singing, acting, playing musical instruments or public speaking
- When asked to remove it for identification purposes
- When working alone in an office, classroom, or vehicle where a person has no person-to-person interaction
- When working in communal spaces that have barriers that are above face level
- When communicating with some who is deaf, hard of hearing or has a disability or medical condition which makes communicating with a face covering difficult

Face shields must extend below the chin, to the ears and with no gap between the forehead and shields headpiece.

Face shields are allowed in the following situations:

- Among students in Kindergarten through grade 8 when wearing a face covering is problematic
- By teachers when wearing a face covering is impeding the educational process
- When staff, students or visitors cannot tolerate a face covering due to a developmental, medical, or behavioral health condition
- When staff are providing direct student support services if the face covering impedes the service being provided

Posters notifying building occupants are posted at building entrances.

The State of Minnesota is providing each student (Kindergarten through grade 12) and staff members with a reusable, cloth face covering. Each school district will receive one face shield for each licensed teacher and shields for 50% of non-licensed teachers. The District will also receive three disposable face masks per student.

The District will distribute by administration.

The CDC does not recommend that N95 respirators be used by individuals at this time, other than healthcare workers with direct exposure to patients; however, employees may choose to wear these. When respirators are used voluntarily in the workplace, OSHA requires that an Appendix D form with information about respirator use be signed by that individual. This form is in Appendix D of this plan.

Protecting Those at Higher Risk

MACCRAY Public Schools will accommodate the needs of students and staff who are at higher risk of serious illness from COVID-19. This includes honoring requests of parents who may elect to continue distance learning due to an underlying medical condition of the student or others in their home.

Jane Groen will facilitate a questionnaire to all staff and families to allow them to self-identify as high risk for illness. Sherri Broderius, Superintendent, will review all staff and students that have identified as high-risk and reach out to them with individual plans to accommodate their needs.

Facilities

Physical Barriers

MACCRAY Public Schools has installed barriers on administrative desks.

There is a non-contact drop box for papers, lunch money, etc. to be deposited into in the District Office.

Gatherings and Visitors

To comply with current public health orders, MACCRAY Public Schools will be limiting non-essential building visitors. It is also encouraged that student drop-off and pick-up occur outside the building, rather than inside.

Large group gatherings will occur virtually while this plan is in effect.

Water and Ventilation Systems

Since the building has been mostly unoccupied for a period of time. MACCRAY Public Schools will follow MDH recommendations prior to opening the building.

CDC Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>

Ventilation systems will be assessed to determine they are operating properly. Dampers are opened to bring in as much outdoor air as possible. If portable ventilation equipment, such as fans are used, precautions must be taken to limit the air from blowing from one person directly to another to reduce the potential spread or any airborne or aerosolized viruses.

Hallways

Floor markings made of non-skid materials will be placed six feet apart in areas that may see congestion, such as outside of restrooms, at communal sinks, outside of the main offices, outside of the district office and outside of the nurse's offices.

Directional signs (entry/exit) will be placed in offices to better direct traffic flow.

Markings will be painted on the sidewalks outside of the buildings to assist with social distancing during the screening process.

Chairs will be removed at this time from reception areas.

Parking Lot Traffic

Concerns of increased traffic into the school lots was discussed. Traffic controls will be adjusted as needed.

Signage will be installed outdoors to assist drivers remain aware about the screening process. Traffic flow maps will also be distributed to parents.

Space Considerations

Playgrounds

SCENARIO 1 – IN PERSON LEARNING

Playgrounds will remain open and will be cleaned daily, per CDC guidelines. This includes cleaning high touch surfaces (swing chains, slides, and grab handles) using soap and water. Cleaning will take place during fair weather, as it is not possible during the colder weather due to freezing.

Students will be directed to wash hands before and after playground use.

Playground usage will occur as a class to keep groups as static as possible. Therefore, there will be fewer students on the playground at a time and the groups will not intermingle with other classes.

SCENARIO 2 – HYBRID LEARNING

The District will use the same method for scenarios 1 and 2.

Computer Lab

SCENARIOS 1 & 2

At this time, the computer lab will not be utilized for holding class. Students will use their personal computers, and for grades K-2nd the computers will be brought to the classroom the students typically reside. All technical equipment will be cleaned and disinfected by the teacher at the end of use.

Library

SCENARIO 1 – IN PERSON LEARNING

Library books will be pre-selected for elementary students. They will be placed in labeled, zip-top bags.

When returned, the bags will be placed in a bin that will rotate on day of the week. Bins of books will sit for 24-72 hours prior to being re-shelved.

SCENARIO 2 – HYBRID LEARNING

The District will use the same method for scenarios 1 and 2.

Technology

SCENARIOS 1 – 3

Each student will have their computer which will eliminate the need for sharing. Tablets will be used by grades K – 2nd and Chromebooks will be used by 3rd Graders – Seniors. When they are distributed, parents/guardians/students will receive bottles of solution for cleaning.

The copy area for staff will remain open and in-use. Those using the machine will be provided an alcohol wipe to clean when done. A poster reminding employees of the need to clean after each use will be posted.

Gymnasium

SCENARIO 1 – IN PERSON LEARNING

Gym classes will be done outside when weather permits. When gym equipment is used, it will be placed in a “dirty” bin, located in the gym, and physical education teachers will clean the toys and the bin at the end of the day, prior to putting away.

SCENARIO 2 – HYBRID LEARNING

The District will use the same method for scenarios 1 and 2.

Sporting Events/Locker Rooms/Fitness Centers

MACCRAY Public Schools follows the MDH document, *COVID-19 Sports Guidance for Youth and Adults (7/22/2020)*.

Non-game settings are required not to exceed 25 people per pod, indoors and outdoors. Intermixing is kept to a minimum.

Crowds for games and/or practices are required to space appropriately, with six feet between individuals or families.

Required to maintain health checks and screenings of participants/staff/volunteers.

Participants are not to share towels, water bottles, or snacks at this time.

The fitness center will be open but will operate at 25% capacity. Therefore, 8 people maximum number of people are allowed in the center at one time.

Classrooms

SCENARIO 1 – IN PERSON LEARNING AND SCENARIO 2 – HYBRID LEARNING

Classrooms will be limited to essential teaching tools. Limiting the number of personal items in the classroom will lighten the cleaning load of the custodial staff. During this time, rugs, and all other non-standard furniture (couches, chairs, bean bag chairs, etc.) will not be allowed in the classroom as they present cleaning challenges.

Classrooms will have desks spread out and will allow for more space between students to avoid crowding.

SCENARIO 2 – HYBRID LEARNING

Classrooms will be limited to essential teaching tools. Limiting the number of personal items in the classroom will lighten the cleaning load of the custodial staff. During this time, rugs, and all other non-standard furniture (couches, chairs, bean bag chairs, etc.) will not be allowed in the classroom as they present cleaning challenges.

