

**MACCRAY ISD 2180**  
**Clara City, MN 56222**  
**High School Media Center**  
**Monday, Sept. 9, 2019**  
**6:00 pm**

TENTATIVE AGENDA

- 1.0 Call to Order
- 2.0 Pledge of Allegiance
- 3.0 Approval of the Agenda/Additions/Deletions
- 4.0 Public Comment
- 5.0 Consent Agenda – Action Required
  - 5.1 Adoption of Minutes
  - 5.2 Approve payment of bills and financial report.
  - 5.3 Approve Employment Agreement with Tech Admin Assistant – K. Hess
  - 5.4 Approve Employment Agreement with Paraprofessional – A. DuHoux.
  - 5.5 Approve Employment Agreement with Paraprofessional – I. Boike
  - 5.6 Approve Teacher Contract – J. Hultgren
  - 5.7 Approve Teacher Contract – C. Krizan
  - 5.8 Approve Employment Agreement with Paraprofessional – H. Rethlake
  - 5.9 Approve Employment Agreement with Paraprofessional – A. Fragodt
  - 5.10 Approve Maternity Leave – B. Cook
- 6.0 Communication Report
  - 6.1 Administrative Reports
    - 6.1.1 Denise Smith, Community Education
    - 6.1.2 Jim Trulock, Activities Director
    - 6.1.3 Judd Wheatley, Elementary Principal
    - 6.1.4 Melissa Sparks, High School Principal
    - 6.1.5 Sherri Broderius, Superintendent
  - 6.2 Committee Reports
- 7.0 Discussion items – No action required
- 8.0 Business items – Action Required
  - 8.1 Approve first reading of Policy 414 – Mandated Reporting.
  - 8.2 Approve first reading of Policy 419 – Tobacco-Free Environment
  - 8.3 Approve Resolution Establishing an Absentee Ballot Board.
  - 8.4 Approve Special Meeting Wednesday, Oct. 2, at 7am to approve Resolution Appointing Election Judges for the November 5, 2019 School District Special Election.
  - 8.5 Approve moving Monday, Nov. 11 meeting to Tuesday, Nov. 12 due to Veterans Day.
  - 8.6 Approve the World’s Best Workforce Report.
  - 8.7 Certify the Proposed Property Tax Levy at the Maximum amount.
  - 8.8 Approve the Student Handbook.
  - 8.9 Approve hire of Jon Clauson at \$30/hour to oversee/assist with the Absentee/Early Voting.
- 9.0 Upcoming Meetings
  - 9.1 Community Meeting, Sept. 10, 6pm at West Elementary Media Center.

- 9.2 Community Meeting, Sept. 16, 6pm at HS Media Center.
- 9.3 Community Meeting, Sept. 17, 6pm at East Elementary Media Center.
- 9.4 Special Meeting, Wed. Oct. 2, 7am, HS Office.
- 9.5 Regular School Board Meeting, Oct. 14, 6pm, HS Media Center.

10.0 Adjournment

**Minutes of the Board of Education  
Independent School District #2180  
Regular Meeting #2  
August 12, 2019, 6:00 PM  
High School Media Center**

Members Present: Tate Mueller, Carmel Thein, Julie Alsum, Scott Ruiter, Deb Brandt, Lane Schwitters  
Others Present: Sherri Broderius, Superintendent; Kim Sandry, Business Manager; Sam Peterson, Herald, John DuHoux and Jenna Fromm of Palmer Bus.

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: None.

Approval of Consent Agenda:

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

Adoption of Minutes

Approve payment of bills and financial report.

Approve Teacher Contract – J. Tongen

Approve Teacher Resignation – K. Dykema

Approve Para Resignation – C. DeSplinter

Approve Para Resignation – G. Sietsema

Approve increasing Teacher Daily Sub Rate to \$130 (from \$115) and Para Hourly Sub Rate to \$12.50 (from \$10.25).

Approve agreement with MRVED for CTE FACS class.

Approve JH FB, JH VB, and Concessions Supervisor.

Communications Reports:

Mrs. Smith: No report.

Mr. Trulock: Event parking, Softball tiling update, fall coaches/starting dates, Why We Play Video.

Mr. Wheatley: Preparing for school!

Mrs. Sparks: Preparing for school!

Ms. Broderius: Referendum update, Success Coordinators job description, Transportation meeting.

Committee Report:

Discussion Items:

Business Items:

Resolution by Brandt, second by Thein, to for Membership in the Minnesota State High School League for the 2019-2020 school year. In favor, Thein, Ruitter, Brandt, Schwitters, Mueller, Alsum. Opposed, none. Resolution passed and adopted.

Motion by Ruitter, second by Thien, to approve the first and final reading of Policy 803-Records Retention Schedule.

Motion carried by unanimous vote.

Motion by Ruitter, second by Mueller to approve the Transportation Contract with Palmer Bus. Motion carried by unanimous vote.

Motion by Thein, second by Alsum, to set Community Meetings on September 10 at West Elementary Media Center at 6pm, September 16 at the High School Media Center at 6pm and September 17 at East Elementary Media Center at 6pm.

Motion carried by unanimous vote.

Motion by Thein, second by Ruitter, to approve piloting the Wolverine Care Fund for Food Service Bills. Motion carried by unanimous vote.

Meetings and Workshops:

Community Meeting, Tues. Sept. 10, West Elementary Media Center, 6pm.

Community Meeting, Mon. Sept. 16, High School Media Center, 6pm.

Community Meeting, Tues. Sept. 17, East Elementary Media Center, 6pm.

Regular Board Meeting, Monday, Oct. 14, 6PM, HS Media Center.

Adjournment of Meeting

Motion by Brandt, second by Ruitter, for adjournment. Motion carried by unanimous vote. Meeting adjourned at 7:15 pm.

Respectfully submitted,

Julie Alsum, Clerk

Kim Sandry, Business Manager

[Type text]

**Ind. School District #2180**  
**Exp Summary - Fd, Pro Series**  
**Period Ending August 31, 2019**

Sequence: Fd, Pro

		<b>20ORIG</b>						<b>% YTD</b>	<b>Remaining</b>
<b>Description</b>		<b>Annual Budget</b>	<b>Period 202002</b>	<b>Year To Date</b>	<b>% YTD</b>	<b>Encumbrances</b>	<b>+ Enc</b>	<b>Balance</b>	
01	General								
	000 Administration	668,060.00	27,669.60	62,337.32	9%	35,800.45	15%	569,922.23	
	100 District Support Services	289,035.00	10,150.48	23,834.36	8%	8,712.86	11%	256,487.78	
	200 Elem & Secondary Regular Instr	3,990,269.00	54,833.94	73,986.34	2%	40,191.61	3%	3,876,091.05	
	300 Vocational Education Instr	93,600.00	14.97	14.97	0%	110.78	0%	93,474.25	
	400 Special Education Instr	1,567,259.00	3,412.29	3,412.29	0%	3,568.41	0%	1,560,278.30	
	600 Instructional Support Services	417,468.00	25,063.22	63,369.23	15%	49,097.20	27%	305,001.57	
	700 Pupil Support Services	961,013.00	3,987.59	3,987.59	0%	1,666.08	1%	955,359.33	
	800 Sites & Buildings	741,300.00	25,610.63	44,276.01	6%	36,886.75	11%	660,137.24	
	900 Fiscal & Other Fixed Costs	120,000.00	246.00	90,163.99	75%	246.00	75%	29,590.01	
01	General	8,848,004.00	150,988.72	365,382.10	4%	176,280.14	6%	8,306,341.76	
02	Food Service								
	700 Pupil Support Services	473,700.00	4,705.42	9,834.71	2%	10,644.76	4%	453,220.53	
02	Food Service	473,700.00	4,705.42	9,834.71	2%	10,644.76	4%	453,220.53	
04	Community Service								
	500 Community Ed & Services	474,864.00	7,600.06	20,693.62	4%	21,688.81	9%	432,481.57	
04	Community Service	474,864.00	7,600.06	20,693.62	4%	21,688.81	9%	432,481.57	
05	Capital Outlay								
	100 District Support Services	0.00	0.00	0.00	0%	34,000.00	0%	(34,000.00)	
	200 Elem & Secondary Regular Instr	12,207.00	399.00	977.40	8%	10,094.91	91%	1,134.69	
	600 Instructional Support Services	41,000.00	0.00	9,283.00	23%	1,699.00	27%	30,018.00	
	800 Sites & Buildings	429,470.00	83,644.97	122,729.41	29%	74,723.44	46%	232,017.15	
05	Capital Outlay	482,677.00	84,043.97	132,989.81	28%	120,517.35	53%	229,169.84	
07	Debt Redemption								
	900 Fiscal & Other Fixed Costs	602,575.00	0.00	38,550.00	6%	0.00	6%	564,025.00	
07	Debt Redemption	602,575.00	0.00	38,550.00	6%	0.00	6%	564,025.00	
21	Student Activity								
	200 Elem & Secondary Regular Instr	125,600.00	461.75	7,259.74	6%	8,432.50	12%	109,907.76	
21	Student Activity	125,600.00	461.75	7,259.74	6%	8,432.50	12%	109,907.76	
<b>Report Totals:</b>		<b>11,007,420.00</b>	<b>247,799.92</b>	<b>574,709.98</b>	<b>5%</b>	<b>337,563.56</b>	<b>8%</b>	<b>10,095,146.46</b>	