Classrooms will accommodate students being socially distanced, spaced 6 feet apart. A space audit has been completed in the District buildings to determine the number of people who can be within the rooms at 50% occupancy, while socially distancing. Individual room capacity signs will be posted outside of each room.

Tables in the elementary rooms will be replaced during this time to allow for distancing between students.

Drinking Fountains

Drinking fountains will be turned off at this time. Bottle fillers will remain in use and will be added to the high-touch audit for custodial staff.

Cafeteria

Districts are required to distribute an Application for Educational Benefits form to all households to complete. The issued form is used to determine meal eligibility. Some families received no cost meals since March, when the District was using a distance learning model. Families are reminded that the District needs to revert to National School Lunch Program regulations and collect forms in order to receive benefits, when eligible. The Districts meal charge policy will be followed in the 2020-2021 school year.

SCENARIO 1 – IN PERSON LEARNING & SCENERIO 2 – HYBRID LEARNING

At this time, the cafeteria will be closed for dining and will be used for staging meals. Both breakfast and lunch will be pre-packaged by food service and served in the classrooms.

SCENARIO 2 – HYBRID LEARNING

Meals, snacks, and beverages served must be individually packaged wherever possible. If not possible, must be served directly to students.

SCENARIO 3 – DISTANCE LEARNING

Home delivery, curbside pickup, or bus stop pickup.

[Nurse’s Room/Isolation Areas](#)

The High School will utilize the Small Conference Room, and at both Elementary Schools Mitch Kent’s offices will be used, should a student or staff member need to be isolated until they can leave the buildings if they are showing symptoms of COVID-19.

[High School Commons Area](#)

The High School Commons Area will remain open and tables will be spaced six feet apart with one chair at each table. Dots will be used as a common and easy way to recognize a table or chair needs cleaning. This space is included in the high-touch audit for custodial staff.

Scheduling

SCENARIO 1 – IN PERSON LEARNING

Classes will take place with all students present allowing for better spacing of students.

SCENARIO 2 – HYBRID LEARNING

To comply with MDH and CDC Guidelines, MACCRAY Public Schools has adopted the following hybrid scheduling model below.

August '20						
Su	M	Tu	W	Th	F	S
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '20						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '20						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MACCRAY PUBLIC SCHOOLS 2020-2021 Board Approved 2/10/20

August 10
New Teacher Training
August 11-12
Fall Inservice
August 10-12
Back to School Days 12-6
August 10: Green Families
August 11: Blue Families
August 12: Make-Up
(Pay fees, pictures 7-12 @ HS, sports passes, computers, parking passes)

August 17
Fall extracurricular begins

August 18
First Day of School

School Events
Homecoming: September 14-18
Homecoming Coronation: Sept. 14
Snow Week: January 25-29
Snow Week Coronation: January 25
Prom: April 30

Quarter/Semester End Dates
1st Quarter: Aug.18-Oct. 21
2nd Quarter/1st Sem: Oct. 22 -Dec. 23
3rd Quarter: Jan. 5-March 10
4th Quarter/2nd Sem: Mar.11-May 13

P/T Conferences
October 29: 4:30-8:30pm
November 2: 7:30am-8:30pm
February 2: 4:30-8:30pm
February 4: 4:30-8:30pm

School Holiday Breaks
MEA Break- Oct 15 & 16
Thanksgiving- November 26-27
Winter Break- Dec. 24-Jan. 4
Spring Break- Feb. 11 & 12
Easter Break- April 1 & 2

May 13
Last Day of School - Students

May 14
Commencement - @ 7:00pm
Teacher work day.

Faculty Workshops
Aug. 10-New Teacher Workshop
Aug 11, 12, 13
Sept. 28
Nov. 16
Jan. 18-Collaborative Inservice

Snow Days
The first five (5) snow days will be eLearning Days.

February '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '21						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2020-2021 Qtr. Days-Student/Teacher

1st Quarter:	3842.4
2nd Quarter:	3839
3rd Quarter:	3840
4th Quarter:	3738
Total:	Student Days: 149
	Staff Days: 150.4

Primary Election Day-	09/11/2020
Labor Day-	09/07/2020
Columbus Day-	10/12/2020
Election Day-	11/03/2020
Veterans Day-	11/11/2020
Thanksgiving Day-	11/26/2020
Christmas Day-	12/25/2020
New Year's Day-	01/01/2021
Martin Luther King	01/18/2021
Presidents Day	02/15/2021
Township Election	03/09/2021
Memorial Day-	05/31/2021

■ No School
 ■ Green Days
 ■ Blue Days

Elementary – There will be no set bell schedule, specials are staggered, walk right side of hall only, be mindful of traffic coming at you. It will be coached to wait until a person has passed and then go.

High School - Bell schedule will remain unchanged – at the bell Odd # classrooms leave at bell, Even # classrooms wait one minute then pass.

Band: Class sizes will be limited to maintain social distancing, 8 feet or greater.

Choir: Will be held outdoor with appropriate social distancing of 8 feet or greater.

Industrial Arts: After shop equipment is used, students will be responsible for disinfecting touched surfaces using wipes within the classroom.

Art: After art supplies are used, students will be responsible for disinfecting touched surfaces using wipes within the classroom.

SCENARIO 3 – DISTANCE LEARNING

Distance learning will occur.

[Community Education](#)

SCENARIOS 1 & 2

Indoor meetings or events held by other outside organizations in school facilities will have to follow the seating entertainment and meeting venue guidance and have a preparedness plan – Occupancy limits are 25%, not to exceed 250.

SCENARIO 3 – DISTANCE LEARNING

No one allowed on site.

[Special Education](#)

SCENARIO 1 – IN PERSON LEARNING

To be determined if we are doing in person learning and if it will include special accommodations for special ed. Students IEP's should include if they are not required to wear a face covering. The direct support student service personal will have PPE provided.

SCENARIO 2 – HYBRID LEARNING

Students IEP's should include if they are not required to wear a face covering. The direct support student service personal will have PPE provided.

[Arrival and Dismissal](#)

A single entrance will be used for arrivals. This entrance has been identified as the main entrance. Exits at the dismissal will include the main entrance and East doors of the building.

Staff will monitor the arrival and dismissal times to curtail congregating and ensure students go straight from vehicles to classrooms and vice versa.

Staff members will not be allowed to access the building outside of standard hours of Monday – Friday 7:00 am – 7:00 pm.

We will stagger students on release at the end of day for each building. For the elementary schools K-3rd will be released first and 4th – 6th will follow.

Transportation

Under Scenario 1 and 2 – you need to keep kids as far apart as possible and maintain 6 feet from the driver always. Required to wear face coverings, required to clean between routes, required to keep doors and windows open when cleaning and between trips

On a 71-passenger bus, there are 13 seats per side. On an 88-passenger bus, there are 14 seats per side. To maintain six feet of distance, every other seat will be used, on every other side.

Child Care

Executive Order 20-82 indicates that school districts and charter schools that operate a hybrid or distance learning model must provide eligible school-aged children with childcare during school hours in which they are not receiving instruction in the school building.

The school-age care is defined as children age 12 and under who are children of critical workers in the Tier I list of critical workers. Tier I workers include:

- Healthcare and public health
- Law enforcement, public safety and first responders
- Food and agriculture
- Judicial Branch (essential services)
- National Guard (if activated under a Governor Executive Order)
- Educators and school staff providing in-person instruction or caring for children of critical workers
- Childcare and school-age care providers

SCENARIOS 2 & 3

Childcare is required to be provided to students of critical community employees under Scenarios 2 and 3. Community Director Denise Smith can be contacted at smithd@maccray.k12.mn.us to be informed of these needs by individuals that qualify.

Facility Cleaning Methods and Considerations

Cleaning Considerations

MACCRAY Public Schools has prepared in-depth cleaning practices to prevent the exposure of COVID-19. Key elements include:

- Staff will utilize QT+ or QT3 by Hillard, which is an approved disinfectant on high touch multiple surfaces
- The dwell time of product is 10 minutes for QT+ and 5 minutes for QT3.
- The SDS states that the PPE is required and includes chemical resistant gloves.
- The SDS is available to staff in all areas of use.
- The containers are pre-labeled with GHS compliant labels.
- Staff have received training on good cleaning practices and Employee Right-to-Know. Records are located at the District Office.

When technology items are needing to be cleaned, alcohol wipes or dawn dish soap will be utilized to prevent damage to the equipment.

Routine Cleaning

MDH and CDC recommend routine cleaning and disinfection occur to assist in prevention of the virus spread. MACCRAY Public Schools accomplishes this through routine cleaning of high touch points as listed below, per CDC guidelines.

Internal custodial staff who complete routine cleaning follow these recommendations:

1. Wear chemical-resistant gloves
2. If the surface is visibly dirty, clean using soap & water
3. Disinfect surfaces using disinfectant provided and paper towels and or disposable scrub pads. The product needs to remain wet on the surface for the designated amount of time.
4. Use a garbage bag for your waste. When full, place garbage in dumpster.
5. Remove gloves, then wash hands thoroughly with warm water and soap for at least 20 seconds.

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
-------	--------------------------------	---------------------------	--------------------

COMMON AREAS

Main Entrance/Vestibule Door Handles and Electronic Door Assist Buttons	4 times/day	Morning Late Morning Early Afternoon End of Day	Custodians
Main Office Door Handles			
Bottle Fillers			
Check-in Counters/Front Office Counters			
Handrails			
Elevator Buttons			
Vending Machine Buttons, cash input/output surfaces, pickup slot door			
Tables/Chairs in HS Commons Area			

MAIN OFFICE & DISTRICT OFFICE & TEACHERS LOUNGE

Door Handles/Inside Outside	1 time/day	Morning	Custodians and Staff as Needed
Conference Room Tables			
Desks			
Chairs - Armrests, Grip areas			
Phones and Computers			
Break Room: Tables, Chairs, Appliance Handles & Doors, Cabinet Pulls & Doors *Removing all other shared condiments			

GENERAL CLASSROOM

Door Handles *Identify all touch points during open/closing	1 time/day	Morning	Custodians and Staff as Needed
Door Frames			
Light Switches			
Tabletops			
Desks			
Chairs (Include hand grip locations)			
Cabinet Handles/Pulls and Front of Doors			
Sink Faucets and Front Edge of Sink			

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
--------------	---	--------------------------------------	---------------------------

BATHROOMS

Cold/Hot Water Faucets and Front of Sinks	3 times/day	Morning After Breakfast And After Lunch	Custodians
Toilet Flusher			
Toilet/Toilet Bowl			
Push Locations Inside/Outside Stall Doors			
Mirrors			
Soap Dispensers			
Handle/Push Spot on Main Door Inside/Outside			
Accessible Grab Bars			
Cabinet Handles/Pulls and Front of Doors			
Baby Changing Stations			
Hand Dryers/Paper Towel Dispenser			

COMPUTER LAB

Entrance Door Handles (Inside/Outside)	5 times/day	After Each Class	Teaching Staff
Computer Keyboards Covers & Mouse			
Counters/Tables			
Chairs (Hand Grip Locations)			

PLAYGROUNDS

Swing Chains	When Possible	When Possible	Custodians
Slides			
Overhead Bars			
Grab Handles			

GYMNASIUM

Entrance Door Handle	1 time/day	Morning	Custodians
Shared Equipment/Used Equipment Bin			

Cleaning with Suspected or Confirmed Case of COVID-19

MDH and CDC recommend additional cleaning measures take place should there be a known or suspected COVID-19 case within the building. Cleaning occurs in all locations where that person was present. The CDC recommends proceeding with regular cleaning if you receive this information seven days or more since the person has been in the building.

Custodial staff complete the cleaning sequence below if there is a suspected or confirmed case:

1. Vacate the area. Leave windows open for circulation, if feasible.
2. Allow the space to ventilate for at least 24 hours or more, if feasible, before cleaning.
3. Wear chemical-resistant gloves.
4. If the surface is visibly dirty, clean using soap & water.
5. Disinfect surfaces using disinfectant provided and paper towels and/or disposable scrub pads. The product needs to remain wet on the surface for the designated amount of time.
6. Use a garbage bag for your waste. When full, place garbage in dumpster.
7. Remove gloves and then wash hands thoroughly with warm water and soap for at least 20 seconds. Clothing coverings should be removed immediately after cleaning/disinfecting and placed in an airtight plastic bag; these items can be laundered later.

Special Cleaning Considerations

Toys

During this time, toys in classrooms that cannot be cleaned and sanitized will not be used. After toys are used, they are placed in a separate bin and cleaned by Early Childhood staff. Toys will be cleaned with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry OR cleaned in the dishwasher, sanitize with an EPA-registered disinfectant, rinse again, and air dry.

Porous Surfaces

During this time, unnecessary rugs and other porous objects have been removed from classrooms. Other porous surfaces may include: chairs, furniture, rugs, linens, clothing, etc. If porous surfaces do need to be cleaned, the following steps will be followed:

- Handle laundry wearing gloves
- Transport laundry in disposable garbage bags when possible OR clean and disinfect the method of transportation
- Do not shake laundry out
- Wash on hottest water setting with regular detergent
- Dry thoroughly

Transportation

Vehicles and busses used to transport staff and students need to be cleaned after every trip. The district's cleaning method will be used. Bus drivers will receive training on proper cleaning practices and will be provided with cleaning supplies and PPE.