**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	Amount
													Date	
2180	Pay		49479		Wire	1	00867	PERA	No	No	No	USD	08/02/2019	4,792.78
2180	Pay		49480		Wire	1	00868	MN Teachers Retirement Assoc.	No	No	No	USD	08/02/2019	21,565.39
2180	Pay		49481		Wire	1	2181	Educators Benefit Consultants, LLC	No	No	No	USD	08/02/2019	7,304.18
2180	Pay		49482		Wire	1	2385	MN Department of Revenue	No	No	No	USD	08/02/2019	6,450.14
2180	Pay		49483		Wire	1	2875	Internal Revenue Service	No	No	No	USD	08/02/2019	38,682.29
2180	Pay		49496		Wire	1	3861	Minnesota State Retirement System	No	No	No	USD	08/02/2019	14,489.59
2180	Pay		49533		Wire	1	00867	PERA	No	No	No	USD	08/15/2019	4,824.25
2180	Pay		49534		Wire	1	00868	MN Teachers Retirement Assoc.	No	No	No	USD	08/15/2019	23,608.13
2180	Pay		49535		Wire	1	2181	Educators Benefit Consultants, LLC	No	No	No	USD	08/15/2019	7,604.18
2180	Pay		49536		Wire	1	2385	MN Department of Revenue	No	No	No	USD	08/15/2019	7,189.58
2180	Pay		49537		Wire	1	2875	Internal Revenue Service	No	No	No	USD	08/15/2019	42,666.35
2180	Pay		49552		Wire	1	3881	Vanco, Inc	No	No	No	USD	08/20/2019	1.45
2180	Pay		49437	51002	Check	1	3963	C. B. Floor Covering L.L.C.	Yes	No	No	USD	08/01/2019	270.00
2180	Pay		49440	51003	Check	1	2359	Amazon.com	Yes	No	No	USD	08/01/2019	691.45
2180	Pay		49439	51004	Check	1	1817	Bennett Office Technologies	Yes	No	No	USD	08/01/2019	1,416.60
2180	Pay		49438	51005	Check	1	00511	Jeff Johnson Excavating	Yes	No	No	USD	08/01/2019	950.00
2180	Pay		49441	51006	Check	1	4326	Kennedy & Graven, Chartered	Yes	No	No	USD	08/01/2019	107.50
2180	Pay		49443	51007	Check	1	4599	Nelson Auto Center	Yes	No	No	USD	08/01/2019	22,850.24
2180	Pay		49442	51008	Check	1	4553	Nordic Solar HoldCo Phase 2, LLC	Yes	No	No	USD	08/01/2019	11,709.55
2180	Pay		49461	51009	Check	1	2359	Amazon.com	Yes	No	No	USD	08/01/2019	345.00
2180	Pay		49471	51010	Check	1	4352	Auto-Owners Life Insurance	Yes	No	No	USD	08/01/2019	246.00
2180	Pay		49464	51011	Check	1	3053	BOLD Public Schools	Yes	No	No	USD	08/01/2019	100.00
2180	Pay		49470	51012	Check	1	4329	Broderius, Sherri	Yes	No	No	USD	08/01/2019	151.96
2180	Pay		49444	51013	Check	1	00056	Dave's Plumbing Repair	Yes	No	No	USD	08/01/2019	415.00
2180	Pay		49453	51014	Check	1	1169	Discount School Supply	Yes	No	No	USD	08/01/2019	97.86
2180	Pay		49466	51015	Check	1	3243	Edmentum, Inc	Yes	No	No	USD	08/01/2019	3,344.00
2180	Pay		49459	51016	Check	1	2181	Educators Benefit Consultants, LLC	Yes	No	No	USD	08/01/2019	109.13
2180	Pay		49457	51017	Check	1	1922	Frontier	Yes	No	No	USD	08/01/2019	379.43
2180	Pay		49446	51018	Check	1	00435	Heiling Construction Inc.	Yes	No	No	USD	08/01/2019	13,500.00
2180	Pay		49468	51019	Check	1	3523	IXL Learning	Yes	No	No	USD	08/01/2019	4,994.00
2180	Pay		49472	51020	Check	1	4370	Johnson, Dana	Yes	No	No	USD	08/01/2019	41.76
2180	Pay		49448	51021	Check	1	01216	Lakeshore Learning Materials	Yes	No	No	USD	08/01/2019	1,001.30
2180	Pay		49463	51022	Check	1	3006	MACCRAY Lunch	Yes	No	No	USD	08/01/2019	130.00
2180	Pay		49458	51023	Check	1	2126	Menards - Willmar	Yes	No	No	USD	08/01/2019	124.40
2180	Pay		49450	51024	Check	1	01758	Mitlyng Electric & Refrig., Inc	Yes	No	No	USD	08/01/2019	987.20
2180	Pay		49469	51026	Check	1	4258	Music In Motion	Yes	No	No	USD	08/01/2019	435.60
2180	Pay		49454	51027	Check	1	1585	NCS Pearson, Inc.	Yes	No	No	USD	08/01/2019	1,300.00
2180	Pay		49467	51028	Check	1	3296	Perry, Cheryl	Yes	No	No	USD	08/01/2019	75.40
2180	Pay		49452	51029	Check	1	1126	Perry, Ted	Yes	No	No	USD	08/01/2019	15.08

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Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2180	Pay		49465	51030	Check	1 3096		PNC Equipment Finance	Yes	No	No	USD	08/01/2019	70,088.00
2180	Pay		49455	51031	Check	1 1640		Really Good Stuff	Yes	No	No	USD	08/01/2019	559.90
2180	Pay		49447	51033	Check	1 01195	RE	S & S Worldwide, Inc.	Yes	No	No	USD	08/01/2019	29.99
2180	Pay		49449	51034	Check	1 01389		School Specialty	Yes	No	No	USD	08/01/2019	436.74
2180	Pay		49445	51035	Check	1 00231		Supreme School Supply	Yes	No	No	USD	08/01/2019	179.33
2180	Pay		49462	51036	Check	1 2943		Sweep Hardware	Yes	No	No	USD	08/01/2019	775.15
2180	Pay		49451	51037	Check	1 01978		Treetop Publishing Inc.	Yes	No	No	USD	08/01/2019	95.80
2180	Pay		49473	51038	Check	1 4600		UCP Seguin - Minnesota	Yes	No	No	USD	08/01/2019	875.00
2180	Pay		49476	51039	Check	1 1750		MSBA	Yes	No	No	USD	08/02/2019	4,504.00
2180	Pay		49477	51040	Check	1 2347		Rochester Telecom Systems	Yes	No	No	USD	08/02/2019	58.72
2180	Pay		49478	51041	Check	1 4601		Stahl, Dylan	Yes	No	No	USD	08/02/2019	200.00
2180	Pay		49486	51042	Check	1 00878		American Family -AFLAC	Yes	No	No	USD	08/02/2019	541.58
2180	Pay		49485	51043	Check	1 00528		Bremer Bank	Yes	No	No	USD	08/02/2019	25.00
2180	Pay		49488	51044	Check	1 1039		Citizens Alliance Bank	Yes	No	No	USD	08/02/2019	180.00
2180	Pay		49489	51045	Check	1 2985		EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	USD	08/02/2019	2,181.13
2180	Pay		49494	51046	Check	1 4594		Kensington Bank	Yes	No	No	USD	08/02/2019	191.67
2180	Pay		49490	51047	Check	1 3014		LegalShield	Yes	No	No	USD	08/02/2019	12.95
2180	Pay		49492	51048	Check	1 4043		MN Child Support Center	Yes	No	No	USD	08/02/2019	432.60
2180	Pay		49487	51049	Check	1 00881		NCPERS Group Life Ins.	Yes	No	No	USD	08/02/2019	32.00
2180	Pay		49493	51050	Check	1 4575		Old National Bank	Yes	No	No	USD	08/02/2019	391.67
2180	Pay		49491	51051	Check	1 3844		United Way of West Central MN	Yes	No	No	USD	08/02/2019	10.00
2180	Pay		49484	51052	Check	1 00023		UNUM Life Insurance Company	Yes	No	No	USD	08/02/2019	244.96
2180	Pay		49495	51053	Check	1 3099		Trish's Katering	Yes	No	No	USD	08/02/2019	362.60
2180	Pay		49497	51054	Check	1 00036		Carolina Biological Supply Co.	Yes	No	No	USD	08/06/2019	41.43
2180	Pay		49498	51055	Check	1 00044		City of Clara City	Yes	No	No	USD	08/06/2019	685.83
2180	Pay		49501	51056	Check	1 00246		City of Raymond	Yes	No	No	USD	08/06/2019	92.86
2180	Pay		49499	51057	Check	1 00048		Clara City Telephone Company	Yes	No	No	USD	08/06/2019	690.01
2180	Pay		49505	51058	Check	1 1762		Donners Crossroads Truckstop	Yes	No	No	USD	08/06/2019	89.35
2180	Pay		49503	51059	Check	1 00379		Donners Service Station	Yes	No	No	USD	08/06/2019	291.75
2180	Pay		49510	51060	Check	1 2541		Haug-Kubota LLC	Yes	No	No	USD	08/06/2019	81.94
2180	Pay		49508	51061	Check	1 2295		Hewlett-Packard Financial Services Co.	Yes	No	No	USD	08/06/2019	14,346.54
2180	Pay		49516	51062	Check	1 4147		HEX Clothing Company	Yes	No	No	USD	08/06/2019	255.00
2180	Pay		49504	51063	Check	1 00761		Merle's Repair	Yes	No	No	USD	08/06/2019	188.35
2180	Pay		49500	51064	Check	1 00160		MN State High School League	Yes	No	No	USD	08/06/2019	2,200.00
2180	Pay		49507	51065	Check	1 2284		Northern Business Products	Yes	No	No	USD	08/06/2019	2,306.22
2180	Pay		49514	51066	Check	1 3625		Olson, Bryce	Yes	No	No	USD	08/06/2019	24.36
2180	Pay		49515	51067	Check	1 3850		Olson, Jessica	Yes	No	No	USD	08/06/2019	24.36
2180	Pay		49513	51068	Check	1 3429		Pearson Education Inc	Yes	No	No	USD	08/06/2019	9,031.46
2180	Pay		49509	51069	Check	1 2299		Teacher Direct	Yes	No	No	USD	08/06/2019	568.92

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Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2180	Pay		49517	51070	Check	1	4586	Teacher Synergy, LLC	Yes	No	No	USD	08/06/2019	4.55
2180	Pay		49506	51071	Check	1	2073	Trend Enterprises Inc.	Yes	No	No	USD	08/06/2019	98.79
2180	Pay		49512	51072	Check	1	3428	Van Eps, Jennifer	Yes	No	No	USD	08/06/2019	130.85
2180	Pay		49511	51073	Check	1	2923	VISA - CABank	Yes	No	No	USD	08/06/2019	3,021.11
2180	Pay		49502	51074	Check	1	00271	Zaner-Bloser	Yes	No	No	USD	08/06/2019	636.67
2180	Pay		49520	51075	Check	1	2284	Northern Business Products	Yes	No	No	USD	08/06/2019	127.17
2180	Pay		49521	51076	Check	1	00258	Willmar Public Schools	Yes	No	No	USD	08/14/2019	2,265.11
2180	Pay		49524	51077	Check	1	00878	American Family -AFLAC	Yes	No	No	USD	08/15/2019	568.28
2180	Pay		49523	51078	Check	1	00528	Bremer Bank	Yes	No	No	USD	08/15/2019	25.00
2180	Pay		49526	51079	Check	1	1039	Citizens Alliance Bank	Yes	No	No	USD	08/15/2019	180.00
2180	Pay		49527	51080	Check	1	2985	EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	USD	08/15/2019	2,181.13
2180	Pay		49532	51081	Check	1	4594	Kensington Bank	Yes	No	No	USD	08/15/2019	191.67
2180	Pay		49528	51082	Check	1	3014	LegalShield	Yes	No	No	USD	08/15/2019	12.95
2180	Pay		49530	51083	Check	1	4043	MN Child Support Center	Yes	No	No	USD	08/15/2019	432.60
2180	Pay		49525	51084	Check	1	00881	NCPERS Group Life Ins.	Yes	No	No	USD	08/15/2019	32.00
2180	Pay		49531	51085	Check	1	4575	Old National Bank	Yes	No	No	USD	08/15/2019	391.67
2180	Pay		49529	51086	Check	1	3844	United Way of West Central MN	Yes	No	No	USD	08/15/2019	10.00
2180	Pay		49522	51087	Check	1	00023	UNUM Life Insurance Company	Yes	No	No	USD	08/15/2019	244.96
2180	Pay		49543	51088	Check	1	3851	Blick Art Materials	Yes	No	No	USD	08/15/2019	903.14
2180	Pay		49539	51089	Check	1	01092	Minnesota Clay	Yes	No	No	USD	08/15/2019	260.60
2180	Pay		49542	51090	Check	1	1904	Premier Agendas Inc.	Yes	No	No	USD	08/15/2019	1,355.00
2180	Pay		49541	51091	Check	1	1640	Really Good Stuff	Yes	No	No	USD	08/15/2019	507.08
2180	Pay		49540	51092	Check	1	01195	RE S & S Worldwide, Inc.	Yes	No	No	USD	08/15/2019	29.26
2180	Pay		49538	51093	Check	1	00271	Zaner-Bloser	Yes	No	No	USD	08/15/2019	1,146.35
2180	Pay		49544	51094	Check	1	00308	SW & WC Service Cooperative	Yes	No	No	USD	08/15/2019	12,790.07
2180	Pay		49550	51095	Check	1	3130	BCA	Yes	No	No	USD	08/16/2019	15.00
2180	Pay		49549	51096	Check	1	2844	Gregg's Body Shop	Yes	No	No	USD	08/16/2019	3,513.88
2180	Pay		49551	51097	Check	1	3628	MacPhail	Yes	No	No	USD	08/16/2019	300.00
2180	Pay		49545	51098	Check	1	00143	Pioneer Athletics	Yes	No	No	USD	08/16/2019	1,839.95
2180	Pay		49546	51099	Check	1	00650	Prinsburg Farmers Coop	Yes	No	No	USD	08/16/2019	291.14
2180	Pay		49547	51100	Check	1	00701	Southside Lumber	Yes	No	No	USD	08/16/2019	165.53
2180	Pay		49548	51101	Check	1	00734	Tostenson, Inc.	Yes	No	No	USD	08/16/2019	549.77
2180	Pay		49564	51102	Check	1	00424	Advocate Tribune	Yes	No	No	USD	08/22/2019	43.65
2180	Pay		49581	51103	Check	1	2434	Beyond Play, LLC	Yes	No	No	USD	08/22/2019	83.89
2180	Pay		49594	51104	Check	1	3851	Blick Art Materials	Yes	No	No	USD	08/22/2019	52.68
2180	Pay		49583	51105	Check	1	2743	Brent Powers Striping	Yes	No	No	USD	08/22/2019	693.00
2180	Pay		49582	51106	Check	1	2450	Brothers Fire Protection Co.	Yes	No	No	USD	08/22/2019	825.00
2180	Pay		49579	51107	Check	1	2208	Camden Conference	Yes	No	No	USD	08/22/2019	750.00
2180	Pay		49605	51108	Check	1	4607	Canatsey, Jill	Yes	No	No	USD	08/22/2019	121.80