Handling Suspected or Confirmed Cases

MACCRAY Public Schools will proceed as follows with suspected or confirmed cases:

- The person will be separated and held in the designated isolation area until they are able to be picked up by a parent or guardian.
- While waiting they will be under visual supervision of a staff member.
- The staff member and person waiting will be requested to wear face masks, unless either person is unconscious, has trouble breathing or is incapacitated.
- Cleaning steps outlined in the cleaning section will be followed, ensuring that communal spaces such as restrooms and copy rooms the person used are included.
- MDH will be notified of confirmed COVID-19 cases of students or staff. It will be reported by emailing health.schoolcc.followup@state.mn.us

The district will contact parents or guardians of the student to transport an ill student home. If medical care is needed, 911 will be called.

Anticipated Situations

While in in-person learning for all students, it is assumed that minimal to moderate community spread is occurring, but the impact on the school community in terms of confirmed cases among students and staff is relatively small. If single, standalone confirmed cases occur while in this model, it is possible that the affected classroom(s)/space(s) may be temporarily shifted to distance learning, rather than the entire school.

If multiple cases are identified but can be linked to a specific classroom or activity and close contacts can be identified quickly. Temporary distance learning may be implemented for the affected.

While in hybrid learning, it is assumed that moderate to substantial community spread is occurring. If the number of students and school staff who are absent or who are sent home with influenza or COVID-19 type symptoms reaches 5% of the total number of students and staff in a school within a single week, the transition to a distance learning model may take place.

The distance learning model may be considered for short periods of time if confirmed cases are identified but contact tracing and notification of close contacts in school settings cannot be completed with 24 to 36 hours.

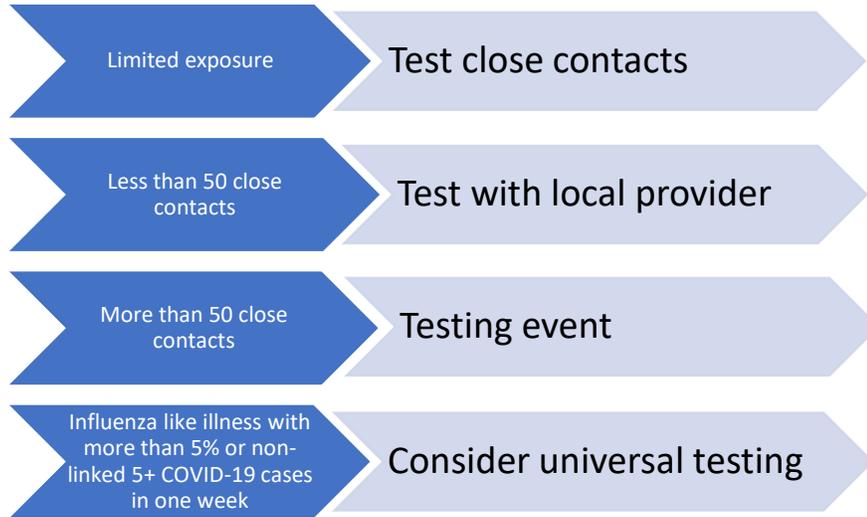
Testing

Testing may be necessary depending on situations that may arise. MDH has provided guidance on the situations that may arise and need to involve testing below.

- Testing of close contacts should not occur until a person becomes symptomatic or at least 5 to 7 days has passed since their last exposure to the confirmed case to guard against a false negative test result.
- Even when a person who has been in close contact with someone with a positive COVID-19 test result, they must remain in quarantine for a full 14 days, since some people develop the infection at the end of the incubation period.
- If a known exposure occurs in a classroom, close contacts will be quarantined at home for 14 days.
- Routine, universal testing is not recommended in schools and is not recommended to be used as an entry or enrollment tool for staff, students, or families.
- Should testing be needed for staff and students, the State of Minnesota will assist by providing at-home tests to staff and students utilizing a courier service to transport samples to the laboratory.
- *Close contact is defined as someone who was within 6 feet of an infected person for at least 15 minutes starting 48 hours before illness onset until the time the person is isolated.

- Testing events will be considered if more than 50 close contacts are identified. The Regional Support Team will execute the event and would occur 5-7 days after the known exposure.
- Universal testing could be recommended if substantial or ongoing transmission is occurring. Substantial transmission is defined as a threshold of 5% of total attendees having influenza like illness or there are five or more non-linked laboratory confirmed cases in a single week.

The following table has been provided to assist with determining the testing type.



Appendix A

Posters

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet
(about 2 arms' length)
from other people.



Cover your cough or sneeze with a
tissue, then throw the tissue in the
trash and wash your hands.



When in public, wear a
cloth face covering over
your nose and mouth.



Do not touch your
eyes, nose, and mouth.



Clean and disinfect
frequently touched
objects and surfaces.



Stay home when you are sick,
except to get medical care.



Wash your hands often with soap
and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

316917-A May 13, 2020 11:00 AM



Hands that look clean can still have icky germs!

Wash YOUR HANDS!



This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention



STAY HOME IF YOU'RE SICK

If you're sick, stay home, rest, and remember to:



Cover your coughs and sneezes with a tissue or your sleeve.



Wash your hands often with soap and water.



Clean frequently touched surfaces and objects (for example, TV remotes and computers).



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

For more information: www.cdc.gov/npi | 1-800-CDC-INFO (232-4636) | www.cdc.gov/info

Maximum Room Capacity

People





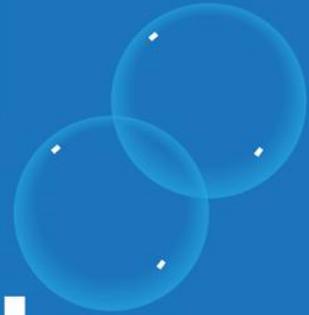
Per Minnesota Executive Order 20-81

**FACE MASKS
MUST BE WORN IN THIS
FACILITY**

Exemptions Include: Children in programming (other than Kindergarten) under the age of five), medical conditions, mental health conditions, or a disability that makes it unreasonable for the individual



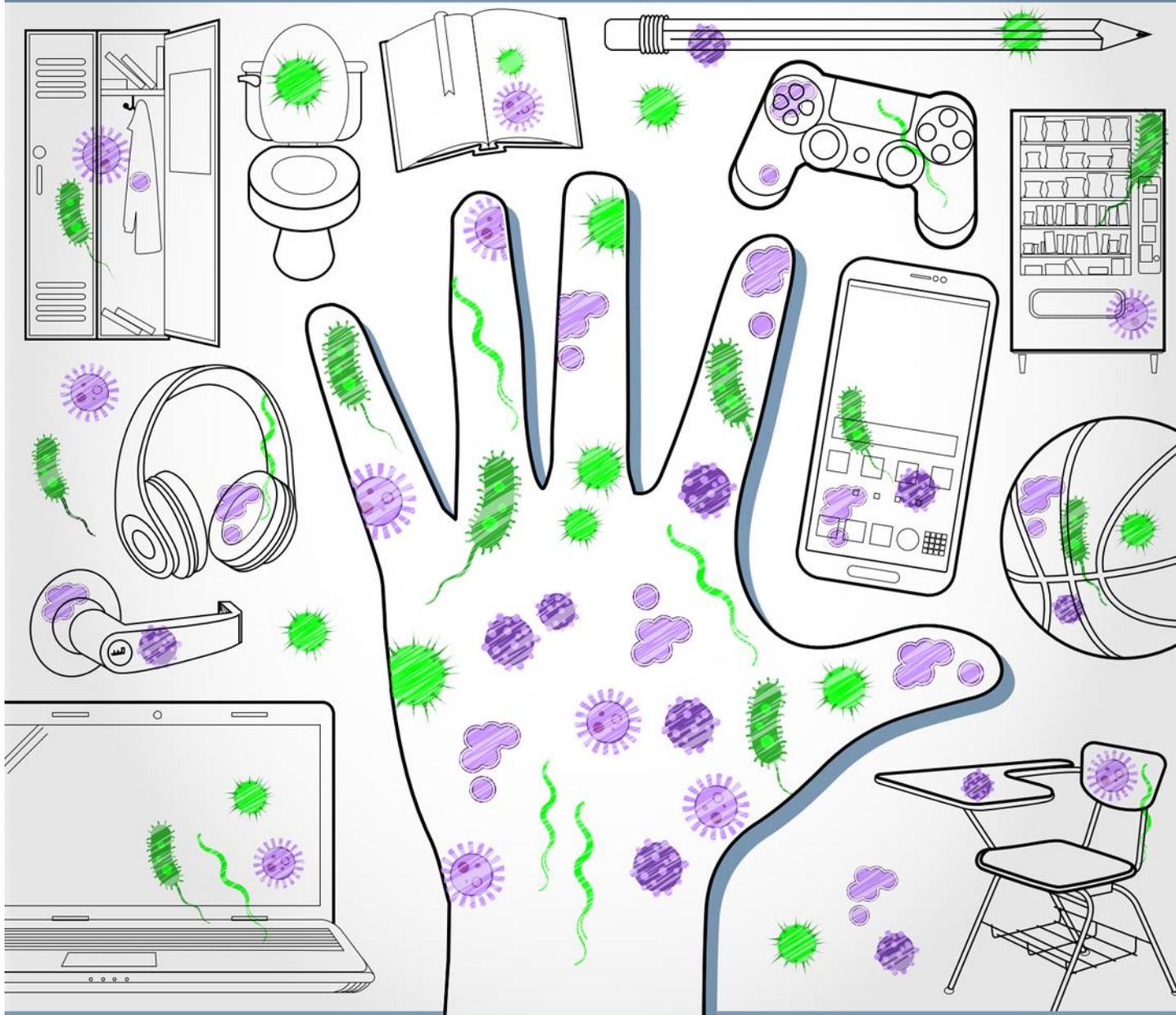
KEEP
CALM
AND
WASH
YOUR
HANDS



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

GERMS

are all around you.



Stay healthy.
Wash your hands.

Students: Let's work together to stop the spread of COVID-19

DID YOU WASH YOUR HANDS?

stop



think



wash hands



ASK YOURSELF:

Did I just go to the bathroom?

Am I about to eat?

Did I just eat?

Did I cough or sneeze?

Did I touch supplies or objects
that other people have touched?

Did I touch garbage?

Did I touch my cloth face cover?

If you can't wash your hands,
ask your teacher or another
adult for hand sanitizer.



cdc.gov/coronavirus

DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

Tell your mom, dad, or caregiver before you come to school. Tell your teacher or an adult if you become sick at school



cough



Shortness of breath
or problem breathing



chills



sore throat



loss of taste
or smell



muscle pain

OTHER SYMPTOMS INCLUDE:

*fever, runny nose, diarrhea, feeling nauseous
or vomiting, feeling tired, headache,
and poor appetite*



cdc.gov/coronavirus

Students: Let's work together to stop the spread of COVID-19

KEEP SPACE BETWEEN YOU AND OTHERS

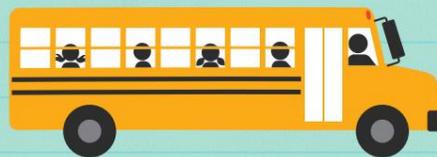
when outside



in the classroom



on the bus



try to skip a row if possible



cdc.gov/coronavirus

DON'T LET YOUR GERMS GO FOR A RIDE



COVER YOUR COUGHS AND SNEEZES

*with a tissue or use the inside of your elbow.
If you use a tissue, throw it in the trash, and
wash your hands right away.*

*If you can't wash your hands, ask
your teacher or another adult
for hand sanitizer*



cdc.gov/coronavirus

CLASS RULES



stay home if
you feel sick



6 FT



keep 6 ft
from others



wash your
hands with
soap and water



use hand sanitizer
if you can't wash
your hands



cough or sneeze into a
tissue or use your elbow.
clean your hands after.

OTHER CLASS RULES



cdc.gov/coronavirus

STAY SAFE MN

Prevent the Spread of COVID-19



Wash your hands



Get tested when sick



Stay 6 feet from others



Wear a mask



Stay home when able



Work from home when able

WATCH FOR SYMPTOMS



Fever



Cough



Shortness of breath



Chills



Headache



Muscle pain



Sore throat



Loss of taste or smell

For more information, visit health.mn.gov
HOTLINE: 651-297-1304 or 1-800-657-3504

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Minnesota Department of Health

Contact health.communications@state.mn.us to request an alternate format.

06/10/2020

In times of pain and grief, we want to come together. COVID-19 makes this difficult.

Help slow the spread



**Wear a
mask**



**Wash or
sanitize your
hands often**



**Stay 6 feet
from others**

mn.gov/covid19

DON'T FORGET TO WASH



WET YOUR HANDS

1



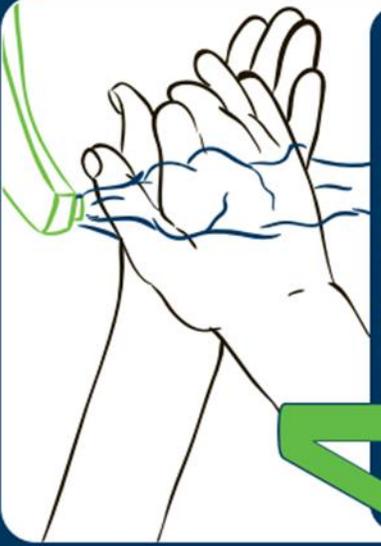
APPLY SOAP

2



WASH YOUR HANDS
for 20 seconds

3



RINSE WELL

4



DRY YOUR HANDS

5



TURN OFF WATER
with paper towel

6

mn DEPARTMENT
OF HEALTH

651-201-5414, www.health.state.mn.us

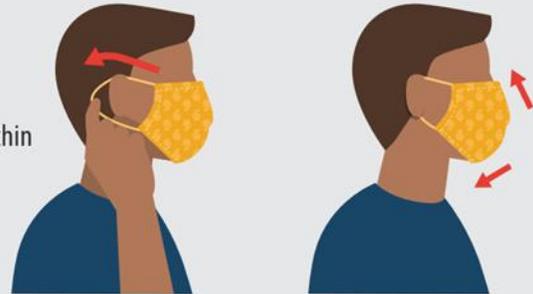
Don't forget to scrub between your fingers,
under your nails, and the top of your hands.