**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	Amount
													Date	
2180	Pay		49571	51109	Check	1	01432	Chappell Central, Inc.	Yes	No	No	USD	08/22/2019	1,554.51
2180	Pay		49574	51110	Check	1	1960	RE Chippewa County Auditor/Treasurer	Yes	No	No	USD	08/22/2019	166.00
2180	Pay		49558	51111	Check	1	00044	City of Clara City	Yes	No	No	USD	08/22/2019	200.00
2180	Pay		49559	51112	Check	1	00046	Clara City Herald	Yes	No	No	USD	08/22/2019	144.00
2180	Pay		49599	51113	Check	1	4234	Clean Site LLC	Yes	No	No	USD	08/22/2019	500.00
2180	Pay		49598	51114	Check	1	4212	Cooperative Purchasing Connection	Yes	No	No	USD	08/22/2019	7,941.25
2180	Pay		49597	51115	Check	1	4194	Drex-mart	Yes	No	No	USD	08/22/2019	287.95
2180	Pay		49592	51116	Check	1	3595	Dripps, Jackie	Yes	No	No	USD	08/22/2019	100.00
2180	Pay		49606	51117	Check	1	4608	Dufault Publishing Inc	Yes	No	No	USD	08/22/2019	612.50
2180	Pay		49585	51118	Check	1	2985	EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	USD	08/22/2019	207.00
2180	Pay		49576	51119	Check	1	2181	Educators Benefit Consultants, LLC	Yes	No	No	USD	08/22/2019	500.00
2180	Pay		49588	51120	Check	1	3327	Expanding Expression	Yes	No	No	USD	08/22/2019	312.40
2180	Pay		49560	51121	Check	1	00094	Gopher Sport	Yes	No	No	USD	08/22/2019	1,272.49
2180	Pay		49604	51122	Check	1	4606	Greenwaldt, Brad	Yes	No	No	USD	08/22/2019	100.00
2180	Pay		49584	51123	Check	1	2776	Hatch	Yes	No	No	USD	08/22/2019	5,756.28
2180	Pay		49601	51124	Check	1	4331	Honken, Shayla	Yes	No	No	USD	08/22/2019	54.47
2180	Pay		49561	51125	Check	1	00108	RE Houghton Mifflin Harcourt Publishing Co.	Yes	No	No	USD	08/22/2019	314.04
2180	Pay		49567	51126	Check	1	00862	John's Radiator	Yes	No	No	USD	08/22/2019	344.82
2180	Pay		49572	51127	Check	1	1104	Jostens	Yes	No	No	USD	08/22/2019	17.68
2180	Pay		49569	51128	Check	1	01216	Lakeshore Learning Materials	Yes	No	No	USD	08/22/2019	7,815.18
2180	Pay		49595	51129	Check	1	3985	Little Crow Telemedia Network	Yes	No	No	USD	08/22/2019	34,000.00
2180	Pay		49587	51130	Check	1	3006	MACCRAY Lunch	Yes	No	No	USD	08/22/2019	80.00
2180	Pay		49575	51131	Check	1	2126	Menards - Willmar	Yes	No	No	USD	08/22/2019	309.05
2180	Pay		49602	51132	Check	1	4410	MN PEIP	Yes	No	No	USD	08/22/2019	69,725.48
2180	Pay		49607	51133	Check	1	4610	MN Secretary of State	Yes	No	No	USD	08/22/2019	25.00
2180	Pay		49578	51134	Check	1	2201	Montevideo American-News	Yes	No	No	USD	08/22/2019	46.53
2180	Pay		49562	51135	Check	1	00178	Nicklasson Athletic Co.	Yes	No	No	USD	08/22/2019	2,613.00
2180	Pay		49573	51136	Check	1	1936	Palmer Bus Service, Inc	Yes	No	No	USD	08/22/2019	2,472.66
2180	Pay		49586	51137	Check	1	2992	Pitney Bowes Global Financial Services	Yes	No	No	USD	08/22/2019	432.36
2180	Pay		49563	51138	Check	1	00374	PRO-ED, Inc.	Yes	No	No	USD	08/22/2019	81.40
2180	Pay		49568	51139	Check	1	01195	RE S & S Worldwide, Inc.	Yes	No	No	USD	08/22/2019	45.98
2180	Pay		49596	51140	Check	1	3987	Sarlettes Music	Yes	No	No	USD	08/22/2019	1,615.82
2180	Pay		49577	51141	Check	1	2194	School Nurse Supply Inc.	Yes	No	No	USD	08/22/2019	665.14
2180	Pay		49570	51142	Check	1	01389	School Specialty	Yes	No	No	USD	08/22/2019	54.45
2180	Pay		49600	51143	Check	1	4257	Southwest Christian High School	Yes	No	No	USD	08/22/2019	240.00
2180	Pay		49589	51144	Check	1	3343	Steve Weiss Music	Yes	No	No	USD	08/22/2019	901.55
2180	Pay		49580	51145	Check	1	2299	Teacher Direct	Yes	No	No	USD	08/22/2019	101.80
2180	Pay		49590	51147	Check	1	3428	Van Eps, Jennifer	Yes	No	No	USD	08/22/2019	130.85
2180	Pay		49608	51148	Check	1	4611	Van Hauen, Roxanne	Yes	No	No	USD	08/22/2019	2,000.00

**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	Amount
													Date	
2180	Pay		49591	51150	Check	1	3552	West Central Conference	Yes	No	No	USD	08/22/2019	300.00
2180	Pay		49565	51151	Check	1	00666	West Central Roofing Cont.	Yes	No	No	USD	08/22/2019	67,401.28
2180	Pay		49566	51152	Check	1	00844	West Central Sanitation, Inc.	Yes	No	No	USD	08/22/2019	810.80
2180	Pay		49610	51153	Check	1	3099	Trish's Katering	Yes	No	No	USD	08/29/2019	1,180.50
2180	Pay		49640	51154	Check	1	4329	Broderius, Sherri	Yes	No	No	USD	08/30/2019	238.38
2180	Pay		49627	51155	Check	1	2450	Brothers Fire Protection Co.	Yes	No	No	USD	08/30/2019	550.00
2180	Pay		49639	51156	Check	1	4277	Brouwer Construction	Yes	No	No	USD	08/30/2019	500.00
2180	Pay		49643	51157	Check	1	4613	Captivate Media + Consulting	Yes	No	No	USD	08/30/2019	3,500.00
2180	Pay		49614	51158	Check	1	00138	City of Maynard	Yes	No	No	USD	08/30/2019	92.10
2180	Pay		49611	51159	Check	1	00046	Clara City Herald	Yes	No	No	USD	08/30/2019	108.60
2180	Pay		49615	51160	Check	1	00251	Clara City Implement	Yes	No	No	USD	08/30/2019	27.93
2180	Pay		49641	51161	Check	1	4503	Device Repair - Marshall	Yes	No	No	USD	08/30/2019	232.50
2180	Pay		49636	51162	Check	1	4018	Dist. 2904	Yes	No	No	USD	08/30/2019	75.00
2180	Pay		49632	51163	Check	1	3592	Dooley's Natural Gas	Yes	No	No	USD	08/30/2019	2,286.93
2180	Pay		49629	51164	Check	1	2912	EMC Insurance Companies	Yes	No	No	USD	08/30/2019	246.00
2180	Pay		49612	51165	Check	1	00077	Farmers Coop Oil Co.	Yes	No	No	USD	08/30/2019	220.67
2180	Pay		49635	51166	Check	1	3945	Firefly Computers	Yes	No	No	USD	08/30/2019	2,017.00
2180	Pay		49617	51167	Check	1	00501	Freetly Electric, Inc.	Yes	No	No	USD	08/30/2019	2,972.00
2180	Pay		49613	51168	Check	1	00105	Hillyard / Hutchinson	Yes	No	No	USD	08/30/2019	8,224.86
2180	Pay		49642	51169	Check	1	4603	HueLife, LLC	Yes	No	No	USD	08/30/2019	200.00
2180	Pay		49630	51170	Check	1	3311	J.W. Pepper & Son, Inc.	Yes	No	No	USD	08/30/2019	107.94
2180	Pay		49631	51171	Check	1	3333	LacQuiParle Schools	Yes	No	No	USD	08/30/2019	80.00
2180	Pay		49625	51172	Check	1	2126	Menards - Willmar	Yes	No	No	USD	08/30/2019	201.12
2180	Pay		49618	51173	Check	1	00512	MN Ass'n of Sec School Princip	Yes	No	No	USD	08/30/2019	870.00
2180	Pay		49624	51174	Check	1	1750	MSBA	Yes	No	No	USD	08/30/2019	285.00
2180	Pay		49637	51175	Check	1	4216	MTI Distributing, Inc.	Yes	No	No	USD	08/30/2019	489.33
2180	Pay		49628	51177	Check	1	2613	Postmaster	Yes	No	No	USD	08/30/2019	235.00
2180	Pay		49623	51178	Check	1	01797	Purchase Power	Yes	No	No	USD	08/30/2019	100.00
2180	Pay		49626	51179	Check	1	2401	Scholastic Inc.	Yes	No	No	USD	08/30/2019	976.64
2180	Pay		49622	51180	Check	1	01389	School Specialty	Yes	No	No	USD	08/30/2019	3,488.16
2180	Pay		49634	51181	Check	1	3839	Sheet Music Plus	Yes	No	No	USD	08/30/2019	283.89
2180	Pay		49633	51182	Check	1	3745	Taylor Publishing Co	Yes	No	No	USD	08/30/2019	921.76
2180	Pay		49621	51183	Check	1	01360	Thoma, Nancy	Yes	No	No	USD	08/30/2019	26.00
2180	Pay		49616	51184	Check	1	00457	Torkelson's Lock Service	Yes	No	No	USD	08/30/2019	123.50
2180	Pay		49619	51185	Check	1	00905	Trulock, James	Yes	No	No	USD	08/30/2019	11.15
2180	Pay		49638	51186	Check	1	4242	Turbo Turf, LLC	Yes	No	No	USD	08/30/2019	1,050.00
2180	Pay		49647	51187	Check	1	2613	Postmaster	Yes	No	No	USD	08/30/2019	131.92
2180	Pay		49648	51188	Check	1	4614	Wabasso Public School	Yes	No	No	USD	08/30/2019	100.00