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

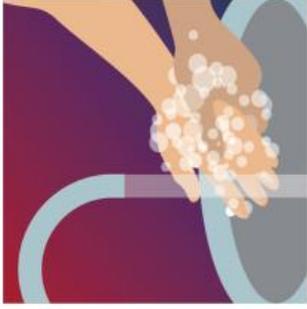
For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Appendix B

MDH Posters/Handouts

How to Safely Wear Your Mask



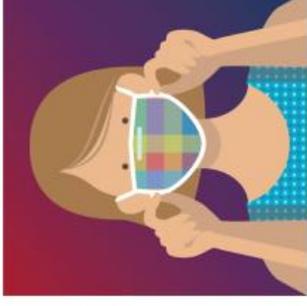
Step 1: Wash or sanitize your hands.



Step 2: Make sure the top of the mask is over your nose and the bottom is under your chin.



Step 3: Place the mask over your nose and mouth before you use the ear straps or tie it behind your head.



Step 4: Move the mask around so it covers nose, mouth, and chin completely.



Step 5: The tops of some masks can bend. Press your fingers on the top of the mask to make them fit tight around your nose.



Step 6: Do not touch the mask while wearing it. Use the mask ear straps or ties if you need to make it fit better.



Step 7: Use the mask ear straps or ties to take it off. Do not touch the front.



Step 8: Throw away if mask is disposable.



Step 9: Wash your mask by machine or by hand before you use it again.



Step 10: Wash or sanitize your hands again.

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STAY SAFEMN

Is it COVID-19?

COVID-19 symptoms can include fever, cough, and shortness of breath. This may be similar to other illnesses, like the flu and common cold. Many people with COVID-19 have mild or few symptoms, and some may have no symptoms at all.

If you have symptoms of COVID-19, you should get tested. Talk to your health care provider or visit mn.gov/covid19. **For medical emergencies, such as difficulty breathing, call 911.**

	SYMPTOMS	COVID-19	FLU	COLD	ALLERGIES
	Cough	Often	Often	Sometimes	Sometimes
	Fever	Often	Often	Rarely	Never
	Body aches	Sometimes	Often	Rarely	Never
	Shortness of breath	Sometimes	Sometimes	Rarely	Rarely
	Headache	Sometimes	Often	Sometimes	Sometimes
	Fatigue	Sometimes	Often	Sometimes	Sometimes
	Sore throat	Sometimes	Sometimes	Sometimes	Sometimes
	Loss of taste or smell	Sometimes	Rarely	Rarely	Rarely
	Diarrhea	Sometimes	Rarely	Never	Never
	Chest pain or pressure	Rarely	Rarely	Never	Never
	Runny nose	Rarely	Sometimes	Often	Often
	Sneezing	Rarely	Sometimes	Often	Often
	Watery eyes	Never	Never	Never	Often

This list is not all-inclusive.



VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST



CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers “Yes” to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

Symptoms of COVID-19 include: new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

What to do if you're waiting for COVID-19 test results (PDF) (www.health.state.mn.us/diseases/coro/navirus/waiting.pdf)

Positive test result: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis without a lab test OR people with symptoms consistent with COVID-19 without a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the [Infectious Diseases in Childcare Settings and Schools Manual \(www.hennepin.us/daycaremanual\)](http://www.hennepin.us/daycaremanual).

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

Siblings and household members do not need to stay home.



Appendix C

Plan Audit/Checklist

Table 1: Plan Audit/Checklist

COMMUNICATION	<i>Date Completed</i>
Posters are present at all handwashing sinks	
Posters are present on all entry doors (symptom information and mask requirements)	
Posters are present at entries notifying people of the screening methods	
Template messaging is complete for school cancellations	
Plan is posted on the website	
NHS students are involved in the implementation of the plan	
Google form was completed and provided to attendance secretaries with information needed to complete reporting (Asha)	

MENTAL HEALTH AND WELLNESS	<i>Date Completed</i>
Group sessions are occurring	
High/Middle School journaling sessions are occurring	
Training sessions were completed with teachers	
Videos were published for staff, students and families regarding assistance available	

TRAINING AND EDUCATION	<i>Date Completed</i>
Maintenance/custodial staff received training	
Transportation staff received training	
All other staff received training	
Parents and guardians were provided with educational materials	
Back up drivers were established for transportation	
Back up lists were assembled for teachers	

SCREENINGS	<i>Date Completed</i>
Screening stations were created and placed	
Stations have supplies and instructions (Asha)	
Screening kits are assembled for busses/vehicles	

COMMUNITY EXPECTATIONS	<i>Date Completed</i>
Hand sanitizer is present in the buildings and on busses	
Face masks and shields are available	
Accommodations were made for those who self-identified as high risk	

SPACE CONSIDERATIONS	<i>Date Completed</i>
<u>Physical Barriers</u> : Present in all nurse's offices, main offices and district office	
<u>Hallways</u> : Floor markings are present outside of restrooms, at communal sinks, outside main offices and outside nurse's offices – Entry/exit signs are present in main offices – Sidewalk markings are present outside for screening stations – Chairs are removed from reception areas	

<u>Parking Lots:</u> Exterior signs are present directing traffic – Flow maps were created and distributed	
<u>Playgrounds:</u> Weekly cleaning schedules are worked out with case managers – Documentation is set up in each building	
<u>Computer Lab:</u> Keyboard covers are present, disinfecting products are present for the instructor and tags are present on computers noting the clean vs. used computers	
<u>Library:</u> Bags are ready for students for books to be placed and a bin is present for used books	
<u>Technology:</u> Wipes are present by copier machines, a poster reminding people to clean the copy machine after use and the technology portion of the website will be developed and a technology helpline is established	
<u>Gymnasium:</u> Bin is present in the gym to collect used equipment needing to be cleaned and disinfecting products are present for the instructor	
<u>Classrooms:</u> Rooms do not have excess items, rooms do not have rugs present, and furniture is moved/spaced	
<u>Drinking Fountains:</u> Fountains are shut down and bottle fillers are open	
<u>Cafeteria:</u> Cafeteria has supplies necessary to pre-package meals	
<u>Nurse's Room:</u> Isolation rooms have been set-up	