## 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	Amount
													Date	
2180	Pay		49649	51189	Check	1 3130		BCA	Yes	No	No	USD	08/30/2019	15.00
													Bank Total:	\$639,507.84
2180	SA		49519	21586	Check	1 4016		Almich's Market	Yes	No	No	USD	08/06/2019	261.94
2180	SA		49518	21587	Check	1 2923		VISA - CABank	Yes	No	No	USD	08/06/2019	199.81
2180	SA		49557	21588	Check	1 3780		Cash	Yes	No	No	USD	08/21/2019	3,200.00
2180	SA		49609	21589	Check	1 3707		Willmar Bus Service	Yes	No	No	USD	08/22/2019	1,400.00
2180	SA		49644	21590	Check	1 00044		City of Clara City	Yes	No	No	USD	08/30/2019	50.00
2180	SA		49645	21591	Check	1 00077		Farmers Coop Oil Co.	Yes	No	No	USD	08/30/2019	378.35
2180	SA		49646	21592	Check	1 3242		Hebrink, Nate	Yes	No	No	USD	08/30/2019	368.35
2180	SA		49650	21593	Check	1 3780		Cash	Yes	No	No	USD	08/30/2019	2,000.00
													Bank Total:	\$7,858.45
													Report Total:	\$647,366.29

## INVESTMENTS OUTSTANDING

June 30, 2019

### MSDMAX Fund – MSDLAF

MSDMAX Fund Balance as of June 30, 2019	\$2,231.77
Interest - July 31, 2019	\$4.29
Interest – Aug. 31, 2019	\$4.15
<b>BALANCE</b>	<b><u>\$2,240.21</u></b>

### LIQUID ASSET FUND

Money Market Balance as of June 30, 2019	\$1,520.25
Interest – July 31, 2019	\$2.80
Interest – Aug. 31, 2019	\$2.70
<b>BALANCE</b>	<b><u>\$1,525.75</u></b>

### Heritage Bank N.A. (Savings)

Balance on June 30, 2019	\$45,674.52
Interest – July 31, 2019	\$39.23
Interest – Aug. 31, 2019	\$35.69
<b>BALANCE</b>	<b><u>\$45,749.44</u></b>

### Citizens Alliance Bank Special Money Market Savings

Balance as of June 30, 2019	\$2,298,647.16
Interest – July 31, 2019 (Transfer \$400,000 in)	\$2,225.26
Interest – Aug. 31, 2019	\$1775.92
<b>BALANCE</b>	<b><u>\$2,702,648.34</u></b>



***MACCRAY Community Ed & Rec***  
***Denise Smith, Director***

---

***September 2019 School Board Report***

**Highlights**

- ❖ Summer Programming Results and Changes
  - See attached for numbers
  - No Maynard rec program – not enough kids/trend the last 4 years
  - Added Little Cubs (kids going into 1st grade)
  - MACCRAY Wednesdays – AAA, Softball, Little Cubs
  - Softball team through MRVED
  - Rain or shine/used gyms
  - Tennis in Clara City & Raymond
  - Used Remind app for communication
  - HEX Apparel donated all t-shirts
  
- ❖ Scholarship Program
  - Balance \$2,023.62 - Used \$1,763.00 for summer scholarships
  
- ❖ Community Garden – All Plots Used & Going Well
  
- ❖ Youth Football
  - Youth Football Camp (Grades 5-7) August 7<sup>th</sup> & 8<sup>th</sup>
  - 56er's Informational Meeting Monday, August 12<sup>th</sup>
  - 28 Kids
  - 56er's Coaches: Joel Schlagel, Seth Falk, Cory Janssen & Michelle Dalle
  - Hosting 212 League Jamboree – Saturday, October 12<sup>th</sup>
  
- ❖ Fall/Winter 2019 Booklet
  
- ❖ Facility Use
  - MS Bike-a-Thon (stopped in Maynard, Clara City & Raymond)
  - Harvest Fest – Softball Tournament, Run Around Raymond, 3 on 3 BB
  - Raymond School – Class Reunion Tours
  - Maynard School – Class Reunion Tours

## Summer 2019 Participant Numbers

<u>Summer Activity</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
<b>Summer Rec/Maynard</b>			
<i>Baseball A &amp; AAA</i>	22	26	N/A
<b>Summer Rec/Clara City</b>			
<i>T-Ball</i>	24	29	22
<i>Little Cubs</i>	N/A	N/A	13
<i>Baseball A, AA, AAA</i>	51	50	59
<b>Summer Rec/Raymond</b>			
<i>T-Ball</i>	20	21	26
<i>Little Cubs</i>	N/A	N/A	7
<i>Baseball A, AA, AAA</i>	48	50	38
<b>MACCRA Y Softball</b>	N/A	N/A	22
<b>Pool Trips</b>	158 Total/3 Trips	150 Total/3 Trips	95 Total/3 Trips
<b>Valleyfair</b>	N/A	N/A	63
<b>Twins</b>	N/A	35	30
<b>Art Classes</b>	N/A	N/A	29
<b>Basketball Camps</b>	55	71	96
<b>Tennis Camps</b>	4	41	44
<b>Dance Camp</b>	N/A	N/A	14
<b>Golf Camp</b>	N/A	N/A	14
<b>Weight Lifting &amp; Cardio</b>	38	64	78
<b>Double Tennis League</b>	20	26	28
<b><u>Night Softball</u></b>	<b><u>Coach</u></b>		
5th Grade	Jaimi Heida	Kate Hultgren	
6th Grade	Jason Burnett		
<b><u>Night Baseball</u></b>	<b><u>Coach</u></b>		
3rd/4th Grade	Cory Janssen	Seth Falk	
5th/6th Grade	Jason Noble	Shane Swenson	
5th/6th Grade	Joel Asche	Joel Schlagel	

September 9, 2019  
Board Report  
MACCRAY Elementary Schools

Student Support:

- PBIS - the elementary committee met, and we will be doing quarterly assemblies this year, instead of monthly.
- Class size update - Over the summer, I moved everyone I could, and with growing enrollment, we are faced with some class size concerns. I am listing the overall current numbers, for your analysis:

	K	1*	2	3*	4	5*	6
W	15,15	24	18,19	25	24	16,16	16
E	18,19	17,16	18,16	21,22	22	26	20,20

\*Note - please look at what a combined campus would do to the discrepancies in 1st, 3rd, and 5th.

- Fall benchmarking is taking place, so we can proceed w/ working with the students in the appropriate manner. Beth Gustafson is driving back and forth to assist both sites, as able.
- Open house was successful and it was great to see all of the students (and parents) happy faces.

Staff Support:

- We had a jam-packed two days of workshops. Under one roof, the staff were all able to take part in the required trainings, and an extension of our Trauma Informed Schools work.
- This year's schedules are similar to last year's.
- Our final open staff position was filled (Preschool - Chris Krizan), just prior to the start of Open House.
- Mr. Kent has started his role of Success Coordinator, and things have transitioned very well. I am quite hopeful for the ways he is going to be able to reach out to our children.

Upcoming Items:

- 9/11 - Melissa and Judd presenting to Pact4Families re: Trauma Informed Schools
- Social Emotional Learning curriculum (Ms. Frikke and Mr. Kent) begins the week of 9/16
- Picture days - West 9/27, East 10/3
- P/T Conferences 9/30 and 10/3

Respectfully Submitted - Judd Wheatley, Principal

September 9, 2019  
Superintendent Board Report

1. Discuss Review and Comment - I will provide an overview of the document and there will be a time period in which the board may discuss any portion of the Review and Comment.
2. Be sure to read the FYI in your packet that is a Thank You from the National Multiple Sclerosis Society. MACCRAY hosted a Safety Station in each of our three communities this summer.
3. MREA is inviting us to the annual conference in October. I think it is a great organization and they do meaningful work for their schools.
4. The charts around the room are what will be displayed at the community meetings on the 10th, 16th and 17th. Additionally, the booklet will be printed by the 10th but not ready for mailing just yet. Have you taken a deep dive into the micro site on our website yet?
5. Opening of school year from my perspective:
  - All staff in place.
  - We need parents to let John DuHoux know before August 15 if they need different transportation from previous year.
  - Building conditions are excellent and all summer maintenance is complete.
  - ESL Tier 1 Teacher is in place to support non-English speaking students and all classroom teachers who have these students in their classes. An ESL teacher is not expected to teach all native languages but to assist in immersing students in the English language, monitor and test these students.
  - We have a plan in place to increase student achievement at all levels. The Student Success Coordinators have already worked with the principals and created documents that allow teachers and principals to communicate among themselves regarding student discipline issues. This then allows principals to be in the classrooms and or documenting and analyzing student academics data.
  - Food service is coming on strong this year with AEB forms, POS checks and communications with the students and communities.
6. I will share the timeline of the launch of remaining referenda materials to the communities.

EXTRACT OF MINUTES OF A MEETING  
OF THE SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 2180  
(MACCRAY Public Schools)  
CHIPPEWA COUNTY, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 2180 (MACCRAY Public Schools) was duly held in said school district on September 9, 2019 at 6:00 p.m. for the purpose, in part, of adopting a resolution that establishes an Absentee Ballot Board for the 2019 Special Election.

Member \_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION ESTABLISHING  
AN ABSENTEE BALLOT BOARD**

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

1. WHEREAS, Minnesota Statutes, Section 203B.121 requires the governing body of each school district with responsibility to accept and reject absentee ballots to establish by resolution an absentee ballot board, which is responsible for accepting and rejecting all returned absentee ballots;
2. BE IT RESOLVED that the Board hereby establishes an Absentee Ballot Board for the School District Special Election on November 5, 2019 (the “Special Election”), which shall be responsible for accepting, rejecting and counting all returned absentee ballots; and delegates to the Absentee Ballot Board the duty of duplicating military and overseas (UOCAVA) absentee ballots when necessary; and
3. BE IT FURTHER RESOLVED that the members of the Absentee Ballot Board shall consist of the individuals named in Exhibit A to this resolution; provided, however, that the Board also appoints other individuals as required and all members appointed as election judges for the Special Election, as authorized under Minnesota Statutes, Section 204B.21, subd. 2, to serve as members of the Absentee Ballot Board; and
4. BE IT FURTHER RESOLVED that the School District Election Clerk is hereby authorized to make any substitutions or additions as deemed necessary.

The motion for adoption of the foregoing resolution was duly seconded by \_\_\_\_\_.

The following voted in favor:

And the following voted against:

Dated: \_\_\_\_\_

BY ORDER OF THE SCHOOL BOARD

\_\_\_\_\_  
School District Clerk  
Independent School District No. 2180  
(MACCRA Y Public Schools)  
Chippewa County, Minnesota

**EXHIBIT A**

Absentee Ballot Board Appointments

Kim Sandry  
Cathy Schueler  
Nicole Niemeyer  
Michelle May  
Jon Clauson

MACCRA Y Independent School District #2180



**Student Handbook 2019-2020**  
**Board Approved:**

# Table of Contents

Welcome and Introduction	6
PART I – INFORMATION	7
Arrival and Dismissal Hours	7
Calendar	7
Class Assignments	7
Complaints	7
Eighteen-Year-Old Students	8
Employee Directory	8
Equal Access to School Facilities	8
Fees [*]	8
Food in the Classrooms	9
Fundraising	9
Gifts to Employees	9
Graduation Ceremony	10
Holiday Celebrations and Parties	10
Interviews of Students by Outside Agencies	11
Library and Media Center	11
Lunch	11
Messages to Students	11
Nondiscrimination [*]	12
Notice of Violent Behavior by Students [**]	12
Parent and Teacher Conferences	12
Parent Volunteers	12
Pledge of Allegiance [*]	13
School Activities	13
School Closing Procedures	13
Searches	14
- Lockers and Personal Possessions Within a Locker [*]	14
- Desks	14
- Personal Possessions and Student’s Person	15
- Vehicles on Campus [**]	15

- Patrols and Inspections	15
- Search of the Interior of a Student’s Motor Vehicle	15
Student Publications and Materials	16
- Distribution of Non-school-Sponsored Materials on School Premises [**]	16
- School-Sponsored Student Publications	16
Student Records [*]	16
Student Surveys [*]	17
Transportation of Public School Students	17
- Extracurricular Transportation	17
Video and Audio Recording	17
- School Buses	17
- Places Other Than Buses	18
PART II — ACADEMICS	18
Alternative Educational Opportunities	18
Cheating and Plagiarism	18
Class Rank/Academic Standing	18
College in the HS	19
Early Graduation	19
Extended School Year Opportunities	19
Field Trips	19
Grades	19
PRIDE Pass Punch Card	20
Grading Scale	21
Graduation Requirements [*]	21
- Course Credits Required	22
- School District Required and Elective Standards	22
- Minnesota Academic Standards	23
Homework	23
Opportunity Time	24
Promotion and Retention	25
Post-Secondary Enrollment Options	25
Summer School	25
Parent Right to Know [*]	26

PART III — RULES AND DISCIPLINE	27
Attendance [**]	27
Bullying Prohibition [**]	27
Buses – Conduct on School Buses and Consequences for Misbehavior [**]	27
Cell Phones and Other Electronic Devices	28
Discipline [**]	30
- Ombudsperson Service [*]	30
Dress and Appearance	30
Standard of Conduct for Couples	31
Drug-Free School and Workplace	31
Harassment and Violence Prohibition [*]	31
Hazing Prohibition [*]	32
Internet Acceptable Use	32
Parking on School District Property	32
- Students	32
- Visitors	33
Tobacco-Free Schools [**]	33
Vandalism	33
Weapons Prohibition	34
PART IV — HEALTH AND SAFETY	35
Accidents	35
Asbestos Management Update [*]	35
Crisis Management	35
Emergency Contact Information	35
Lead in Water Testing	36
Health Information	36
- Communicable Diseases	36
- Immunizations	37
- Medications at School During the School Day	38
Pesticide Application Notice [*]	39
Safety	39
Visitors in District Buildings	39

PART V - MISCELLANEOUS	40
Animals in the Classroom	40
Assemblies	40
Building Passes	40
Dances	40
Counseling and Guidance	41
Early Admission	41
Homeschool/Shared Time Policy	42
PBIS	44
Posters	44
PRIDE Honor Letter (High School)	44
Prom	45
Senior PRIDE Privileges	46
APPENDICES	47
1. Attendance	47
2. Student Discipline	52
3. Bullying	57
4. PBIS Expectations and Behavior Matrix	62

**Welcome to the MACCRAY School District.**

**We thank you for your trust.**

**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 four 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 second chance breakfast. 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 a gold honor cord representing 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 a blue and gold honor cord representing 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 a green and gold honor cord representing Honors.
- Students may earn a purple honor cord recognizing their outstanding service by doing the following: 1) Complete 160+ 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 than 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 matter.
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:

<b>High School Level Courses Required for Graduation</b>		
<b>Subject Area</b>	<b>Credits</b>	<b>Explanation</b>
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 trimester each of Ag 9, Art 9, and Business 9
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 turn in late work, 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 turn in late work, 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.