SCHEDULING	<i>Date Completed</i>
Staff are scheduled to monitor arrival and dismissal times	
Seats are marked on busses noting students of where to sit	

CLEANING	<i>Date Completed</i>
Staff has QT-3 and Re-Juv-Nal present/available	
Containers are labeled	
Safety Data Sheet is available	
Staff have received training	
High touch audit has been laminated and provided to cleaning staff	
Staff have chemical resistant gloves available	
Door tags are present on each door	
Cleaning kits were assembled for areas	

Appendix D

OSHA Voluntary Respirator User Form

Respiratory Protection

VOLUNTARY USER INFORMATION

Employees whose job duties, positions, or work environments require respiratory protection as determined by the District are fully covered under the Respiratory Protection Program. Some of our employees use respirators on a voluntary basis as an additional level of comfort and protection in different work environments. OSHA requires employers to give voluntary respirator users information provided in Appendix D of 29 CFR 1910.134. Appendix D states the following:

Appendix D to Sec. 1910.134 (Mandatory)

Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose a respirator certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]

By signing this document, you state that you understand why this information is being provided to you, know where respiratory protection related safety records are maintained, and will abide by the parameters listed in Appendix D.

_____	_____	_____	_____
Print Name	Signature	Job Title	Date

Appendix E

Template Messages

MACCRA Y Independent School District #2180



Student Handbook 2020-2021
Board Approved: August 10, 2020

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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 Schools

The allowance of food in the classrooms will be at the discretion of the Administration and classroom teachers and is subject to change.

MACCRAY 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 Melissa Sparks, 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).
- 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 with a cumulative GPA of 3.5 - 3.749 from the 1st semester of 9th grade through the 1st semester of the senior year will earn High Honors.
- Students with a cumulative GPA of 3.00 - 3.499 from the 1st semester of 9th grade through the 1st semester of the senior year will earn 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 Mother Stars 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 cancelled 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. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

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. Highest Honors (3.75-4.0), High Honors (3.5-3.749) Honors (3.00-3.499) 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.

PRIDE Pass Punch Card

A. Number of punches

1. Five punches per quarter for students in grades 7 & 8
2. Five punches per semester for students in grades 9-12.

B. General Guidelines

1. 7th grade advisors will keep the punch cards for the students; all other students are responsible for carrying their own cards.
2. Students that want to redo an assignment, retake a test or make test corrections will be charged a punch if the teacher approves their request. Details are listed under section I.
3. Leftover punches cannot be carried over to the next quarter, semester, or school year.
4. Students who lose their cards (or have them stolen) will not receive a new one.
5. Teacher will punch AND initial when a punch is used.
6. The card IS NOT punched and initialed when a student request is denied.
7. The student can ask for the teacher to reconsider his/her denied request if it is done in a timely manner.
8. Please note there may be special circumstances for our special education students. Please consult your special education binder.

I. Redos, Test Retakes and Corrections

A. Redo

1. No punch if the teacher requests the redo

2. If the student requests a redo, and the teacher grants it, that costs the student a punch.
3. It is up to the teacher if a grade deduction (ie - 10%) is applied to redone work.

B. Test Retakes and Test Corrections

1. No punch if the teacher requires the retake or make test corrections.
2. If the student requests a retake or to make test corrections and the teacher grants it, that costs the student a punch.
3. Teachers have the discretion on the amount of credit they will grant for test retakes or test corrections.

➤ Because all work must be completed a punch is NOT required for late work but a grade deduction may be applied. The amount of deduction is determined by teacher discretion.

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 27 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 and probability 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 a chemistry, physics or Career and Technical Education (CTE) credit as part of the 3-credit agreement. (The CTE credit must meet the standards underlying the chemistry or physics credit.)
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/Driver's Education	2	Students take Physical Education 9 for a semester, Driver's Education for a semester and then Personal Wellness 10 for the entire year.
Jr/Sr Strategies	.5	This personal finance class is required for graduation.
Elective Courses	8.5	

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 sons and daughters about missing work.

Our 7-12 teaching staff has developed a program called the **PRIDE Pass**. (See page 20 for guidelines) This program is designed to give students a second chance to redo assignments, retake a test, or make test corrections. The goal of the program is for students to learn to advocate on their own behalf and to accept responsibility for their school work. All students are required to complete all assignments. Teachers, however, have the discretion to deduct the amount of credit given. Students were given their PRIDE pass card the second week of school. The number of punches each student has on his/her card depends on their grade. Seventh and eighth graders get five punches (chances) *per quarter* to ask to redo assignments, retake a test or make test corrections while ninth through twelfth graders get

five punches per semester. As the parent, you will receive a daily email or Infinite Campus inbox notice that your son/daughter has a missing assignment. If you are not receiving these messages please contact the high school office so that we can get you set up.

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

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:

- 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 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 and Other Electronic Devices

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. 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.

High School Cell Phone Violations

- First 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 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.

Consequences

- Mandated reporting to county social services
- Reports to law enforcement
- Removal from class
- Detention/Suspension/Exclusion/Expulsion

Elementary Schools 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*.

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 tank tops, tops that expose the midriff, and other 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, 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 school district policy.
- Any apparel or footwear that would damage school property.
- Hats are not to be worn in the building except with the approval of the building principal (i.e. student undergoing chemotherapy, medical situations).

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 or will 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

Water will be tested in all three MACCRAY sites on an annual basis. For information contact the superintendent.

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.

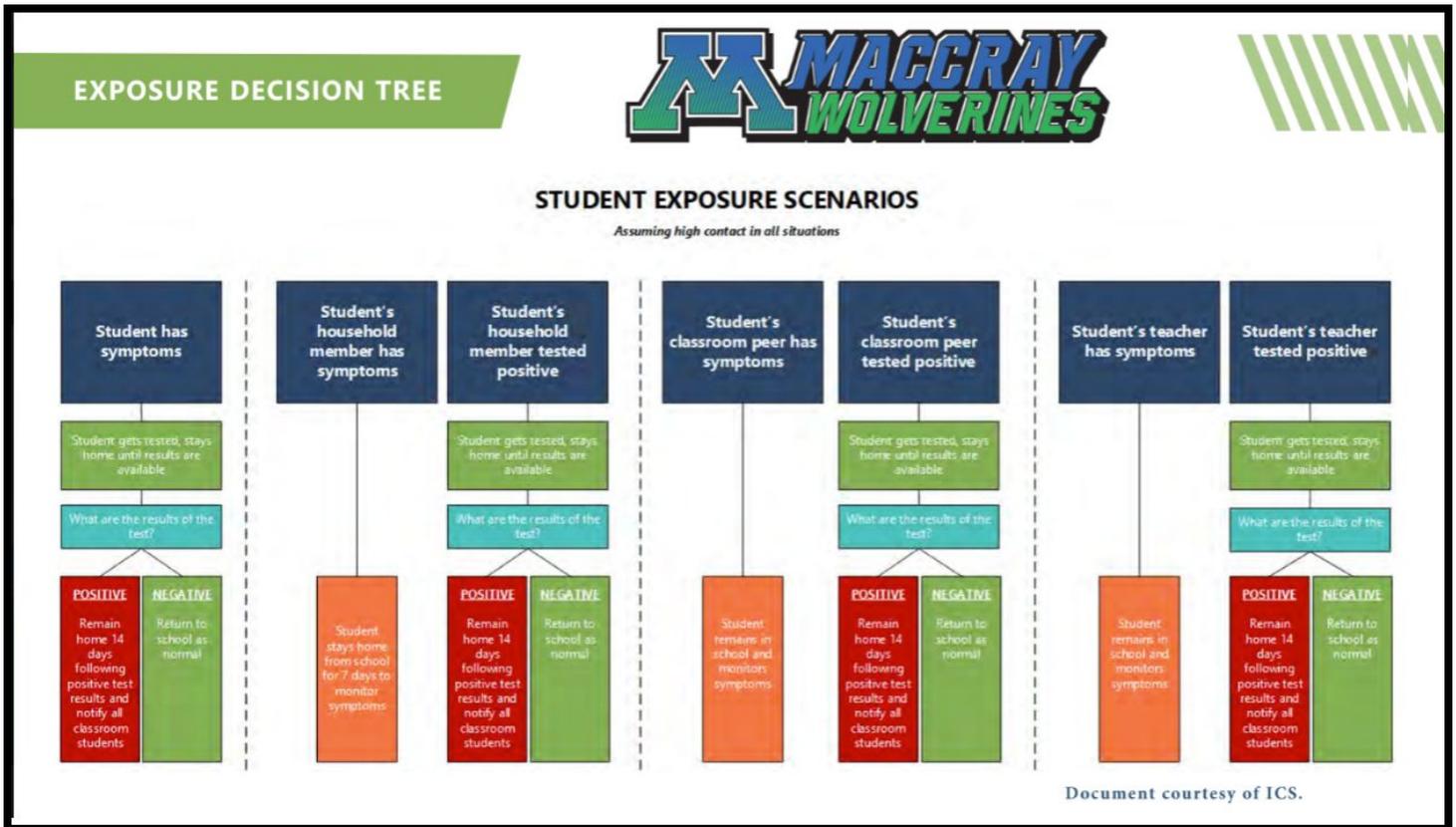
The District has installed automated external defibrillators (AED) either near the Office and near the Gymnasium/Cafeteria in each building. Tampering with any AED is prohibited and may result in discipline.

COVID-19 Policies

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

- Parents should monitor students at home and use the MDH Decision Tree, found below, as well as the guidance from our school nurse on when to stay home from school.
- Students will be screened before entering schools.
- Students should not congregate at lockers or in hallways between classes or at the beginning or end of the day. Straight from the bus or car to the classroom.
- High School A la Carte will be discontinued at this time. Healthy snacks from home are encouraged.
- Music and Phy Ed classes will be held outside as much as possible. Students need to be dressed appropriately for the weather.
- Face coverings are required to be worn covering mouth and nose as per Executive Order 20-81 for all students Kindergarten – 12 grade.
- Avoid the sharing of electronics, books, toys, games etc with other students.
- Students should keep personal items labeled in desks or lockers.
- No snacks on the bus.
- Students are encouraged to bring their own water bottles filled daily from home. Water fountains will not be turned on.
- School age Care will be provided for critical workers during distance learning for a fee.

MDH COVID-19 Decision Tree



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 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. 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 they. 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 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.

PRIDE Honor Letter - High School

The purpose of the PRIDE Honor Letter is to recognize students, grades 7-12th, who take part in many activities and excel in academics. **There are 135 points required for a student to earn an honor letter.** Letters are awarded in May of the school year.

1. Academics: Points will be earned quarterly for academics based on the Term GPA for the quarter. Quarter 4 will be calculated at mid-quarter. There is no maximum on points earned for academics.

4.0 - 3.7 =	28 points
3.66 - 3.54 =	25 points
3.5 - 3.3 =	23 points
3.25 - 3.0 =	21 points
2.95 - 2.7 =	19 points
2.66 - 2.54 =	17 points
2.5 - 2.3 =	15 points
2.25 - 2.0 =	14 points
1.95 - 1.7 =	12 points
1.66 - 1.54 =	10 points
1.5 - 1.3 =	8 points
1.25 - 1.0 =	7 points
.95 - .54 =	5 points
.5 - 0 =	3 points

The first 3 quarters are figured on actual grades. 4th quarter grades will be determined at midterms.

2. Attendance: Maximum of 20 points. Points are calculated per quarter. Students with perfect attendance and no tardies will earn 5 points per quarter.

3. Athletics: Maximum of 30 points

- 7th & 8th grade: 5 points
- C-Squad: 10 points
- B-Squad: 15 points
- Varsity: 20 points
- Varsity Captain: 5 points

4. Club/Student Group & Activities: Maximum - 10 points per club. Points will be awarded according to participation. Clubs include but are not limited to: BPA; Buddies; Chess & Games; FFA; Golden Connections; Knowledge Bowl; NHS, Pep Band; Robotics Team; Solo & Ensemble; Student Council; Theater: Fall Play, One-Act Play, Musical or Three-Act Play; SALT; Trap Team, Una Voce.

Points in all activities are awarded at the discretion of the teacher, advisor, or coach.

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 PRIDE Privileges - High School

Seniors may earn PRIDE Privileges which would allow them to leave school during Study Hall. Students may begin earning Senior PRIDE Privileges beginning in 9th grade and continue earning Pride Privileges during grades 10, 11 and 12. Students are able to earn one quarter of Senior PRIDE Privileges per year for exemplary behavior. 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)
- 4) Students need to exhibit exemplary behavior: No PRIDE major consequences and two PRIDE minor consequences per year or less.

Please note:

- Students on the “M” list will have their senior privileges suspended until all work is completed. This will be verified by the School Success Coordinator.
- If a student receives a major consequence or two minor consequences in a quarter Senior PRIDE privileges for the remainder of the quarter will be revoked.

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.

Each period with 4 tardies/semester = 1 unexcused absence and will result in 1 detention.

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 is 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 Policy 506 <https://www.maccray.k12.mn.us/page/4239> 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	Include others at your table	Go through the line quickly,	Stack your tray and clean up

		follow directions		neatly, and make healthy choice.	after yourself
Electronics & Computer Lab	Be kind to others and think before you post	Take care of devices	Be responsible and safe	Try before asking for help	Remember 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