## **Opportunity Time**

MACCRAY High School has implemented at the end of the day a 30-minute time called Opportunity Time. Opportunity Time is an integral part of our school's desire to raise student achievement where administration, faculty, and staff will use various strategies to help students become more academically successful in school. Opportunity Time is viewed the same as any other class period, and students are required to attend Opportunity Time. Any absence from Opportunity Time must either be pre-approved by the administration or medically documented by a note from an appropriate licensed healthcare provider indicating that the student was attending a medically-related appointment. Students will be excused from Opportunity Time for school sponsored off-campus events. Students *may* be excused from Opportunity Time to attend meetings such as student council, NHS, etc. if they have permission from their Opportunity Time teacher. The Opportunity Time teacher must confirm that the students have no outstanding assignments and are passing the class before they may be released to attend any meeting/rehearsal.

Students in Grades 7 - 10 will work on a different core subject every day of the week. Example: A 7th grade student may receive English help on Tuesdays, Math help on Wednesdays, Social Studies help on Thursdays and Science help on Fridays.\*

During Opportunity Time Students will receive:

1. Individualized instruction as needed.
2. Help in catching up on work that they've fallen behind in.
3. Assistance in enhancing or advancing in the subject area.
4. Guidance in preparing for an upcoming test or project
5. Other assistance as determined by the teaching staff, school success coordinator and the MACCRAY administration deemed necessary to help students succeed at MACCRAY High School.

Students in Grades 11 - 12 will use Opportunity Time as an additional study hall.\* Students who need additional help in any core subject area or who are behind on their work will be identified by the school success coordinator. The school success coordinator will follow up with the students and their Opportunity Time teachers to provide the student with additional

assistance. Seniors who meet the criteria senior privileges and/or on the job training may be eligible for dismissal after 8th period.

\*All students in grades 7-12 who do not need the additional help and have all of their work completed satisfactorily will be expected to bring something with them to read or something will be provided for them. There will be no unnecessary screen time allowed.

## **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.rschoolday.com/files/files/Private\\_User/shamlah/MACCCRAYElementarySchoolsHandbook2016-2017.docx\\_.pdf](http://www.maccray.k12.mn.us/sites/maccraysd.portal.rschoolday.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. 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:**

- **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:** Parent 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:**

Cellular 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 cellular phone will be taken to the office and parent/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.

## **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 form yearly.

## **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. The cost for a permit is \$50 per year or \$25 per semester. 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.

### **Communicable Diseases**

If a student becomes ill during the school day they should report to the office. Parent or guardian 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 is 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.
- 7<sup>th</sup> graders are required to have 1 dose of Tdap and 1 dose of Meningococcal.
- 12<sup>th</sup> 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.

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 mid-terms.

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 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 Opportunity Time. 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 (next page) 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 <http://www.maccray.k12.mn.us/page/3269> 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 Nonschool-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](http://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 1 property, violates a student's reasonable expectation of privacy under Minnesota common

law, defames a student, or constitutes intentional infliction of emotional distress against a student or retaliation for, or knowingly making a false report.

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

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

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

### ***PROHIBITED CONDUCT***

Bullying is prohibited:

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

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

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

### ***INITIAL RESPONSE AND REPORTING***

School Principal: School principal or designee (“principal/designee”) is the person responsible for receiving reports of bullying at the school level. The principal/designee will

ensure this policy and its procedures are fairly and fully implemented and serve as the primary person to address policy and procedural matters. If the complaint involves the principal/designee, the complaint shall be made to the superintendent.

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

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

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

Independent

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

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

### ***INVESTIGATION***

Information Pertaining to Bullying Incidents:

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

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

Procedure:

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

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

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

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

### ***REMEDIAL RESPONSE***

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

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

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

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

## ***PROFESSIONAL DEVELOPMENT AND EDUCATION***

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

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

Students: The school will encourage character development and other developmentally appropriate programmatic instruction to help students identify, prevent, and reduce bullying and create a safe learning environment. The superintendent or designee shall determine the scope and duration of the units of instruction and topics covered but the training shall include evidence-based, social-emotional learning to prevent and reduce discrimination and other improper conduct and to engage all students in creating a safe and supportive school environment.

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

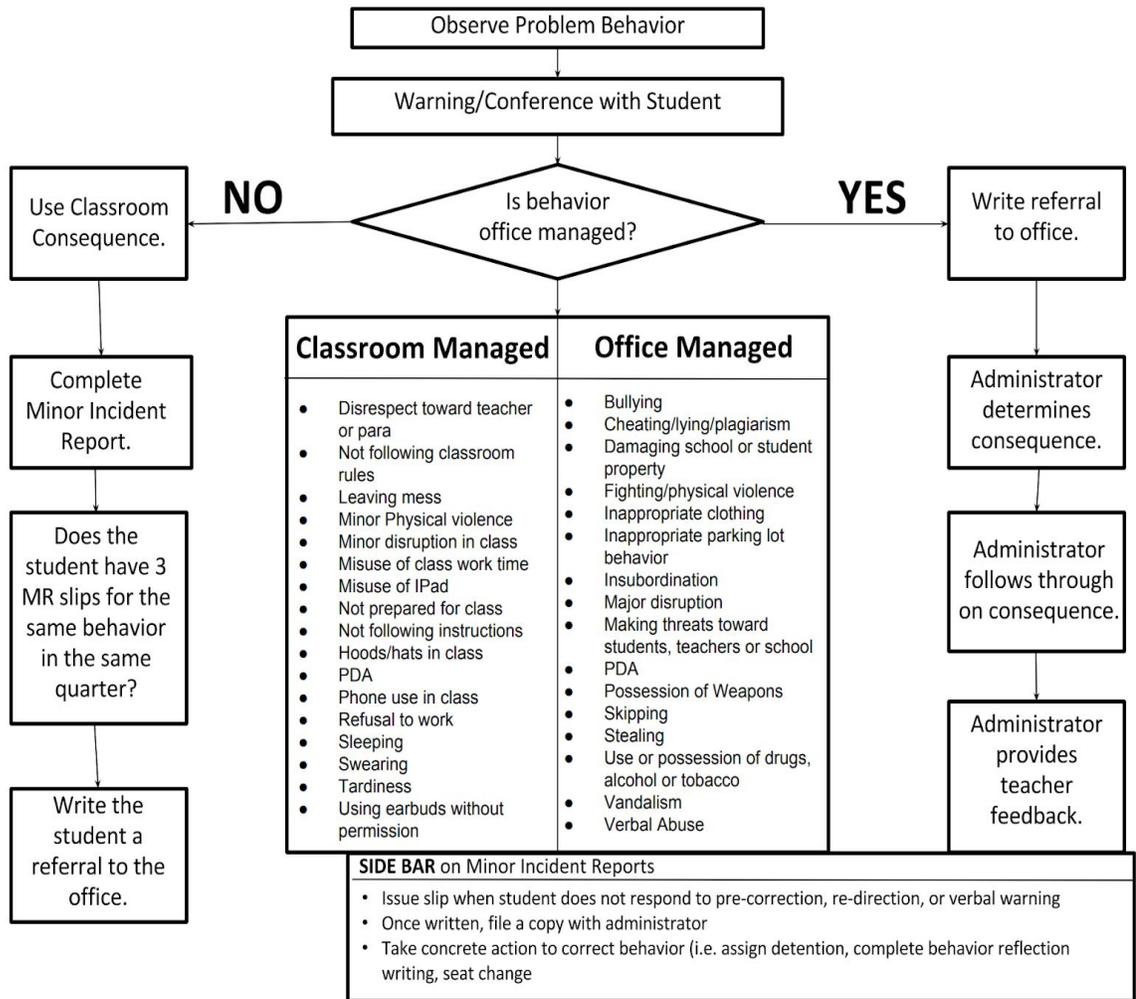
## 4. PBIS Expectations and Behavior Matrix

### MACCRAY School District - MACCRAY Pride

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

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

Playground		fans			
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



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

MSBA/MASA Model Policy 414

Orig. 1995

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

Rev. 2016

#### **414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

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

##### **I. PURPOSE**

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

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

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

##### **III. DEFINITIONS**

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

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

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and depended on those means for treatment or care of disease, except where the lack

of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

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

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

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to

this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.

- I. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

*[Note: The inclusion of sex trafficking becomes effective on May 29, 2017.]*

- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

***[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to***

*any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]*

## V. INVESTIGATION

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

school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

## **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

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

## **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

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

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

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

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)

Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

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

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

MSBA/MASA Model Policy 419

Orig. 1995

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

Rev. 2019

**419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES**

*[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]*

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

*[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]*

- D. *The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture*

*and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.*

### **III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- D. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-

dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

## **V. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## **VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)

MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

# MACCRAY PUBLIC SCHOOLS

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## 2019-20 EMPLOYMENT AGREEMENT

With  
Andrew DuHoux

**JOB TITLE:** Instructional Assistant

**DEPARTMENT:** Special Education

**REPORTS TO:** Principal, Special Education Coordinator and Special Education Teacher

### JOB SUMMARY

Works with students as directed by the Special Education Teacher. Additional supervision of students may be assigned by the principal.

### TERMS OF EMPLOYMENT

8.5 Hours – TBD/School Days  
Probation Period: 6 months  
Wage: \$13.50 per hour  
Other fringe benefits per the MACCRAY School Educational Assistant Terms and Conditions of Employment.

### EVALUATION

Performance of this job will be evaluated by the Special Education Teacher/HS Principal.

The provisions of the Terms and Conditions of Employment shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of the Terms and Conditions of Employment or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
My signature this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Instructional Assistant

IN WITNESS WHEREOF, we have subscribed  
My signature this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk

# MACCRAY PUBLIC SCHOOLS

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## 2019-20 EMPLOYMENT AGREEMENT

With  
Andrea Fragodt

**JOB TITLE:** Instructional Assistant  
**DEPARTMENT:** Special Education  
**REPORTS TO:** Principal, Special Education Coordinator and Special Education Teacher

### JOB SUMMARY

Works with students as directed by the Special Education Teacher. Additional supervision of students may be assigned by the principal.

### TERMS OF EMPLOYMENT

8.5 Hours – TBD/School Days  
Probation Period: 6 months  
Wage: \$13.50 per hour  
Other fringe benefits per the MACCRAY School Educational Assistant Terms and Conditions of Employment.

### EVALUATION

Performance of this job will be evaluated by the Special Education Teacher/HS Principal.

The provisions of the Terms and Conditions of Employment shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of the Terms and Conditions of Employment or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
My signature this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Instructional Assistant

IN WITNESS WHEREOF, we have subscribed  
My signature this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk



**Teacher Contract**

The School Board of Independent School District 2180 of the State of Minnesota, Clara City, Minnesota, enters into this agreement, pursuant to M.S. 125.12 as amended, with **Christine Krizan** a legally qualified and licensed teacher who agrees to teach in the public schools of said district as **Preschool Teacher** for the school year **2019 – 2020**.

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

- Basic Services:** Said teacher shall faithfully perform the services prescribed by the school board or its designated representative, whether or not such services are specifically described in this contract, abide by the rule and regulations as established by the school board and State Board of Education, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
- Duration:** This contract is subject to the provision of M.S. 125.12 as amended and to all laws, rules and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination and discharge for cause of teachers. Thereafter this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S.125.12.
- Duty Year:** The teacher’s duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board.
- Additional Services:** The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extracurricular, co-curricular or other assignments may be described in paragraph 6 of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher’s Continuing Contract rights unless the words “continuing contract” are recorded immediately following the assignment.
- Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative if any, and the provisions of the Public Employment Labor Relations Act as amended.
- Special Provision:** (Insert here any other contractual provisions).

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

<b>Additional Service</b>	<b>Additional Compensation</b>
1. _____	\$ _____
2. _____	\$ _____

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

\$ 42,100	For Basic Services:
\$	For Additional Services as set forth in paragraph 6
\$ 42,100	Total salary, exclusive of fringe benefits.

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

IN WITNESS THEREOF I have subscribed my signature this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Teacher: \_\_\_\_\_

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

Independent School District No. 2180

Clerk: \_\_\_\_\_

Chairperson: \_\_\_\_\_

# MACCRAY PUBLIC SCHOOLS

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## 2019-20 EMPLOYMENT AGREEMENT

With  
Hillary Rethlake

**JOB TITLE:** Instructional Assistant  
**DEPARTMENT:** Special Education  
**REPORTS TO:** Principal, Special Education Coordinator and Special Education Teacher

### JOB SUMMARY

Works with students as directed by the Special Education Teacher. Additional supervision of students may be assigned by the principal.

### TERMS OF EMPLOYMENT

8.5 Hours – TBD/School Days  
Probation Period: 6 months  
Wage: \$13.50 per hour  
Other fringe benefits per the MACCRAY School Educational Assistant Terms and Conditions of Employment.

### EVALUATION

Performance of this job will be evaluated by the Special Education Teacher/HS Principal.

The provisions of the Terms and Conditions of Employment shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of the Terms and Conditions of Employment or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
My signature this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Instructional Assistant

IN WITNESS WHEREOF, we have subscribed  
My signature this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk

# MACCRAY PUBLIC SCHOOLS

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## 2019-20 EMPLOYMENT AGREEMENT

With  
Isaac Boike

**JOB TITLE:** Instructional Assistant  
**DEPARTMENT:** Special Education  
**REPORTS TO:** Principal, Special Education Coordinator and Special Education Teacher

### JOB SUMMARY

Works with students as directed by the Special Education Teacher. Additional supervision of students may be assigned by the principal.

### TERMS OF EMPLOYMENT

8.5 Hours – TBD/School Days  
Probation Period: 6 months  
Wage: \$13.50 per hour  
Other fringe benefits per the MACCRAY School Educational Assistant Terms and Conditions of Employment.

### EVALUATION

Performance of this job will be evaluated by the Special Education Teacher/HS Principal.

The provisions of the Terms and Conditions of Employment shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of the Terms and Conditions of Employment or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
My signature this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Instructional Assistant

IN WITNESS WHEREOF, we have subscribed  
My signature this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk



**Teacher Contract**

The School Board of Independent School District 2180 of the State of Minnesota, Clara City, Minnesota, enters into this agreement, pursuant to M.S. 125.12 as amended, with **Jaime Hultgren** a legally qualified and licensed teacher who agrees to teach in the public schools of said district as **English as s Second Language\_ (75%)\_** for the school year **2019 – 2020**.

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

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the school board or its designated representative, whether or not such services are specifically described in this contract, abide by the rule and regulations as established by the school board and State Board of Education, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This contract is subject to the provision of M.S. 125.12 as amended and to all laws, rules and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination and discharge for cause of teachers. Thereafter this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S.125.12.
3. **Duty Year:** The teacher’s duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board.
4. **Additional Services:** The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extracurricular, co-curricular or other assignments may be described in paragraph 6 of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher’s Continuing Contract rights unless the words “continuing contract” are recorded immediately following the assignment.
5. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative if any, and the provisions of the Public Employment Labor Relations Act as amended.
6. **Special Provision:** (Insert here any other contractual provisions).

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

<b>Additional Service</b>	<b>Additional Compensation</b>
1. _____	\$ _____
2. _____	\$ _____

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

\$	<b>\$30,075</b>	For Basic Services: <b>(.75 FTE Tier 1)</b>
\$		For Additional Services as set forth in paragraph 6
\$	<b>\$30,075</b>	Total salary, exclusive of fringe benefits.

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

IN WITNESS THEREOF I have subscribed my signature this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Teacher: \_\_\_\_\_

IN WITNESS THEREOF we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Independent School District No. 2180  
Clerk: \_\_\_\_\_  
Chairperson: \_\_\_\_\_

# MACCRAY PUBLIC SCHOOLS

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## 2019-20 EMPLOYMENT AGREEMENT

With  
Kati Hess

**JOB TITLE:** Technology Administrative Assistant

**DEPARTMENT:** Technology

**REPORTS TO:** Technology Coordinator and Principal

### JOB SUMMARY

Works with students as directed by the Principal and Technology Coordinator. Additional technology duties as needed to assist the Technology Coordinator.

### TERMS OF EMPLOYMENT

8.5 Hours – TBD/School Days

Probation Period: 6 months

Wage: \$14.00 per hour

Other fringe benefits per the MACCRAY School Administrative Assistant Terms and Conditions of Employment.

### EVALUATION

Performance of this job will be evaluated by the Special Education Teacher/HS Principal.

The provisions of the Terms and Conditions of Employment shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of the Terms and Conditions of Employment or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
My signature this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Instructional Assistant

IN WITNESS WHEREOF, we have subscribed  
My signature this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk