

MACCRAY ISD 2180
Clara City, MN 56222
MACCRAY Board Room
Monday, Aug. 12, 2024
6:00 pm

TENTATIVE AGENDA

Policy 206 – Individual speakers will have three minutes to speak to the board and may do so only during the public comment portion of the meeting. Comments involving data privacy, personal attacks on others, or that may be considered libelous or slanderous, or are initiated after the public comment period, are unacceptable. The board will take no action at the same meeting on an item raised by the public at that meeting to allow for further investigation.

- 1.0 Call to Order
- 2.0 Pledge of Allegiance
- 3.0 Approval of the Agenda/Additions/Deletions
- 4.0 Public Comment - none
- 5.0 Consent Agenda – Action Required
 - 5.1 Adoption of Minutes
 - 5.2 Approve payment of bills and financial reports.
 - 5.3 Approve Musical Director - L. Streich
 - 5.4 Accept custodian resignation - M. Tello
 - 5.5 Approve Special Ed. Teacher - A. Schwab
 - 5.6 Accept retirement letter - P. Johnson
 - 5.7 Approve employment agreement custodian - F. Garcia
- 6.0 Communication Report
 - 6.1 Administrative Reports
 - 6.1.1 Judd Wheatley, MS/HS Principal
 - 6.1.2 Todd Bertram, Elementary Principal
 - 6.1.3 Josh Austad, Superintendent
 - 6.2 Committee Reports
 - 6.3 Board Discussion
- 7.0 Business items – Action Required
 - 7.1 Adopt Resolution calling General Election.
 - 7.2 Adopt Policy 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
 - 7.3 Adopt Policy 722 - Public Data and Data subject Requests
 - 7.4 Adopt Policy 806 - Crisis Management
 - 7.5 Adopt 24-25 Student Handbook
 - 7.6 Adopt 24-25 Staff Handbook
- 8.0 Upcoming Meetings
 - 8.1 Regular Board Meeting, Monday, Sept. 9, MACCRAY Board Room, 6pm.
 - 8.2 Regular Board Meeting, Monday, Oct. 14, MACCRAY Board Room, 6pm.
 - 8.3 Regular Board Meeting, Tuesday, Nov. 12, MACCRAY Board Room, 6pm.
- 9.0 Adjournment

**Minutes of the Board of Education
Independent School District #2180
Regular Meeting #1
Monday, July 8, 2024, 6:00 PM
MACCRAY Board Room**

Members Present: Julie Alsum, Debi Brandt, Mark Kasella, John Hagemeyer, Scott Ruitter, Carmel Thein.
Others Present: Josh Austad, Superintendent; Kim Sandry, Business Manager; Jesse Westbrook, Tech Director; Billie Jo Rassat, Clara City Herald .

Chair Julie Alsum called the meeting to order at 6:02 pm.

Pledge of Allegiance

Motion by Thein, second by Hagemeyer, to approve the agenda as presented.

Motion carried by unanimous vote.

Public Comment: none

Approval of Consent Agenda:

Motion by Brandt, second by Hagemeyer, to approve the consent agenda.

Motion carried by unanimous vote.

Adoption of Minutes

Approve payment of bills and financial records.

Approve Teacher contract for Ag. Long-Term Sub - T. Nelson

Approve Teacher contract for Special Education - T. Anderson

Approve Employment Agreement with Paraprofessional - J. Kienitz

Approve Resignation of Special Education Teacher - C. Holm

Approve Teacher contract for Special Education - P. Lindeman

Approve Teacher contract for Spanish - L. Brinkmann

Approve Fall Coaches

Activity Coaches & Supervisors - Fall 2024

Football

Cole Christopher	Head Varsity
Trent Carlson	Asst. Varsity
Kelby Jaenisch	J.V. & Asst.
Brandon Grund	J.V. & Asst.
Andrew DuHoux	Junior High
Seth Falk	Junior High
RJ Hogrefe	Volunteer
Mike Dammann	Volunteer
Nathan Bourne	Volunteer
Braden Hoekstra	Volunteer

Boys & Girls Cross Country

Deb Hoberg	Head Varsity - RCW
Ben Johnson	Asst. - MACCRAY
Alexa Yeager	Volunteer

Volleyball

Tory Brouwer	Head Varsity
Emily Carlson	B Squad
Open Position	C Squad
Elsie Sumner	J.H.
Jessica Roelofs	J.H.
Terese Bourne	Volunteer
Brenda Schwitters	Volunteer

<u>Girls Tennis</u>	Lindsey Bosch	Head Coach
	Alecia Hansen	Assistant
	Becky Zimmer	Voluntee
	Ashley Trulock	Volunteer
	Mitchell Kremin	Volunteer

Weight Room - Jacob Zuidema

Activity Concessions Supervisor/Worker - Carol Krueger

Musical Directors - Joel Gronseth & Unknown

Pep Band - Joel Gronseth

Yearbook - Josie Donner

NHS - Andrea Lewandowski

H.S Student Council - Josie Donner

J.H. Student Council - Meghan Sunderland

Communications Reports:

Countryside Public Health

Jesse Westbrook – Technology update

Jim Trulock: Written update

Josh Austad: District update.

Committee Reports/Board Discussion: Filing period for School Board, July 30-August 13, 2024

Business Items:

Motion by Alsum, second by Thein, for resolution to approve the FY 2026 LTFM Plan.

Roll Call Vote: For: Brandt, Ruitter, Thein, Alsum, Hagemeyer, Kasella.

Against: none

Resolution passed and adopted.

Motion by Hagemeyer, second by Ruitter, to approve moving the November board meeting from Monday, Nov. 11 (Veteran’s Day) to Tuesday, Nov. 12. Motion carried by unanimous vote.

Meetings and Workshops:

Regular Board Meeting, Monday, August, 12, MACCRAY Board Room, 6pm.

Regular Board Meeting, Monday, Sept. 9, MACCRAY Board Room, 6pm.

Regular Board Meeting, Monday, Oct. 14, MACCRAY Board Room, 6pm

Adjournment of Meeting

Motion by Kasella, second by Ruitter, for adjournment. Motion carried by unanimous vote. Meeting adjourned at 6:55 pm.

Respectfully submitted,

Carmel Thein, Clerk

Kim Sandry, Business Manager

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

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Date	Amount
												Date		
BND2		61145	5571	Check	1	4822	Bonnema Runke Stern Inc		Yes	No	No	07/11/2024	5,312.50	
BND2		61144	5572	Check	1	4798	Braun Intertec Corporation	S Corporation	Yes	No	No	07/11/2024	7,156.50	
BND2		61146	5573	Check	1	4922	Builders Supply Company		Yes	No	No	07/11/2024	32,922.66	
BND2		61141	5574	Check	1	2854	CORY'S HOMETOWN ELECTRIC	Ind/Sole Proprietor	Yes	No	No	07/11/2024	40,614.40	
BND2		61140	5575	Check	1	01932	Daktronics, INC	C Corporation	Yes	No	No	07/11/2024	39,743.00	
BND2		61143	5576	Check	1	4559	ICS Consulting, LLC - 138006	S Corporation	Yes	No	No	07/11/2024	89,915.43	
BND2		61142	5577	Check	1	4204	Mickels Construction & Snow Removal		Yes	No	No	07/11/2024	250.00	
BND2		61148	5578	Check	1	5431	Peterson Companies, Inc.	C Corporation	Yes	No	No	07/11/2024	628,529.90	
BND2		61147	5579	Check	1	5179	SAAFE, LLC	LLC - S Corp	Yes	No	No	07/11/2024	71,984.00	
Bank Total:													\$916,428.39	
Pay		61170		Wire	1	00867	PERA		No	No	No	07/16/2024	3,936.21	
Pay		61171		Wire	1	00868	MN Teachers Retirement Assoc.		No	No	No	07/16/2024	29,432.29	
Pay		61172		Wire	1	2181	Aviben	C Corporation	No	No	No	07/16/2024	9,441.04	
Pay		61173		Wire	1	2385	MN Department of Revenue		No	No	No	07/16/2024	6,667.85	
Pay		61174		Wire	1	2875	Internal Revenue Service		No	No	No	07/16/2024	44,788.01	
Pay		61175		Wire	1	2985	Aviben FLEX		No	No	No	07/16/2024	2,262.88	
Pay		61079	60012	Check	1	00048	Clara City Telephone Company	C Corporation	Yes	No	No	07/02/2024	436.20	
Pay		61083	60013	Check	1	4388	Melody Lanes Bowling Center		Yes	No	No	07/02/2024	579.00	
Pay		61084	60014	Check	1	4553	Nordic Solar HoldCo Phase 2, LLC	LLC - Partnership	Yes	No	No	07/02/2024	10,657.06	
Pay		61081	60015	Check	1	2347	Rochester Telecom Systems	S Corporation	Yes	No	No	07/02/2024	51.06	
Pay		61082	60016	Check	1	2943	Sweep Hardware	Ind/Sole Proprietor	Yes	No	No	07/02/2024	213.59	
Pay		61080	60017	Check	1	1469	Xcel Energy	C Corporation	Yes	No	No	07/02/2024	7,368.38	
Pay		61089	60018	Check	1	4016	Almich's Market	S Corporation	Yes	No	No	07/02/2024	15.26	
Pay		61088	60019	Check	1	2359	Amazon Capital Services		Yes	No	No	07/02/2024	9,865.60	
Pay		61087	60020	Check	1	2345	Brandt, Debi	Ind/Sole Proprietor	Yes	No	No	07/02/2024	140.70	
Pay		61090	60021	Check	1	5238	Ellingson Plumbing & Heating	C Corporation	Yes	No	No	07/02/2024	551.25	
Pay		61085	60022	Check	1	00105	Hillyard / Hutchinson	C Corporation	Yes	No	No	07/02/2024	1,612.79	
Pay		61086	60023	Check	1	00457	Torkelson's Lock Service	LLC - Partnership	Yes	No	No	07/02/2024	12.00	
Pay		61091	60024	Check	1	5420	Zepole Supply Co.	S Corporation	Yes	No	No	07/02/2024	6,722.26	
Pay		61106	60025	Check	1	5334	Active Internet Technologies	C Corporation	Yes	No	No	07/02/2024	2,301.00	
Pay		61097	60026	Check	1	2985	Aviben FLEX		Yes	No	No	07/02/2024	133.09	
Pay		61095	60027	Check	1	2456	CLIMB Theatre	C Corporation	Yes	No	No	07/02/2024	2,100.00	
Pay		61102	60028	Check	1	4431	Crisis Prevention Institute		Yes	No	No	07/02/2024	200.00	
Pay		61104	60029	Check	1	4921	First Dakota Indemnity Company		Yes	No	No	07/02/2024	42,547.00	
Pay		61103	60030	Check	1	4706	Learning Ally, Inc.	Other	Yes	No	No	07/02/2024	3,199.00	
Pay		61101	60031	Check	1	4419	MASA		Yes	No	No	07/02/2024	860.00	
Pay		61099	60032	Check	1	3393	MASBO		Yes	No	No	07/02/2024	399.00	
Pay		61100	60033	Check	1	4233	MCGraw-Hill Education	C Corporation	Yes	No	No	07/02/2024	6,836.31	

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

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
Pay		61098	60034	Check	1 2989		MREA		Yes	No	No	07/02/2024	1,885.00
Pay		61105	60035	Check	1 5128		Scenario Learning, LLC		Yes	No	No	07/02/2024	6,096.73
Pay		61094	60036	Check	1 2401		SCHOLASTIC INC	C Corporation	Yes	No	No	07/02/2024	2,317.85
Pay		61096	60037	Check	1 2496		SHI International Corp	C Corporation	Yes	No	No	07/02/2024	4,810.20
Pay		61093	60038	Check	1 00308		SW & WC Service Cooperative		Yes	No	No	07/02/2024	22,591.06
Pay		61118	60050	Check	1 4234		Clean Site LLC		Yes	No	No	07/08/2024	600.00
Pay		61120	60051	Check	1 5455		Hennen, Erika		Yes	No	No	07/09/2024	89.11
Pay		61119	60052	Check	1 2086		Minnesota UI Fund		Yes	No	No	07/09/2024	11,152.46
Pay		61124	60053	Check	1 2944		Anoka Hennepin Schools		Yes	No	No	07/09/2024	350.00
Pay		61130	60054	Check	1 5456		Concord Theatricals		Yes	No	No	07/09/2024	2,451.51
Pay		61122	60055	Check	1 1063		Ehlers & Associates, Inc.	C Corporation	Yes	No	No	07/09/2024	495,416.25
Pay		61129	60056	Check	1 5344		ESGI, LLC		Yes	No	No	07/09/2024	738.00
Pay		61121	60057	Check	1 00105		Hillyard / Hutchinson	C Corporation	Yes	No	No	07/09/2024	23.71
Pay		61127	60058	Check	1 4831		Huntington Public Capital Corp	C Corporation	Yes	No	No	07/09/2024	70,088.00
Pay		61125	60059	Check	1 4289		Jimmy John's		Yes	No	No	07/09/2024	275.00
Pay		61126	60060	Check	1 4326		Kennedy & Graven, Chartered	C Corporation	Yes	No	No	07/09/2024	125.00
Pay		61123	60061	Check	1 2126		Menards - Willmar	S Corporation	Yes	No	No	07/09/2024	13.98
Pay		61128	60062	Check	1 5343		Red Rover Technologies, LLC		Yes	No	No	07/09/2024	2,673.72
Pay		61131	60063	Check	1 1750		MSBA		Yes	No	No	07/09/2024	4,829.00
Pay		61133	60064	Check	1 01432		Chappell Central, Inc.	S Corporation	Yes	No	No	07/11/2024	542.29
Pay		61132	60065	Check	1 00046		Clara City Herald	S Corporation	Yes	No	No	07/11/2024	145.00
Pay		61134	60066	Check	1 1936		Palmer Bus Service, Inc	C Corporation	Yes	No	No	07/11/2024	17,170.91
Pay		61135	60067	Check	1 5118		Quadient Finance USA, Inc.		Yes	No	No	07/11/2024	500.00
Pay		61138	60068	Check	1 3053		BOLD Public Schools		Yes	No	No	07/11/2024	420.00
Pay		61139	60069	Check	1 5321		Platform Athletics, LLC	LLC - Partnership	Yes	No	No	07/11/2024	1,634.00
Pay		61137	60070	Check	1 00277		Whitney Music	Ind/Sole Proprietor	Yes	No	No	07/11/2024	147.50
Pay		61152	60071	Check	1 4979		Coordinated Business Systems	S Corporation	Yes	No	No	07/15/2024	2,123.93
Pay		61156	60072	Check	1 5235		Blue Cross Blue Shield of Minnesota		Yes	No	No	07/15/2024	62,759.49
Pay		61153	60073	Check	1 01006		Flinn Scientific	C Corporation	Yes	No	No	07/15/2024	262.24
Pay		61155	60074	Check	1 4233		MCGraw-Hill Education	C Corporation	Yes	No	No	07/15/2024	87,553.83
Pay		61154	60075	Check	1 2052		MESPA		Yes	No	No	07/15/2024	1,203.00
Pay		61157	60076	Check	1 5458		SchoolPro K12		Yes	No	No	07/15/2024	1,000.00
Pay		61160	60077	Check	1 2847		Anderson, Tyler		Yes	No	No	07/16/2024	100.00
Pay		61159	60078	Check	1 1762		Donners Crossroads Truckstop	S Corporation	Yes	No	No	07/16/2024	94.80
Pay		61161	60079	Check	1 5345		ORIGO Education Inc	LLC - C Corp	Yes	No	No	07/16/2024	10,846.00
Pay		61163	60080	Check	1 00528		Bremer Bank		Yes	No	No	07/16/2024	270.00
Pay		61165	60081	Check	1 1039		Citizens Alliance Bank		Yes	No	No	07/16/2024	1,394.71
Pay		61169	60082	Check	1 4802		Colonial Life		Yes	No	No	07/16/2024	1,143.20
Pay		61168	60083	Check	1 4594		Kensington Bank		Yes	No	No	07/16/2024	300.00

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

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
Pay		61166	60084	Check	1 3402		Lake Region Bank		Yes	No	No	07/16/2024		100.00
Pay		61167	60085	Check	1 4043		MN Child Support Center		Yes	No	No	07/16/2024		58.00
Pay		61164	60086	Check	1 00881		NCPERS Group Life Ins. c/o Member Ber		Yes	No	No	07/16/2024		8.00
Pay		61162	60087	Check	1 00023		UNUM Life Insurance Company		Yes	No	No	07/16/2024		161.28
Pay		61179	60088	Check	1 3592		Dooley's Natural Gas	C Corporation	Yes	No	No	07/17/2024		4,899.87
Pay		61181	60089	Check	1 4194		Drex-mart	S Corporation	Yes	No	No	07/17/2024		155.62
Pay		61182	60090	Check	1 5166		GreatAmerica Financial Svcs.		Yes	No	No	07/17/2024		269.48
Pay		61180	60091	Check	1 01092		Minnesota Clay	C Corporation	Yes	No	No	07/17/2024		738.44
Pay		61184	60092	Check	1 3785		Floor to Ceiling Store		Yes	No	No	07/17/2024		3,215.00
Pay		61183	60093	Check	1 2144		Smith, Denise		Yes	No	No	07/17/2024		45.00
Pay		61185	60094	Check	1 2508		KDMA	C Corporation	Yes	No	No	07/17/2024		85.00
Pay		61186	60095	Check	1 4491		rSchoolToday	C Corporation	Yes	No	No	07/18/2024		450.00
Pay		61187	60096	Check	1 5460		Big Kahuna Fun Park	LLC - S Corp	Yes	No	No	07/18/2024		1,218.00
Pay		61188	60097	Check	1 01432		Chappell Central, Inc.	S Corporation	Yes	No	No	07/22/2024		198.00
Pay		61189	60098	Check	1 2655		Nationwide Glass of Willmar		Yes	No	No	07/22/2024		180.00
Pay		61192	60099	Check	1 3851		Blick Art Materials	S Corporation	Yes	No	No	07/22/2024		758.76
Pay		61193	60100	Check	1 4419		MASA		Yes	No	No	07/22/2024		209.00
Pay		61194	60101	Check	1 5112		Quadient Leasing USA, Inc		Yes	No	No	07/22/2024		319.70
Pay		61191	60102	Check	1 1640		Really Good Stuff	C Corporation	Yes	No	No	07/22/2024		229.90
Pay		61190	60103	Check	1 00271		Zaner-Bloser	C Corporation	Yes	No	No	07/22/2024		829.12
Pay		61195	60104	Check	1 00191		Teacher's Discovery		Yes	No	No	07/22/2024		600.00
Pay		61197	60105	Check	1 2923		VISA - CABank		Yes	No	No	07/23/2024		1,561.55
Pay		61198	60106	Check	1 00105		Hillyard / Hutchinson	C Corporation	Yes	No	No	07/23/2024		8,517.80
Pay		61199	60107	Check	1 00105		Hillyard / Hutchinson	C Corporation	Yes	No	No	07/23/2024		15.94
Pay		61201	60109	Check	1 3428		Van Eps, Jennifer		Yes	No	No	07/23/2024		184.92
Pay		61204	60110	Check	1 4979		Coordinated Business Systems	S Corporation	Yes	No	No	07/24/2024		48.75
Pay		61203	60111	Check	1 4431		Crisis Prevention Institute		Yes	No	No	07/24/2024		1,949.00
Pay		61202	60112	Check	1 01216		Lakeshore Learning Materials	S Corporation	Yes	No	No	07/24/2024		1,285.56
Pay		61205	60113	Check	1 1680		BSN Sports, LLC	C Corporation	Yes	No	No	07/24/2024		1,819.83
Pay		61206	60114	Check	1 4326		Kennedy & Graven, Chartered	C Corporation	Yes	No	No	07/24/2024		75.00
Pay		61212	60115	Check	1 3780		Cash		Yes	No	No	07/29/2024		175.00
Pay		61211	60116	Check	1 2347		Rochester Telecom Systems	S Corporation	Yes	No	No	07/29/2024		8.54
Pay		61213	60117	Check	1 5075		St. Croix Recreation Fun Playgrounds Inc.	S Corporation	Yes	No	No	07/29/2024		5,056.40
Pay		61214	60118	Check	1 3178		Ratwik, Roszak & Maloney, PA		Yes	No	No	07/30/2024		150.00
Pay		61215	60119	Check	1 5082		Tobii Dynavox LLC		Yes	No	No	07/30/2024		99.00
Pay		61216	60120	Check	1 4431		Crisis Prevention Institute		Yes	No	No	07/31/2024		929.70
Pay		61218	60121	Check	1 00528		Bremer Bank		Yes	No	No	07/31/2024		270.00
Pay		61220	60122	Check	1 1039		Citizens Alliance Bank		Yes	No	No	07/31/2024		1,344.71
Pay		61224	60123	Check	1 4802		Colonial Life		Yes	No	No	07/31/2024		1,143.20

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

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Date	Amount
												Date		
Pay		61223	60124	Check	1	4594	Kensington Bank		Yes	No	No	07/31/2024	300.00	
Pay		61221	60125	Check	1	3402	Lake Region Bank		Yes	No	No	07/31/2024	100.00	
Pay		61222	60126	Check	1	4043	MN Child Support Center		Yes	No	No	07/31/2024	58.00	
Pay		61219	60127	Check	1	00881	NCPERS Group Life Ins. c/o Member Ber		Yes	No	No	07/31/2024	8.00	
Pay		61217	60128	Check	1	00023	UNUM Life Insurance Company		Yes	No	No	07/31/2024	214.20	
Pay		61226	60129	Check	1	4234	Clean Site LLC		Yes	No	No	07/31/2024	270.00	
Bank Total:													\$1,049,779.58	
SA		61078	22711	Check	1	4343	Flowers from the Heart	Ind/Sole Proprietor	Yes	Yes	No	07/01/2024	630.00	
SA		61092	22712	Check	1	3109	Anderson's	S Corporation	Yes	Yes	No	07/02/2024	324.00	
SA		61136	22713	Check	1	4576	SMSU Volleyball		Yes	Yes	No	07/11/2024	1,750.00	
SA		61158	22714	Check	1	3046	MinnTex Citrus, Inc.	S Corporation	Yes	Yes	No	07/16/2024	844.77	
SA		61196	22715	Check	1	2923	VISA - CABank		Yes	Yes	No	07/23/2024	563.11	
SA		61207	22716	Check	1	00077	Farmers Coop Oil Co.	C Corporation	Yes	Yes	Yes	07/25/2024	0.00	
SA		61208	22717	Check	1	4583	L & E Greenhouse		Yes	Yes	Yes	07/25/2024	0.00	
SA		61209	22718	Check	1	00077	Farmers Coop Oil Co.	C Corporation	Yes	Yes	No	07/25/2024	355.18	
SA		61210	22719	Check	1	4583	L & E Greenhouse		Yes	Yes	No	07/25/2024	760.00	
Bank Total:													\$5,227.06	
Report Total:													\$1,971,435.03	

INVESTMENTS OUTSTANDING

June 30, 2024

MSDMAX Fund – MSDLAF

MSDMAX Fund Balance as of June 30, 2024	\$2,488.47
Interest - July 31, 2024	\$11.05
BALANCE	<u>\$2,499.52</u>

LIQUID ASSET FUND

Money Market Balance as of June 30, 2024	\$1,688.54
Interest – July 31, 2024	\$7.37
BALANCE	<u>\$1,695.91</u>

Citizens Alliance Bank

Special Money Market Savings

Balance as of June 30, 2024	\$4,473,136.20
Interest – July 31, 2024 (Transfer out \$1,650,000)	\$2,479.39
BALANCE	<u>\$2,825,615.59</u>

Board Report – August 12, 2024 MACCRAY Senior High School

Pre-Workshop information

- I have spent some time updating the student handbook. All new content is highlighted in yellow and is based off the MSBA Model Handbook recommendations. Josh and I have been in touch about this information. Please review it for approval.
- Cell phone policies have been a hot topic this summer, with many districts opting to completely remove them in a cold-turkey approach. Schools must have a plan in place by next summer.
 - Last year we opted to:
 - Gr. 6-9 – phones in lockers, lunch access, roll up one year the next
 - Student phone behavior dictates potential removal for all
 - **24-25 recommendation:** continue with plan for grades 6-10 w/ phones in lockers and lunch access

Ongoing/Upcoming work:

- New teacher workshop is Tuesday, August 13th
- Back to school workshops begin August 26th and culminate with Open House on August 28th
- The first day of school is September 3, with a handbook review for all 6-12 students.
- Homecoming week is the second week of school.

Respectfully Submitted,

Judd K. Wheatley
MACCRAY Sr. High School Principal

August School Board Meeting
MACCRAY

Mr. Todd Bertram PK-5 Principal

- ❖ It's great to be part of the MACCRAY School District / Team
 - Thank you for this Great opportunity
 - Great Support system
 - Friendly staff

- ❖ Workshops
 - 7-30 & 7-31 - MESPA (mentorship program)
 - 8-1 - SWSC (Services)
 - 8-12 - Data Mine / MCA scores

- ❖ READ ACT
 - LETRS training begins this fall
 - Waiting for our access codes from Lexia / any day now.

- ❖ Class Lists
 - Sent out on 7-30-2024

- ❖ Schedules
 - Finalized

- ❖ New Teacher Workshop
 - Tuesday (13th)
 - New Staff: Music, Kayla Meyer and Phy. Ed., Kaitlynn Kienholz

- ❖ Student Discipline
 - Infinite Campus referral system
 - PBIS: the Wolverine Way Tickets
 - Student handbook

August 12th, 2024 Board Update:

- It has been a pleasure working with Mr. Todd Bertram (MACCRAY Elementary Principal). He brings tremendous passion for kids and their learning and overall positive well being.
- New Teacher Workshop scheduled for August 13th... 11 new teachers, plus Mr. Bertram.
 - Introduction to MACCRAY
 - Making connections... framework and support
 - Preparing for a positive and successful start to the school year
- Building & Athletic Project:
 - POC participated in a walk-through August 7th
 - Turf installation on going... the process is very interesting to watch
 - Electrical and light testing
 - Pressbox installation on going
 - Many visitors making daily visits
- Back to School Workshop and Open house (August 26th-28th)
 - Kevin Honeycutt (August 27th) @ 1pm
 - PD (Dean Urdahl, workplace safety, SpEd conversation, mandatory reporting, safety review (Chippewa County), Type III training, suicide, & substance abuse)
 - Mr. Trulock planning and preparing fall coaches meetings
- Mentorship (SpEd SWWC)
 - MACCRAY has 4 new SpEd teachers... They deserve the best support we can give!
 - Collaborating with SWWC Co-op and Mr. Westbrook
- Great work Mr. Wheatley and Mr. Bertram updating staff and student handbooks... these documents help give such great framework for expectations and action steps
- Thank you to you and our district for allowing me to attend the MDE back to school workshop and also the school law conference sponsored by Kennedy & Graven.
 - Introduced to a new statewide system of support (COMPASS - Collaborative Minnesota Partnership to Advance Student Success)
 - READ Act and Curriculum Updates
 - School Finance (MDE contacts and supports)
 - Non-Exclusionary Discipline
 - Building Family Connections
 - Multilingual Learners
 - Policy updates and Legislative impact
- Read Act
 - K-5 teachers, SpEd teachers, and others have been digging this summer to get a head start on their learning and certifications
 - State mandated (close to 40,000 teachers participating this next school year)
 - LETRS training (Approximately 144 hours over 2 years)
 - Mr. Bertram leading the process
- Pallets of curriculum and supplies have been arriving throughout the summer. Next steps, getting materials into staff's learning spaces.
- Looking forward to great start to school year 2024-2025!

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD
MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

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

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing (three *) school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 5th day of November, 2024.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

Adopted: _____

MSBA/MASA Model Policy 522

Orig. 1995

Revised: _____

Rev. 2024

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

[NOTE: In 2024, the U.S. Department of Education, Office of Civil Rights (OCR), released the latest version of the Final Rule amending Title IX regulations at 34 Code of Federal Regulations, part 106. These regulations have an effective date of August 1, 2024.]

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. Except as provided elsewhere under Title IX or its regulations, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district.
- C. The school district prohibits sex-based discrimination or sexual harassment that occurs within its education programs and activities. The school district shall promptly respond in a manner that is prompt and effective.
- D. Except as provided therein, Title IX and its regulations apply to all sex discrimination occurring under a school district's education program or activity in the United States. For the purpose of this paragraph, conduct that occurs under the school district's education program or activity includes but is not limited to conduct that is subject to the school district's disciplinary authority. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- E. The school district has adopted, published, and implemented grievance procedures consistent with the requirements of 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the school district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.
- F. The school district's obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part 99, or any state law or local law. The obligation to comply is not obviated or alleviated by any rule or regulation of any organization, club, athletic or

other league, or association which would render any applicant or student ineligible to participate or limit the eligibility or participation of any applicant or student, on the basis of sex, in any education program or activity operated by the school district and which receives Federal financial assistance.

- G. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- H. Nothing in Title IX or its regulations may be read in derogation of any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person, subject to Paragraph F of this section, including but not limited to making a complaint through the school district's grievance procedures for complaints of sex discrimination.
- I. In the limited circumstances in which Title IX or its regulations permits different treatment or separation on the basis of sex, the school district must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 United States Code, section 1681(a)(1) through (9) and the corresponding regulations sections 106.12 through 106.15, 20 United States Code, section 1686 and its corresponding regulation section 106.32(b)(1), or section 106.41(b). Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with the person's gender identity subjects a person to more than de minimis harm on the basis of sex.
- J. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

Josh Austad, 320.847.2154 ext 1109, austadj@maccray.k12.mn.us

Inquiries about Title IX and its regulations may be referred to the Title IX Coordinator(s), the United States Department of Education's Office for Civil Rights, or both.

- K. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to
Josh Austad, 320.847.2154 ext 1109, austadj@maccray.k12.mn.us
- L. The effective date of this policy is August 1, 2024, and applies to alleged violations of this policy occurring on or after August 1, 2024.

II. DEFINITIONS

- A. "Admission" means selection for part-time, full-time, special, associate, transfer, exchange or any other enrollment, membership, or matriculation in or at an education program or activity operated by the school district.
- B. "Complainant" means
 - 1. a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or

its regulations; or

2. a person other than a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.

C. "Complaint" means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged discrimination under Title IX or its regulations.

1. A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 Code of Federal Regulations, section 106.44(f)(1)(v).

2. The following individuals have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:

- a. a complainant;
- b. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- c. the school district's Title IX Coordinator.

[NOTE: When a Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination under Title IX (and in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process), the Title IX Coordinator must determine whether to initiate a complaint of sex discrimination as required under Title IX. The requirements for such a fact-specific determination are set forth in 34 Code of Federal Regulations, section 106.44(f)(1)(v).]

3. With respect to complaints of sex discrimination other than sex-based harassment, in addition to the persons listed above, the following persons have a right to make a complaint:

- a. any school district student or employee; or
- b. any person other than a school district student or employee who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.

D. "Confidential employee" means

1. A school district employee whose communications are privileged or confidential under Federal or Minnesota law. The employee's confidential status, for

purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or

2. A school district employee whom the school district has designated as confidential under this part for the purpose of providing services to persons related to sex discrimination. If the employee also has a duty not associated with providing those services, the employee's confidential status is only with respect to information received about sex discrimination in connection with providing those services.
- E. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- F. "Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the school district's prohibition on sex discrimination.
- G. "Parental status" as used in Title IX and its regulations means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:
1. A biological parent;
 2. An adoptive parent;
 3. A foster parent;
 4. A stepparent;
 5. A legal custodian or guardian;
 6. In loco parentis with respect to such a person; or
 7. Actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- H. "Party" means a complainant or respondent.
- I. "Peer retaliation" means retaliation by a student against another student.
- J. "Pregnancy or related conditions" means:
1. Pregnancy, childbirth, termination of pregnancy, or lactation;
 2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
 3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- K. "Program or activity" and "program" means all of the operations of a local education agency as defined in 20 United States Code, section 8801, a special purpose district, a

system of vocational education, or other school system.

- L. "Relevant" means related to the allegations of sex discrimination under investigation as part of the grievance procedures under Title IX and 34 Code of Federal Regulations, section 106.44. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.
- M. "Remedies" means measures provided, as appropriate, to a complainant or any other person the school district identifies as having had their equal access to the school district's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the school district's education program or activity after a school district determines that sex discrimination occurred.
- N. "Respondent" means a person who is alleged to have violated the school district's prohibition on sex discrimination.
- O. "Retaliation" means intimidation, threats, coercion, or discrimination against any person by the school district, a student, or an employee or other person authorized by the school district to provide aid, benefit, or service under the school district's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.
- P. "Sex-based harassment" prohibited by Title IX and its regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:
 - 1. *Quid pro quo harassment.*

An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
 - 2. *Hostile environment harassment.*

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - a. The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
 - b. The type, frequency, and duration of the conduct;
 - c. The parties' ages, roles within the school district's education program

or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

- d. The location of the conduct and the context in which the conduct occurred; and
- e. Other sex-based harassment in the school district's education program or activity; or

3. *Specific offenses.*

- a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
- b. Dating violence meaning violence committed by a person:
 - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (a) The length of the relationship;
 - (b) The type of relationship; and
 - (c) The frequency of interaction between the persons involved in the relationship;
- c. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
 - i. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the state of Minnesota, or a person similarly situated to a spouse of the victim;
 - ii. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - iii. shares a child in common with the victim; or
 - iv. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - i. Fear for the person's safety or the safety of others; or
 - ii. Suffer substantial emotional distress.

Q. "Student" means a person who has gained admission.

- R. "Student with a disability" means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, or a child with a disability as defined in the Individuals with Disabilities Education Act.
- S. "Supportive measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:
 - 1. Restore or preserve that party's access to the school district's education program or activity, including measures that are designed to protect the safety of the parties or the school district's educational environment; or
 - 2. Provide support during the school district's grievance procedures or during the informal resolution process.

The school district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the school district's education program or activity or provide support during the school district's Title IX grievance procedures or during the informal resolution process.
- T. "Title IX" means Title IX of the Education Amendments of 1972, as amended.

III. DESIGNATION OF TITLE IX COORDINATOR AND DESIGNEES

- A. The school district must designate and authorize at least one employee, referred to as a Title IX Coordinator, to coordinate its efforts to comply with its obligations under Title IX and its regulations. If a school district has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight over the responsibilities and ensure the school district's consistent compliance with its responsibilities under Title IX and its regulations.
- B. As appropriate, the school district may delegate, or permit a Title IX Coordinator to delegate, specific duties to one or more designees.

IV. PARENTAL, FAMILY, OR MARITAL STATUS; PREGNANCY OR RELATED CONDITIONS

A. Status Generally

The school district must not adopt or implement any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.

B. Pregnancy or Related Conditions

1. Nondiscrimination

The school district must not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The school district does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity provided the school district ensures that the

separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

2. Responsibility to Provide Title IX Coordinator Contact and Other Information

The school district must ensure that when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the school district's education program or activity.

3. Specific Actions to Prevent Discrimination and Ensure Equal Access

The school district must take specific actions below to promptly and effectively prevent sex discrimination and ensure equal access to the school district's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions. The Title IX Coordinator must coordinate these actions.

a. Responsibility to provide information about school district obligations.

The school district must inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of the school district's obligations under 34 Code of Federal Regulations, section 106.31, paragraphs (b)(1) through (5) and section 106.44(j) and provide the school district's notice of nondiscrimination under section 106.8(c)(1)

b. Reasonable modifications

i. The school district must make reasonable modifications to the school district's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the school district's education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required under this paragraph, the school district must consult with the student. A modification that a school district can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.

ii. The student has discretion to accept or decline each reasonable modification offered by the school district. If a student accepts the school district's offered reasonable modification, the school district must implement it.

iii. Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related

conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.

c. Voluntary access to separate and comparable portion of program or activity

The school district must allow the student to voluntarily access any separate and comparable portion of the school district's education program or activity under Paragraph A. above.

d. Voluntary leaves of absence

The school district must allow the student to voluntarily take a leave of absence from the school district's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by the school district that allows a greater period of time than the medically necessary period, the school district must permit the student to take voluntary leave under that policy instead if the student so chooses. When the student returns to the school district's education program or activity, the student must be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began.

e. Lactation space

The school district must ensure that the student can access a lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

f. Limitation on supporting documentation

The school district must not require supporting documentation under Paragraph B.3, subparagraphs b. through e. unless the documentation is necessary and reasonable for the school district to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under Paragraph C. subparagraphs 3 through 5 is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the school district with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take

breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action under Paragraph C. subparagraphs 3 through 5 is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

4. Comparable Treatment to Other Temporary Medical Conditions

To the extent consistent with Paragraph B.3 above, the school district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the school district administers, operates, offers, or participates in with respect to students admitted to the school district's education program or activity.

5. Certification to Participate

The school district must not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the school district's class, program, or extracurricular activity unless:

- a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- b. The school district requires such certification of all students participating in the class, program, or extracurricular activity; and
- c. The information obtained is not used as a basis for discrimination prohibited by this part.

V. REPORTING PROHIBITED CONDUCT

A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.

B. The school district requires all employees who are not confidential employees to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations. This requirement does not apply to an employee who has personally been subject to conduct that reasonably may constitute sex discrimination under Title IX or its regulations.

C. Confidential Employee Requirements

1. The school district must notify all participants in the school district's education program or activity of how to contact its confidential employees, if any.
2. The school district must require a confidential employee to explain to any person who informs the confidential employee of conduct that reasonably may constitute sex discrimination under Title IX or its regulations:

- a. The employee's status as confidential for purposes of this part, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;
 - b. How to contact the school district's Title IX Coordinator and how to make a complaint of sex discrimination; and
 - c. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution process or an investigation under the grievance procedures.
- D. Any employee of the school district who has experienced, has knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- E. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during nonbusiness hours, and may be made in person, by mail, by telephone, or by email using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- F. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

VI. SCHOOL DISTRICT'S RESPONSE TO SEXUAL HARASSMENT

A. General

Upon knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, the school district must respond promptly and effectively. The school district must also comply with 34 Code of Federal Regulations, section 106.44 to address sex discrimination in its education program or activity.

B. Barriers to Reporting

The school district must require its Title IX Coordinator to:

- 1. Monitor the school district's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations; and
- 2. Take steps reasonably calculated to address such barriers.

C. Title IX Coordinator Requirements

- 1. The Title IX Coordinator is responsible for coordinating the school district's compliance with its obligations under Title IX and its regulations. The school district must require its Title IX Coordinator, when notified of conduct that reasonably may constitute sex discrimination under Title IX or its regulations,

to take the following actions to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects:

- a. Treat the complainant and respondent equitably;
- b. Offer and coordinate supportive measures, as appropriate, for the complainant. In addition, if the school district has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures, as appropriate, for the respondent;
- c. Notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and if applicable and the informal resolution process, if available and appropriate. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate;
- d. In response to a complaint, initiate the grievance procedures or the informal resolution process, if available and appropriate and requested by all parties;
- e. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures.
 - i. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:
 - [a] The complainant's request not to proceed with initiation of a complaint;
 - [b] The complainant's reasonable safety concerns regarding initiation of a complaint;
 - [c] The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
 - [d] The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
 - [e] The age and relationship of the parties, including whether the respondent is an employee of the school district;
 - [f] The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;

- [g] The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
 - [h] Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.
- ii. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the school district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint
- f. If initiating a complaint under Subparagraph e. above, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and
 - g. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
- 2. The Title IX Coordinator is not required to comply with Paragraph C.1, subparagraphs a. through g. above upon being notified of conduct that may constitute sex discrimination if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX or its regulations.

D. Supportive Measures

Under the *Title IX Coordinator Requirements* above, the school district must offer and coordinate supportive measures, as appropriate, as described below. For allegations of sex discrimination other than sex-based harassment or retaliation, the school district's provision of supportive measures does not require the school district, its employee, or any other person authorized to provide aid, benefit, or service on the school district's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

- 1. Supportive measures may vary depending on what the school district deems to be reasonably available. These measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.
- 2. Supportive measures must not unreasonably burden either party and must be

designed to protect the safety of the parties or the school district's educational environment, or to provide support during the school district's grievance procedures, or during the informal resolution process. The school district must not impose such measures for punitive or disciplinary reasons.

3. The school district may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process, or the school district may continue them beyond that point.
4. The school district must provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the school district's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The school district must also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.
5. The school district must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity, or when an exception in 34 Code of Federal Regulations section 106.44(j)(1) through (5) applies.
6. The school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 in the implementation of supportive measures.

E. Students with Disabilities

If a complainant or respondent is an elementary or secondary student with a disability, the school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 throughout the school district's implementation of grievance procedures under 34 Code of Federal Regulations, section 106.45.

F. Emergency Removal

Nothing in Title IX or its regulations precludes the school district from removing a respondent from the school district's education program or activity on an emergency

basis, provided that the school district undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

G. Administrative Leave

Nothing in Title IX or its regulations precludes the school district from placing an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures. This provision must not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.

H. Prohibited Disclosures of Personally Identifiable Information

The school district must not disclose personally identifiable information obtained in the course of complying with this part, except in the following circumstances:

1. When the school district has obtained prior written consent from a person with the legal right to consent to the disclosure;
2. When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
3. To carry out the purposes of 34 Code of Federal Regulations, section 106, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the school district's education program or activity;
4. As required by federal law, federal regulations, or the terms and conditions of a Federal award, including a grant award or
5. To the extent such disclosures are not otherwise in conflict with Title IX or its regulations, when required by Minnesota or local law or when permitted under FERPA or its implementing regulations.

VII. GRIEVANCE PROCEDURES FOR THE PROMPT AND EQUITABLE RESOLUTION OF COMPLAINTS OF SEX DISCRIMINATION

A. General

The school district's grievance procedures for the prompt and equitable resolution of complaints of sex discrimination must be in writing and include provisions that incorporate the requirements of this section. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that a school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

B. Basic Requirements for Grievance Procedures

The school district's grievance procedures must:

1. Treat complainants and respondents equitably;
2. Require that any person designated as a Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The decisionmaker may be the same person as the Title IX Coordinator or investigator;
3. Include a presumption that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the school district's grievance procedures for complaints of sex discrimination;
4. Establish reasonably prompt timeframes for the major stages of the grievance procedures, including a process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Major stages include, for example, evaluation (i.e., the school district's decision whether to dismiss or investigate a complaint of sex discrimination); investigation; determination; and appeal, if any;

[NOTE: The Title IX regulations require reasonably prompt timeframes for major stages of the grievance procedures, but do not specify any particular timeframes. School districts may establish their own district-specific timeframes. A sample set of provisions is offered below.]

- a. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
- b. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
- c. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
- d. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
- e. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the

parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

- f. The school district has established the following process for reasonable extension of timeframes on a case-by-case basis for good cause as set forth above. The process includes notice to the parties and the reason for the delay:
5. Require the school district to take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the school district's grievance procedures, provided that the steps do not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses, subject to the prohibition against retaliation; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures;
 6. Require an objective evaluation of all evidence that is relevant, as defined in Article II, and not otherwise impermissible—including both inculpatory and exculpatory evidence—and provide that credibility determinations must not be based on a person's status as a complainant, respondent, or witness;
 7. Exclude the following types of evidence, and questions seeking that evidence, as impermissible (i.e., must not be accessed or considered, except by the school district to determine whether an exception in subparagraphs (a) through (c) applies; must not be disclosed; and must not otherwise be used), regardless of whether they are relevant:
 - a. Evidence that is protected under a privilege as recognized by federal or Minnesota law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
 - b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in the school district's grievance procedures; and
 - c. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred; and

8. If the school district adopts grievance procedures that apply to the resolution of some, but not all, complaints articulate consistent principles for how the school district will determine which procedures apply.

C. Notice of Allegations

Upon initiation of the school district's grievance procedures, the school district must provide notice of the allegations to the parties whose identities are known.

1. The notice must include:
 - a. The school district's grievance procedures, and if applicable, any informal resolution process;
 - b. Sufficient information available at the time to allow the parties to respond to the allegations. Sufficient information includes the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination under Title IX or this part, and the date(s) and location(s) of the alleged incident(s), to the extent that information is available to the school district;
 - c. A statement that retaliation is prohibited; and
 - d. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and if the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access to the relevant and not otherwise impermissible evidence upon the request of any party.
2. If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice or that are included in a complaint that is consolidated, the school district must provide notice of the additional allegations to the parties whose identities are known.

D. Notice

Upon initiation of the school district's Title IX grievance procedures, the school district will notify the parties of the following:

1. The school district's Title IX grievance procedures and any informal resolution process;
2. Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
3. Retaliation is prohibited; and
4. The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence.

If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the school district will notify the parties of the additional allegations.

E. Consolidation

The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

F. Complaint Investigation

- A. The school district must provide for adequate, reliable, and impartial investigation of complaints. To do so, the school district must:
1. Ensure that the burden is on the school district – not on the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred;
 2. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;
 3. Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance, consistent with § 106.2 and with paragraph (b)(7) of this section; and
 4. Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible in the following manner:
 - a. The school district must provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the school district provides a description of the evidence, it must further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
 - b. The school district must provide a reasonable opportunity to respond to the evidence or to the accurate description of the evidence; and
 - c. The school district must take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or

litigation related to the complaint of sex discrimination are authorized.

G. Questioning Parties and Witnesses to Aid in Evaluating Allegations and Assessing Credibility

The school district must provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

H. Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the school district must:

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred, unless the school district uses the clear and convincing evidence standard of proof in all other comparable proceedings, including proceedings relating to other discrimination complaints, in which case the school district may elect to use that standard of proof in determining whether sex discrimination occurred. Both standards of proof require the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness; if the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker must not determine that sex discrimination occurred.
2. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX or its regulations including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
3. If there is a determination that sex discrimination occurred, as appropriate, require the Title IX Coordinator to coordinate the provision and implementation of remedies to a complainant and other persons the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity. The school district may not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the school district's grievance procedures that the respondent engaged in prohibited sex discrimination;
4. Comply with 34 Code of Federal Regulations, section 106.45, before the imposition of any disciplinary sanctions against a respondent; and
5. Not discipline a party, witness, or others participating in school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

I. Additional Provisions

If the school district adopts additional provisions as part of its grievance procedures for handling complaints of sex discrimination, including sex-based harassment, such additional provisions must apply equally to the parties.

J. Informal Resolution

In lieu of resolving a complaint through the school district's grievance procedures, the parties may instead elect to participate in an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) if provided by the school district consistent with that paragraph.

K. Provisions Limited to Sex-Based Harassment Complaints

For complaints alleging sex-based harassment, the grievance procedures must:

1. Describe the range of supportive measures available to complainants and respondents; and
2. List, or describe the range of, the possible disciplinary sanctions that the school district may impose and remedies that the school district may provide following a determination that sex-based harassment occurred.

VIII. INFORMAL RESOLUTION OF A COMPLAINT

A. At any time prior to determining whether sex discrimination occurred, the school district may offer to a complainant and respondent an informal resolution process, unless the complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or such a process would conflict with federal, Minnesota, or local law. A school district that provides the parties an informal resolution process must, to the extent necessary, also require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

1. Subject to the limitations in Paragraph A. above, the school district has discretion to determine whether it is appropriate to offer an informal resolution process when it receives information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations or when a complaint of sex discrimination is made, and may decline to offer informal resolution despite one or more of the parties' wishes.
2. In addition to the limitations in Paragraph A. above, circumstances when the school district may decline to allow informal resolution include but are not limited to when the school district determines that the alleged conduct would present a future risk of harm to others.

B. The school district must not require or pressure the parties to participate in an informal resolution process. The school district must obtain the parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and determination of a complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or exercise of any other right.

- C. Before initiation of an informal resolution process, the school district must provide to the parties notice that explains:
 - 1. The allegations;
 - 2. The requirements of the informal resolution process;
 - 3. That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the school district's grievance procedures;
 - 4. That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;
 - 5. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
 - 6. What information the school district will maintain and whether and how the school district could disclose such information for use in grievance procedures, if grievance procedures are initiated or resumed.

- D. The facilitator for the informal resolution process must not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Any person designated by the school district to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Any person facilitating informal resolution must receive training as provided under this policy.

- E. Potential terms that may be included in an informal resolution agreement include but are not limited to:
 - 1. Restrictions on contact; and
 - 2. Restrictions on the respondent's participation in one or more of the school district's programs or activities or attendance at specific events, including restrictions the school district could have imposed as remedies or disciplinary sanctions had the school district determined at the conclusion of the school district's grievance procedures that sex discrimination occurred.

IX. DISMISSAL OF A COMPLAINT

- A. The school district may dismiss a complaint of sex discrimination made through its grievance procedures under this policy for any of the following reasons:
 - 1. The school district is unable to identify the respondent after taking reasonable steps to do so;
 - 2. The respondent is not participating in a school district education program or activity and is not employed by the school district;
 - 3. The complainant voluntarily withdraws any or all of the allegations in the

complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or,

4. The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.
- B. Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
- C. The school district must notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal is appealed, the school district must:
1. Notify the parties of any appeal, including notice of the allegations consistent with paragraph (c) of this section if notice was not previously provided to the respondent;
 2. Implement appeal procedures equally for the parties;
 3. Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
 4. Ensure that the decisionmaker for the appeal has been trained as set out in this policy;
 5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
 6. Notify the parties of the result of the appeal and the rationale for the result.
- D. When the school district dismisses a complaint, it must, at a minimum:
1. Offer supportive measures to the complainant as appropriate;
 2. For dismissals under Paragraph A. 3 and 4 above in which the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate under 34 Code of Federal Regulations, section 106.44(g); and
 3. Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
- E. Dismissal of a formal complaint or a portion thereof does not preclude the school district

from addressing the underlying conduct in any manner that the school district deems appropriate.

XI. APPEAL OF DETERMINATION

- A. The school district offers the following process for appeals from a determination whether sex discrimination occurred. This appeal process will be, at a minimum, the same as the school district offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the appellate decisionmaker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the appellate decisionmaker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the appellate decisionmaker is final. No further review beyond the appeal is permitted.

XII. SANCTIONS AND REMEDIES

Following a determination that sex-based harassment occurred, the school district may impose disciplinary sanctions, and the school district may also provide remedies.

- 1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
- 2. If the decisionmaker determines a respondent is responsible for violating this policy, the decisionmaker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.]

XIII. RETALIATION

The school district must prohibit retaliation, including peer retaliation, in its education program or activity. When the school district has information about conduct that reasonably may constitute retaliation under Title IX or its regulations, the school district is obliged to comply with 34 Code of Federal Regulations, section 106.44. Upon receiving a complaint alleging retaliation, the school district must initiate its grievance procedures or, as appropriate, an informal resolution process.

XIV. TRAINING

A. The school district must ensure that the following persons receive training related to their duties under Title IX promptly upon hiring or change of positions that alters their duties under Title IX or its regulations, and annually thereafter. This training must not rely upon sex stereotypes.

1. *All employees* must be trained on:
 - a. The school district's obligation to address sex discrimination in its education program or activity;
 - b. The scope of conduct that constitutes sex discrimination under Title IX and its regulations, including the definition of sex-based harassment; and
 - c. All applicable notification and information requirements under 34 Code of Federal Regulations, sections 106.40(b)(2) and 106.44.
2. *Investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures.*

In addition to the training requirements for all employees described in Paragraphs 1 and 2 above, all investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures under 34 Code of Federal Regulations, section 106.44(g)(4) must be trained on the following topics to the extent related to their responsibilities:

- a. The school district's obligations under 34 Code of Federal Regulations, section 106.44;
 - b. The school district's grievance procedures under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46;
 - c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
 - d. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46.
3. *Facilitators of informal resolution process*

In addition to the training requirements for all employees described in Paragraph 1 above, all facilitators of an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) must be trained on the rules and practices associated with the school district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

4. *Title IX Coordinator and Title IX Personnel*

In addition to the training requirements in Paragraphs 1 through 3 above, the Title IX Coordinator and Title IX Personnel must be trained on their specific responsibilities under 34 Code of Federal Regulations, section 106.8(a), section 106.40(b)(3), section 106.44(f) and (g), the school district's recordkeeping system and the requirements of 34 Code of Federal Regulations, section 106.8 (f), and any other training necessary to coordinate the school district's compliance with Title IX. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions.

XV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. Notice of Nondiscrimination
 - 1. The school district must provide notice of nondiscrimination to applicants for admission and employment, students, parents, guardians, or other authorized legal representatives of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with the school district.
 - 2. Contents of Notice of Nondiscrimination

The notice of nondiscrimination must include the following elements:

- a. A statement that the school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment;
- b. A statement that inquiries about the application of Title IX and its regulations to the school district may be referred to the school district's Title IX Coordinator, the federal Office for Civil Rights, or both;
- c. The name or title, office address, email address, and telephone number of the Title IX Coordinator;

- d. How to locate the school district's nondiscrimination policy and the school district's grievance procedures; and
 - e. How to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination under the regulations.
3. The school district must prominently include all elements of its notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to people entitled to notice, or which are otherwise used in connection with the recruitment of students or employees.
 4. If necessary, due to the format or size of any publication, the school district may instead include in those publications the information covered in the following statement: MACCRAY Public Schools, ISD 2180 prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at **www.maccray.k12.m.us.**"
 5. The school district must not use or distribute a publication stating that the school district treats applicants, students, or employees differently on the basis of sex, except as such treatment is permitted by Title IX or its regulations.

XVI. RECORDKEEPING

The school district must create, and maintain for a period of seven years:

- A. For each complaint of sex discrimination, records documenting the informal resolution process under 34 Code of Federal Regulations, section 106.44(k) or the grievance procedures under section 106.45, and if applicable section 106.46, and the resulting outcome.
- B. For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations, including notifications under 34 Code of Federal Regulations, section 106.44(c)(1) or (2), records documenting the actions the school district took to meet its obligations under section 106.44
- C. All materials used to provide training under this policy. The school district must make these training materials available upon request for inspection by members of the public.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status
Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 722

Orig. 2017

Revised: _____

Rev. 2022

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests and data subject requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 2. ~~Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data. A requestor is not required to explain the reason for the data request.~~
 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- A.J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
 - 2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

[Note: the district should identify the payment methods that it will accept.]

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IXVII. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

[Name][Josh Austad](#)

[Location][MACCRAY District Office, 711 Wolverine Drive, Clara City, MN 56222](#)

[Phone number; email address][320-847-2154 ext 1109, austadj@maccray.k12.mn.us](#)

Data Practices Compliance Official:

[Name] [Josh Austad](#)

[Location] [MACCRAY District Office, 711 Wolverine Drive, Clara City, MN 56222](#)

[Phone number; email address] [320-847-2154 ext 1109, austadj@maccray.k12.mn.us](#)

Data Practices Designee(s):

[Name] [Kim Sandry](#)

[Location] [MACCRAY District Office, 711 Wolverine Drive, Clara City, MN 56222](#)

[Phone number; email address] [320-847-2154 ext 1107, sandryk@maccray.k12.mn.us](#)

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

[Minn. Stat. § 13.01 \(Government Data\)](#)

[Minn. Stat. § 13.02 \(Definitions\)](#)

Minn. Stat. § 13.025 (Government Entity Obligation)

[Minn. Stat. § 13.03 \(Access to Government Data\)](#)

[Minn. Stat. § 13.04 \(Rights of Subjects to Data\)](#)

[Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)

[Minn. Stat. § 13.32 \(Educational Data\)](#)

[Minn. Rules Part 1205.0300 \(Access to Public Data\)](#)

[Minn. Rules Part 1205.0400 \(Access to Private Data\)](#)

Cross References:

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

INDEPENDENT SCHOOL DISTRICT NO. 2180
PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

Adopted: _____

MSBA/MASA Model Policy 806

Orig. 1999

Revised: _____

Rev. 2024

806 CRISIS MANAGEMENT POLICY

[NOTE: The Commissioner of the Minnesota Department of Education (Commissioner) is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minnesota Statutes, section 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort among the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures

The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[NOTE: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education’s document entitled, “Practical Information on Crisis Planning, a Guide for Schools and Communities.” A website link is provided in the resource section of this Policy.]

a. Lock-Down Procedures

Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[NOTE: ~~Minnesota-State~~ law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes, section 121A.035.]

b. Evacuation Procedures

Evacuations of classrooms and buildings—shall be implemented at the discretion of the building administrator or his or her designee. Each building’s crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures

for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[NOTE: Minnesota State law requires a minimum of five school fire drills, consistent with Minnesota Statutes, section 299F.30, and one school tornado drill each school year. See Minnesota Statutes, section 121A.035.]

c. Sheltering Procedures

Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

2. Crisis-Specific Procedures

The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

[NOTE: The 2024 Minnesota legislature enacted permissive language stating that a school board “may adopt the model cardiac emergency response plan provided by” the Commissioner (as of June 4, 2024, a response plan is not yet available.)

3. School Emergency Response Teams

a. Composition

The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building’s crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available

to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

b. Leaders

The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents

Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind

direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[NOTE: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minnesota Statutes, section 121A.035.

[NOTE: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location

of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[NOTE: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[NOTE: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minnesota Statutes, section 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.

2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.

5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and
5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner ~~of the Minnesota Department of Education~~ must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.
3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
 - a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and
 - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[NOTE: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[NOTE: The Every Student Succeeds Act, 20 United States Code, section 6301, et seq.; Title IX, 20 United States Code, section 1681, et seq.; and the Unsafe School Choice Option, 20 United States Code, section 7912, require school districts to establish such transfer procedures.]

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.038 (Students Safe at School)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, et seq. (Title IX)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)

MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
Comprehensive School Safety Guide
[Minnesota School Safety Center - Resources \(mn.gov\)](https://www.mn.gov/education/school-safety-center/resources)

MACCRA Y Independent School District #2180



K-12 Student Handbook 2024-2025

Board Approved:

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Welcome to the MACCRAY School District

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

Our Mission

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

The MACCRAY Student Handbook is comprised of five parts:

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

Policy Information

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

or

You may type in the following: <https://www.maccray.k12.mn.us/school-board/policies>

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 3:30 PM.

Students may be *dropped off beginning at 7:35 AM*, and *picked up at 3:30 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 by clicking: *Families > School Year Calendar*.

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.

eLearning Day Plan (MS/HS)

Details:

- In the event of an eLearning Day, the teachers will present mini-lessons for each scheduled class period.
- Attendance will be taken each period. Students do NOT need to check in for Advisory or Study Hall.
- Excused absences must be called into the school, and students will still be expected to complete the missed work like a normal school day absence.
- Each hour, Teachers will present the lesson and provide approximately 10 minutes of work time.
- Teachers will have office hours from 1-3P to answer emails, return calls, or meet online with students.
- This schedule also applies for a transition from a 2-hour late start into an eLearning Day.
- Early out days **will not** have eLearning.

eLearning Daily Schedule

Hour	Time
1st	8:30-8:55
2nd	9:00-9:25
3rd	9:30-9:55
4th	10:00-10:25
5th	10:30-10:55
6th	11:00-11:25
7th	11:30-11:55
8th	12:00-12:25
Lunch	12:30-1:00
Office Hours*	1:00-3:00

*Office Hours - teacher availability for voicemails, emails, Zoom, or Meets, if needed.

eLearning Day Plan (Elementary)

*****PLACEHOLDER*****

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 school. The website can be found here: <https://www.maccray.k12.mn.us/district11/staff-directory>

Employment Background Checks [*]

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

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

Fees [*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils,

paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

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

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

Food in the Classrooms

MACCRAY Elementary School

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

MACCRAY Middle and High School

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

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

Fundraising

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

Gifts to Employees

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

Graduation Ceremony

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

- All credits for graduation are completed by the last Wednesday prior to graduation.
- All service learning hours have been submitted and accepted by the last Wednesday prior to graduation.
- All bills are paid and detentions are served (if assigned).
- The class valedictorian (highest GPA) and salutatorian (second highest GPA) will be recognized.
- Students with a cumulative GPA of 3.75 or higher from the 1st semester of 9th grade through the 1st semester of the senior year will earn High Honors recognition.
- Students with a cumulative GPA of 3.5 - 3.74 from the 1st semester of 9th grade through the 1st semester of the senior year will earn Honors recognition.
- Students may earn a purple honor cord recognizing their outstanding service by doing the following:
 - 1) Complete 160+ hours of service; 2) Put together a portfolio outlining the different types of service involved;
 - 3) Meet with a panel to review the hours of service submitted and the portfolio. Successful completion of the above will result in the student earning a purple cord for service.
- Students entering the military will receive a red, white and blue honor cord from Blue Star Mothers of America in recognition of their willingness to serve our country
- Students are not allowed to decorate their graduation wardrobe (caps and gowns).
- Graduation exercises are under the control and direction of the High School Principal.

Elementary Holiday Celebrations and Parties

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

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or District policy. Representatives of colleges and the military will be allowed access to students at student discretion.

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

*Please note that all students will be provided with one breakfast and one lunch free of charge. Any extra food/beverage, or a la carte items, will be charged to the student account.

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 also 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. 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. Please know that we believe that communication between the school and home is extremely important. Parents and guardians are welcome to reach out to their child's teachers at any time during the school year, and teachers will respond as quickly as possible, as their schedule permits.

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 Principal. 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.

Schedule

*Elementary - Varies by teacher/grade

*(MS/HS)

Warning Bell	7:56	
Advisory	8:00	8:12
Period 1	8:15	9:03

Period 2	9:06	9:54
Period 3	9:57	10:45
Period 4	10:48	11:36
Lunch A 6-7-8	11:36	12:06
Period 5A-5B	11:39	12:27
Period 5B-5C	12:09	12:57
Lunch B 9-10-11-12	12:27	12:57
Period 6	1:00	1:48
Period 7	1:51	2:39
Period 8	2:42	3:30

School Activities

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

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

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

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

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

Trulock, Activities Director.

School Closing Procedures

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

Searches

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

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

Lockers and Personal Possessions Within a Locker [*]

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

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

Desks

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

Personal Possessions and Student's Person

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

Vehicles on Campus []**

Patrols and Inspections

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

Search of the Interior of a Student's Motor Vehicle

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

Student Publications and Materials

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

Distribution of nonschool-sponsored materials on School Premises [**]

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" policy (Appendix 2).

School-Sponsored Media

The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 and activities. Student media advisers shall supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. expresses or advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

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

Student Records [*]

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

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see *Appendix 4* in the back of this handbook.

A complete copy of the school district's "Student Surveys" policy may be obtained by viewing District Policy 520 on the MACCRAY website.

Transportation of Public School Students

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

Extracurricular Transportation

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

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

Video and Audio Recording

School Buses

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

Places Other Than Buses

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

PART II — ACADEMICS

Alternative Educational Opportunities

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

Cheating and Plagiarism

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

Class Rank/Academic Standing

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

College in the High School (CIHS)

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

Early Graduation

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

Extended School Year Opportunities

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

Field Trips

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

Grades

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

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

M = Missing Work (Make-Up Work)

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

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

Middle/High School Grading Scale (7-12)

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

A	4.0	90-100%
B	3.0	80-89
C	2.0	70-79
D	1.0	60-69
F	0.0	59 and under

Graduation Requirements [*]

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

Course Credits Required

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

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Must be sufficient to satisfy all of the academic standards in mathematics
Science	3	Must include one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12
Social Studies	4	Must encompass at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing 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.
P.E./Health Education	“credit”	Must be sufficient to satisfy the state standards in physical education
Elective Courses	7 (min.)	

Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.

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

School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

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

Homework

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

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

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. Up-to-date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students by the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year.

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 the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the HS Counselor by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact Ms. Laura Bristle, School Counselor

Summer School

MACCRAY Middle and 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 School 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.

PART III — RULES AND DISCIPLINE

Attendance []**

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

Backpacks/Handbags

Middle and High School

Because of security, safety, and health concerns, students are not allowed to carry backpacks during the school day. Students may use a backpack to transport books and belongings to and from school. Backpacks must remain in lockers **while classes are in session**. 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: Policy 514.

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

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

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

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

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

- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

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

Cell Phones/Earbuds and Other Electronic Devices

High School: Students are prohibited from using cell phones and other electronic communication devices, in the classroom, during the instructional day. All students will park their phones in the provided cell phone cubbies upon entering each classroom. High School students are allowed to use their cell phones during lunch and passing time. Students are also prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who violate school district policies regarding electronic devices may be subject to disciplinary action pursuant to the school district’s discipline policy. In addition, a student’s cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

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

CLASSROOM CELL PHONE POLICIES - Senior High School (6-12)

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

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

Updated Cell Phone Policy	
6th - 10th Grade	11th - 12th Grade
<ul style="list-style-type: none"> • Students are expected to keep their cell phones in their lockers during class time. • <i>Locks are available for a \$5 refundable deposit.</i> 	<ul style="list-style-type: none"> • Students must check phones into the classroom cubby at the beginning of each class. • Phones may not be taken out of the classroom during class time. • Students who are NOT on the M-List

	may use their phones during study hall only.
★ All students may check phones during passing time and lunch. ★ Also applies to earbuds/headphones	

Cell Phone Violation Consequences			
1st Offense	2nd Offense	3rd Offense	4th Offense
Device moved to the office for one hour. Students may pick up the device after class.	Device moved to the office for the remainder of the day.	PARENTS must pick up the device. Then the device must be checked into the office for the next 2 weeks.	PARENTS must pick up the device. Then the device must be checked into the office for the next month.

***Notes:** This is subject to change per School Board policy review.

Parents should contact the office for urgent messages for students.

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

CLASSROOM CELL PHONE POLICIES - Elementary

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

Elementary School Cell Phone Violations

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

APPROPRIATE USES OF DEVICES

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

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

Possible Consequences

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

Discipline []**

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

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

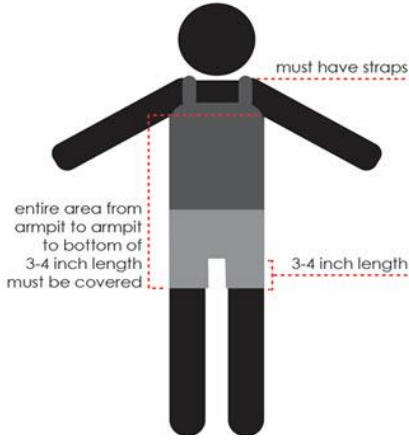
Dress and Appearance

Students are expected 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).

New Dress Code Policy	
Students MUST Wear	Students MAY Wear
<ul style="list-style-type: none">● A shirt that extends to the beltline and must have opaque fabric in the front, back, and on the sides under the arms● Tops with fabric from armpit to armpit and down to the beltline● Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts)● Footwear	<ul style="list-style-type: none">● Fitted pants, including opaque leggings, yoga pants and “skinny jeans”● Tank tops, including spaghetti straps; off-the-shoulder tops that meet criteria #1 (tops with fabric from armpit to armpit and down to the beltline)● Hats/Hoods with the ability to see ears as directed by staff (except for religious articles; this rule is subject to individual teacher policy)

	
Students CANNOT Wear	
<p>Violent images or language</p> <p>Message/Language that is crude, vulgar, obscene or inappropriate - including innuendo, double meanings, or abbreviations that conceal the intended meaning</p> <p>Images depicting drugs, alcohol, profanity, pornography, or hate speech - including racist or discriminatory comments, displays, or acts (e.g. the Confederate flag, swastikas, etc.)</p> <p>Images that create a hostile or intimidating environment</p> <p>Tube tops or bralettes as a shirt</p> <p>Costumes except for school-sponsored activities or dress-up days</p>	

In all cases, administration will determine what is appropriate based on the dress code. Students wearing inappropriate clothing may be asked to change, to go home to retrieve more appropriate clothing, or may be subject to disciplinary action. MACCRAY Public Schools respect that religious and/or medical needs/practices and may present alternatives to this policy for consideration. Students are encouraged to consult with administration in these cases.

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

Standards of Conduct for Couples

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

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. This includes, but is not limited to the sale or use of cannabinoid products (on school grounds, school activities, or school transportation), made legal by state legislation in the summer of 2022 and 2023. 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 **identity**, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Title IX Regulations

MACCRAY's Title IX coordinator is the District Superintendent Joshua Austad. He should be contacted at the high school office with all Title IX questions or concerns.

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

NEW DEFINITION OF "SEXUAL HARASSMENT"

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

1. An employee conditioning an individual's receipt of aid, benefit, or service on that individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct that a reasonable person would find "so severe, pervasive, and objectively offensive" that it effectively denies a person equal access to the school's education program or activity; or

3. Sexual assault, dating violence, domestic violence, or stalking, as those terms are defined by federal law.

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

NEW POLICY REQUIREMENTS RELATED TO TITLE IX COORDINATOR

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

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

NEW GRIEVANCE PROCESS REQUIREMENTS

A. The Formal Complaint Requirement

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

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

complete a formal complaint, a Title IX coordinator will need to do so to initiate the formal grievance procedure.

B. General Requirements

In general, the new regulations provide a school's grievance process must treat respondents and complainants equally, objectively evaluate the evidence, presume the respondent is innocent until proven guilty, refrain from making credibility determinations based on the complainant/witness/respondent's role in the proceedings, maintain reasonable timeframes, and describe both the range of disciplinary sanctions and supportive measures available under the process. See 34 C.F.R. § 106.45(b)(1).

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

C. The Notice Requirement

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

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

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

The new regulations expressly provide that complying with the new Title IX regulations is an exception to FERPA. 34 C.F.R. § 106.6(e). Thus, while it has always been important not to promise complainant’s anonymity, it is especially true now that, if a Title IX coordinator signs a formal complaint of sexual harassment, the complainant’s identity must be provided to the respondent. The Department of Education’s guidance accompanying the new regulations expressly provides that, “[w]hen a complainant desires to initiate a grievance process, the complainant cannot remain anonymous or prevent the complainant’s identity from being disclosed to the respondent via the written notice of allegations.” To the contrary, when a formal complaint is filed by a Title IX coordinator, the guidance provides that the required notice must include the identity of the parties if known, including the complainant’s identity.

D. The Investigation Process

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

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

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

E. Determinations of Responsibility

Under the new regulations, elementary and secondary schools subject to Title IX may voluntarily choose to provide for a live hearing as part of their grievance process, but are not required to do so. 34 C.F.R. § 106.45(b)(6)(ii). If the school chooses not to provide for a live hearing, after the investigation report has been provided to the parties, and before the school

makes a final determination of whether or not the respondent is responsible for the alleged behavior, the school also has to provide each party the opportunity to submit “written, relevant questions” that the party wants asked of the opposing party or any witness, provide each party with the answers to their questions, and allow for additional, limited follow-up questions. Irrelevant questions can be excluded; however, the decision to exclude a question as irrelevant must be explained. Certain questions regarding the complainant’s sexual predisposition or sexual behavior are generally irrelevant, except for specific purposes related to demonstrating that someone other than the respondent engaged in the alleged behavior or if specifically related to an issue of consent.

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

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

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

F. Appeals

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

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

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

In the event of an appeal, the school sets equal procedures for both parties, provide that both parties have an opportunity to submit a written statement in support of, or challenging the

outcome. The decision-maker(s) on appeal must be different than the initial decision maker(s), but still cannot be the Title IX Coordinator or the investigator(s)—accordingly, schools need to consider who will serve as decision maker(s) on these sorts of complaints at both levels, as well as who will serve as investigators or the Title IX coordinator. A written decision must be issued on appeal simultaneously to both parties.

NEW TRAINING REQUIREMENTS

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

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, Technology, and Cell Phone Acceptable Use” policy and are expected to understand and agree to abide by the policy as a condition of use of the school district’s computer system. All students who wish to use the school district’s computer system must sign the Internet Use Agreement forms below yearly.

MACCRAY School District Student & Parent Pledge for Electronic Use

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

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

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

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

(Elementary classroom teacher or 6-12 advisory teacher)

MACCRAY School District Tech Fee Form

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

The school district is charging an *ANNUAL* protection tech fee for coverage against liquid spills, accidental drops, power surges and natural disasters. This fee does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage. The school district is charging an annual protection tech fee in the amount of \$40.00 per 6-12 grade students, \$10.00 per 3-5 grade students with a \$60.00 maximum family fee for using devices. I understand the fee is non-refundable. I also understand this covers the period from receipt of the payment and ends at the conclusion of each school year or last day of enrollment.

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

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Parking on School District Property

Students

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

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

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

Visitors

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

Tobacco-Free Schools []**

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

[NOTE: Specific exceptions to the tobacco prohibition are set out in "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" (Policy 419).]

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. **After meeting with the Superintendent,** 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 **District Nurse or Nurse Designee.** Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, MACCRAY staff 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. The new building has its own building-specific crisis management plan. Students and parents will be provided with information as to district-specific plans, in generalities.

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. Plans include classroom and building evacuation procedures and have been developed in conjunction with local law enforcement.

Emergency Contact Information

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

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

Lead in Water Testing

Lead-in-Water Annual Notification: 2024 – 2025 School Year

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

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

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

Health Information

Health Service

MACCRAY Schools Licensed School Nurse (LSN) is available each school day within the district. When the nurse is not available, 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, 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) **in each respective 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. Parents or guardians will be contacted and the student will be sent home. If we call because your child is ill, please make arrangements for your child to be picked up within an hour.

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

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

- Fever over 100F - Student is not to return to school until 24hrs after the temperature returns to normal without the assistance of fever reducing medications, i.e. Tylenol.
- Stomach Flu - 24 hours after the last episode of vomiting or diarrhea.
- Influenza - 24 hours after the temperature returns to normal
- Ear infection - Not contagious, but child should see a physician and can return to school when pain is gone.
- Strep Throat - Student can return to school 12 hours after antibiotic treatment has started and fever is gone.
- Conjunctivitis (pink eye) - Student is not excluded unless they have a fever or are not healthy enough to participate in activities.
- Head Lice - A student found to have live lice (bugs) in their hair will be sent home from school. Student must be treated with lice killing shampoo before student will be readmitted to school.

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

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

Immunizations

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

Immunization requirements are:

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

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. Medications will be given at school only when the frequency of dosage makes it necessary for a dose or treatment to be given during school hours. Please make every attempt to take medications at home before or after school. The Licensed School Nurse or unlicensed assistive personnel (UAP), who has been trained in medication administration, will supervise the administration of medication. No medications will be given at school without the written permission of the parents. An “Administering Prescription Medications” form must be signed by parents and the prescribing physician for any prescription medications to be given during the school day. This form is available at the school office. Please note: this form must be completed yearly and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, epinephrine auto-injectors, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 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 (320) 847-2154.

Safety

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

Visitors in District Buildings

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

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

PART V — Miscellaneous

Animals in the Classrooms -

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

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

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

Assemblies

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

Building Passes - High School

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

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 - Middle and High School

MACCRAY Public School sponsors dances throughout the school year, i.e. homecoming, prom, etc. 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 dance supervisors). Dance opportunities will be made available to some or all grade levels, with attention paid to grade-level equity as much as possible.

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

Some students may have needs which may interfere with 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-Linked Mental Health partnership, all K-12 students are able to work with a therapist or skills person on site from Woodland Centers. Students or parents interested in this program should work with the school social worker or counselor to begin the referral process.

Early Admission - Elementary

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

Homeschool/ Shared Time Policy

The purpose of this policy is to recognize and provide guidance, in accordance with state law, for parents who wish to have their children receive an education in a home school that is academic and extracurricular activity opportunities for non-public students. A home

school is defined as a school with five or fewer students that meet the compulsory reporting requirements. The Compulsory Attendance Law (MN State 120.A22) provides that the parent or guardian of a child is primarily responsible for assuming that the child acquires the knowledge and skills that are necessary and essential for effective citizenship. (Mn Stat. 120.A22, Subd. 1)

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

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

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

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

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

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

Assessment (MN Stat. 120A.22 Subd. 11): Each year performance of every child who is not enrolled in a public school must be assessed using a nationally norm-referenced standardized achievement examination. The assessment to be used will be mutually agreed upon by the superintendent and the child's instructor. If the results of the assessment indicate that the child's performance on the total battery is at or below the 30th percentile or

one grade level below the child's age, then the parents must obtain additional evaluations for the purpose of determining whether or not the child has learning disabilities.

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

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

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

PBIS

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

Posters

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

Prom - High School

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

Senior Privileges - High School

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

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

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

Please note:

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

APPENDICES

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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
- pre-arranged family trips
- removal of a student pursuant to a suspension

Any other absences are considered unexcused. **Failure to notify the school office within 24 hours will result in an unexcused absence.**

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 educational 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 and select the correct school: Elementary, Middle, High School from the list of options, 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. Skipping class (10 or more minutes)
2. Shopping, business or beauty 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. 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.
9. Leaving the building for illness, accident, or any other reason without first getting permission from the office

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.

Twelve-Day Rule

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

All absences in excess of twelve days will require a physician's note in order to be considered excused. All absences, excused and unexcused, count toward this limit.

Tardies (Grades 6-12)

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

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

Attendance Appeal

The Attendance Appeal Form (next page) should be filled out and submitted to the principal if you feel an absence should be considered excused.

Attendance Appeal Form

NAME _____ GRADE _____ DATE _____

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

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

TO BE FILLED IN BY THE ATTENDANCE SECRETARY:

Number of Absences _____ Number of Tardies _____

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

Disposition of Appeals Committee:

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

Principal's Signature
cc: Parent Teacher
Student File
Attendance Secretary

SCHOOL AUTHORITY

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

Truancy Act

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

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

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

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

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

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

2. Student Discipline []**

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

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

STUDENT RESPONSIBILITIES

All students have the responsibility:

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

CODE OF STUDENT CONDUCT

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

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

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

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

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

DISCIPLINARY ACTION OPTIONS

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

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

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

3. Bullying Prohibition

PURPOSE

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

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

DEFINITIONS

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

Bullying can be, but need not be, based on an individual's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, or any additional characteristic defined in Minnesota Statutes, Chapter 363A (commonly referred to as the Minnesota Human Rights Act). Bullying in this policy includes "cyberbullying," as defined below.

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

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

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

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

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

PROHIBITED CONDUCT

Bullying is prohibited:

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

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

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

INITIAL RESPONSE AND REPORTING

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

Students

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

School Employees

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

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

Contractors/Volunteers

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

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

INVESTIGATION

Information Pertaining to Bullying Incidents:

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

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

Procedure:

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

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

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

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

REMEDIAL RESPONSE

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

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

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

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

PROFESSIONAL DEVELOPMENT AND EDUCATION

School Employees

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

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

Students

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


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

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

4. PBIS Expectations and Behavior Matrix

MACCRAY School District - MACCRAY Pride

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

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

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

[MACCRAY Disciplinary Matrix Link](#)

Disciplinary Matrix Mission: A positive learning environment cannot be maintained without good discipline. Teaching and learning are enhanced by good discipline and high standards of conduct. Teachers are of utmost importance in the maintenance of good discipline and must have support of the administration and school board. We solicit parents' support in dealing with conduct or other problems and will communicate by email, telephone, or letter. We expect behavior on the part of students which is responsible, appropriate and acceptable. Most instances of misconduct are handled between the teacher and the student; however, in more serious instances, other persons may need to get involved. This section explains the disciplinary policy at MACCRAY Public Schools.

Positive Behavioral Expectations	
The following are examples of, but not limited to, the types of positive behaviors that are expected of students at MACCRAY Schools.	
<ol style="list-style-type: none"> 1. Displaying a serious approach to learning in the school environment 2. Showing respect for self and others 3. Showing kindness toward school employees and fellow students 4. Treating other people in a way one would like to be treated 5. Handling the property of self, school and others with care 	<ol style="list-style-type: none"> 6. Following the rules and regulations of the school 7. Complying with the laws of society 8. Respecting the rights of other individuals 9. Being honest in dealings with school employees and fellow students 10. Accepting responsibility for one's own behavior

Rules of Conduct Definitions
* Admin discretion = An Asterisk will denote that the consequences for the behavior at the level indicated is to be determined by the building level individual(s) responsible for enforcing behavior problems.
Yearly Consequences = Misbehavior indicated as such will reload to level one, 1st offense, each school year.
Cumulative = Misbehavior indicated as such will accumulate at the building level for the duration of a student's enrollment in that building. Ex. elementary, middle, high school. These misbehaviors will revert to level one, 1st offense, when a student goes to the next building level unless the violation is criminal in nature (reported to law enforcement authorities). In the case of criminal violations, the violations will be cumulative across building levels

Rules of Conduct Expectations

Students are expected to demonstrate positive behaviors and adhere to classroom expectations and acceptable standards of behavior. When students have difficulty in doing so, the district will impart appropriate consequences while also using the situation as a learning opportunity for the student(s). While it is not possible to account for all potential behavior concerns, the following behavioral scenarios provide a good representation of the district's approach toward discipline. The noted consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle or at a school or district activity regardless of location. The Principal or administration has the discretion to go "up to" the suggested number of days in areas that call for multiple day detention or suspension. Suspension can be prescribed as In School Suspension (ISS) or Out of School Suspension (OSS).

Suspension Conditions

Conditions during Out of School Suspension and dismissal:

- Absences - Absences during the suspension will count as excused absences. In other words, no truancy will be filed because of excessive absences due to the suspension. Suspensions longer than 10 days will be considered homebound instruction and attendance will be required.
- Grades - The student has the right to make up any and all class work so grades do not suffer due to the suspension.
- Homework - A homework procedure will be set up so the flow of homework to and from home can be accomplished. This includes but is not limited to Google Classroom, parent pick-up etc.
- Eligibility - Students are ineligible to play in any game, meet, match, contest, performance, participate in prom, participate in coronation program, etc. during the term of the out of school suspension.
- School Property - Students will not be allowed on school property while suspended. Students may arrange for online academic support with classroom teachers before or after school hours.

Potential Misbehaviors

★ *In alphabetical order*

Abuse, Verbal - arousing alarm in others through the use of language that is discriminatory, abusive, obscene or threatening.

		Yearly Consequences			
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense	
Towards students or staff (grades K-5)	* <i>Admin discretion</i>	Restitution and/or Detention	1 Day Suspension	6 Day Suspension	
Towards students (grades 6-12)	* <i>Admin discretion</i>	Restitution and/or Detention	1 Day Suspension	6 Day Suspension	
Towards staff (grades 6-12)	Restitution and/or Detention or ISS	2 Day Suspension	4 Day Suspension	6 Day Suspension or Expulsion	

Continue to following page

Alcohol/Chemicals, Possession or Use - Possessing or using any narcotic or controlled substance where possession or use is prohibited by Minnesota or federal law (any prescription medication a student is required to take, except for prescribed inhalers, must be left with and administered by the district health office or designated authority.)

Cumulative				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	Mandatory conference	* <i>Admin discretion & education sessions</i>	3 Day Suspension + education sessions	6 Day Suspension
(grades 6-12) Law enforcement notification for all offenses	Mandatory conference, & 3 day suspension	6 Day Suspension	10 Day Suspension	Expulsion

Alcohol/Chemicals, Possession with Intent to Distribute or Sell - Selling or distributing, or intending to sell or distribute an narcotic, controlled substance where sale or distribution is prohibited or regulated by Minnesota or federal law. This includes all nicotine and THC products.

Cumulative				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	Mandatory conference	* <i>Admin discretion & education sessions</i>	3 Day Suspension + education sessions	6 Day Suspension
(grades 6-12) Law enforcement notification for all offenses	Mandatory conference, & 3 Day Suspension	6 Day Suspension	10 Day Suspension	Expulsion

Ammunition, Possession - Possession of bullets or other projectiles to be used in a weapon.

Cumulative				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	* <i>Admin discretion</i>	Restitution and/or Detention	1 Day Suspension	6 Day Suspension
(grades 6-12)	1 Day Suspension	3 Day Suspension	6 Day Suspension	Expulsion

Arson - Intentional destruction or damage to school or district buildings or property by means of fire.

Cumulative	
Grade Level	1st Offense
(grades K-12)	Expulsion/Notify law enforcement

Continue to following page

Assault, Physical - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person (not mutual combat).

Cumulative				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
Upon students or staff (grades K-5)	* Admin discretion	Restitution and/or Detention	Restitution and/or 1 Day Suspension	Restitution and/or 6 Day Suspension
Upon students (grades 6-12)	Restitution and/or 2 Day Suspension	Restitution and/or 4 Day Suspension	Restitution and/or 6 Day Suspension	Restitution and/or 10 Day Suspension
Upon staff member (grades 6-12)	Restitution and/or 3 Day Suspension	Restitution and/or 6 Day Suspension	Restitution and/or 10 Day Suspension	Restitution and/or Expulsion

Assault, Verbal - Verbal confrontation or threats with a student or staff member which is intended to cause fear of bodily harm or death. This includes any "sending a message" behaviors (throat slash, shoulder bump, etc.).

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
Upon students or staff (grades K-5)	Restitution and/or Detention	1 Day Suspension	3 Day Suspension	6 Day Suspension
Upon students (grades 6-12)	Restitution and/or Detention/ISS	3 Day Suspension	6 Day Suspension	10 Day Suspension
Upon staff member (grades 6-12)	1 Day Suspension	3 Day Suspension	6 Day Suspension	Expulsion

Assault, Aggravated - Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person.

Cumulative	
Grade Level	1st Offense
(grades K-12)	Expulsion/Notify law enforcement

Bomb Threat, False - Intentionally giving a false alarm of a bomb.

Cumulative	
Grade Level	1st Offense
(grades K-12)	Expulsion/Notify law enforcement

Continue to following page

Burglary - Entering a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

Cumulative				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	* Admin discretion & Mandatory conference	3 Day Suspension	6 Day Suspension	10 Day Suspension
(grades 6-12) Law enforcement notification for all offenses	3 Day Suspension	6 Day Suspension	10 Day Suspension	Expulsion

Cell/Device Phone Misuse - Use of cell phone during class time or using a cell phone to record and/or post other students/staff without their prior consent.

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-12)	Device moved to the office	Device moved to the office for the remainder of the day.	Device must be checked into the office 2 weeks	Device must be checked into the office one month

Cheating, Academic - 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. This includes the use of AI on assignments unless permitted by classroom teachers. Due to the sensitive nature of this behavior, careful consideration will be paid by both the teacher and administration.

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	
(grades 6-12)	Zero on assignment & Detention	Zero on assignment & Admin Discretion		Fail class for quarter

Dress and Grooming - Clothing may not include words or visuals which are obscene, abusive, discriminatory, promote drugs or alcohol, have gang affiliation, insignia and paraphernalia are not allowed in school. * If school administration requests students to change they must comply or they will be sent home for the remainder of the day.

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	* Admin discretion	* Admin discretion	1 Day Suspension	6 Day Suspension
(grades 6-12)	* Admin discretion	1 Day Suspension	6 Day Suspension	10 Day Suspension

Driving, Careless or Reckless - Driving on school property in such a manner as to endanger persons or property.

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades 9-12)	* <i>Admin discretion</i>	Loss of parking permit for 2 weeks	Loss of parking permit for 30 days	Loss of parking permit for remainder of the year

Explosives, Possession and/or Use - Possessing or using any compound or mixture with the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas or heat

Cumulative	
Grade Level	1st Offense
(grades K-12)	Expulsion/Notify law enforcement

Fighting - Mutual combat (differentiated from poking, pushing, shoving, or scuffling) in which one or the other party(ies) or both contribute to the situation by verbal and/or physical action. Consequences for scuffling, shoving and pushing for grades 6-12 will be the same as fighting consequences for K-5.

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	* <i>Admin discretion</i>	1 Day Suspension	3 Day Suspension	6 Day Suspension
(grades 6-12)	2 Day Suspension	4 Day Suspension	6 Day Suspension	Expulsion

Fire Alarm, False - Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm.

Cumulative				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	* <i>Admin discretion & Mandatory conference</i>	1 Day Suspension	6 Day Suspension	10 Day Suspension
(grades 6-12) Law enforcement notification for all offenses	10 Day Suspension	Expulsion		

Fire Extinguisher, Unauthorized Use - Unauthorized handling of a fire extinguisher.

Cumulative				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	* <i>Admin discretion & Mandatory conference</i>	1 Day Suspension	6 Day Suspension	10 Day Suspension
(grades 6-12) Law enforcement notification for all offenses	10 Day Suspension	Expulsion		

Fireworks, Possession - Possessing or offering for sale any substance or combination of substances or articles prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation. **Potential law enforcement notification.**

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	* Admin discretion & Mandatory conference	6 Day Suspension	10 Day Suspension	Expulsion
(grades 6-12)	6 Day Suspension	10 Day Suspension	Expulsion	

Fireworks, Use - Using any substance or combination of substances or articles prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation. **Law enforcement called**

Yearly Consequences			
Grade Level	1st Offense	2nd Offense	3rd Offense
(grades K-5)	6 Day Suspension	10 Day Suspension	Expulsion
(grades 6-12)	10 Day Suspension	Expulsion	

Harassment, Including Bullying & Sexual - Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their racial, cultural or religious background, their sex or any disabilities they may have.

Bullying = degrading incidents that happen repeatedly, and it is difficult for the student being bullied to defend themselves due to an imbalance of power. Including when a student is teased repeatedly in a mean and hurtful way.

- Bullying is NOT when two students of equal strength or power argue or fight.

* For more information about harassment, refer to the MACCRAY Districts complete harassment policy.

Hazing - Committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Having may include but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body;
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of safety of the student;
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school;
5. Any activity that causes or requires the student to perform a task that involves violations of state or federal law or of school district policies or regulations.

Continue to following page

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
Towards students or staff (grades K-5)	* Admin discretion	1 Day Suspension	3 Day Suspension	6 Day Suspension
Towards students or staff (grades 6-12)	* Admin discretion	3 Day Suspension	6 Day Suspension	10 Day Suspension
Flagrant towards staff (grades 6-12)	3 Day Suspension	6 Day Suspension	10 Day Suspension	Expulsion

Inappropriate Language - Using language that is inappropriate (swearing or derogatory in nature).

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense +
(grades K-12)	Teacher Discretion	Admin Discretion	Detention	1 Day Suspension +

Insubordination - Willful refusal to follow an appropriate direction or order given by a staff member. This includes inappropriate use of class time

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	* Admin discretion	* Admin discretion & Mandatory conference	1 Day Suspension	6 Day Suspension
(grades 6-12)	* Admin discretion	* Admin discretion	2 Day Suspension	4 Day Suspension

Interference, Disruption or Obstruction - Repeated intentional action to attempt to prevent a staff member or student from exercising his or her lawfully assigned duties.

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	* Admin discretion	* Admin discretion & Mandatory conference	1 Day Suspension	3 Day Suspension
(grades 6-12)	* Admin discretion	1 Day Suspension	2 Day Suspension	4 Day Suspension

Leaving, Unauthorized - Leaving the school building during school hours without school authorization.

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	* Admin discretion	* Admin discretion & Mandatory conference	1 Day Suspension	3 Day Suspension
(grades 6-12)	1 Day Suspension	2 Day Suspension	4 Day Suspension	6 Day Suspension

Records or Identification Falsification - Falsifying signatures or data or refusing to give proper identification or giving false information to a staff member.

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	* Admin discretion	* Admin discretion & Mandatory conference	1 Day Suspension	2 Day Suspension
(grades 6-12)	* Admin discretion	1 Day Suspension	2 Day Suspension	4 Day Suspension

Robbery or Extortion - Obtaining property from another person where his or her consent was induced by use of force, threat or force or under false pretenses.

Cumulative				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	* Admin discretion & Mandatory conference	1 Day Suspension	6 Day Suspension	10 Day Suspension
(grades 6-12)	* Admin discretion	Expulsion/Notify law enforcement		

Sexual Conduct, Criminal - Engaging in non-consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent.

Cumulative				
Grade Level	1st Offense	2nd Offense		
(grades K-5)	10 Day Suspension	Expulsion/Notify law enforcement		
(grades 6-12)	Expulsion/Notify law enforcement			

Skipping Class - Leaving class without permission or failing to arrive to class

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	* Admin discretion	Teacher Discretion	Teacher Discretion	Teacher Discretion
(grades 6-12)	Detention	1-Day ISS	2-Day ISS	4 Day Suspension

Continue to following page

Tardies - Arriving to class after the bell without approval from teacher/pass from other staff

Yearly Consequences				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	Teacher Discretion	Teacher Discretion	Teacher Discretion	Teacher Discretion
(grades 6-12)	Teacher Discretion	Teacher Discretion	Teacher Discretion	Detention

Terroristic Threat - Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person.

Cumulative			
Grade Level	1st Offense		2nd Offense
(grades K-5)	10 Day Suspension		Expulsion/Notify law enforcement
(grades 6-12)	Expulsion/Notify law enforcement		

Theft, or Knowingly Receiving or Possessing Stolen Property - Unauthorized taking of the property of another person, or receiving or possessing such property. * Restitution for items stolen will be required for all instances. * Law enforcement may be notified.

Cumulative				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-12) Value under \$20	* Admin discretion	Detention	1 Day Suspension	3 Day Suspension
(grades K-12) Value over \$20	* Admin discretion	2 Day Suspension	4 Day Suspension	10 Day Suspension

Tobacco/Nicotine/THC Products & Vapes (Possession, or Use) - Possessing or using tobacco or vaping in district buildings, on district grounds, in district vehicles or at district events, is a violation of MACCRAY school policy.

Cumulative				
Grade Level	1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)	* Admin discretion	Restitution and/or Detention	1 Day Suspension	6 Day Suspension
(grades 6-12)	Vape education with 2 Day ISS	3 Day Suspension	4 Day Suspension	6 Day Suspension

Continue to following page

Trespassing - Being present in any district facility or portion of a district facility when it is closed to the public, or unauthorized presence in a district vehicle.

		Yearly Consequences			
Grade Level		1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)		* Admin discretion	* Admin discretion & Mandatory conference	1 Day Suspension	6 Day Suspension
(grades 6-12)		1 Day Suspension	3 Day Suspension	6 Day Suspension	10 Day Suspension

Weapons or Look-alike Weapon, Possession - 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. This includes look-alike weapons. A meeting with the Superintendent will be mandatory.

		Cumulative			
Grade Level		1st Offense	2nd Offense	3rd Offense	4th Offense
Weapon or Look-alike weapon possession (grades K-12)		* Admin discretion pending further investigation with potential suspension or expulsion			

Willful Damage of Property (Vandalism) - Intentionally defacing, cutting, or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals while the student is on school property, at a school activity, in a school vehicle or under the supervision of school staff. * Restitution for items damaged will be required for all instances.

		Yearly Consequences			
Grade Level		1st Offense	2nd Offense	3rd Offense	4th Offense
(grades K-5)		* Admin discretion & Mandatory conference	1 Day Suspension	6 Day Suspension	10 Day Suspension
(grades 6-12)		1 Day Suspension	6 Day Suspension	10 Day Suspension	Expulsion

NOTE: Student behavior data for all categories is cumulative for the year. Administration reserves the right to act at their discretion for individuals failing to rectify their behaviors. This can include extended suspension such as home-bound schooling (in-person or online) or expulsion from school.

MACCRAV WOLVERINES

Staff Handbook

Updated: August 6, 2024

MACCRAY Mission Statement

The mission of the MACCRAY School District is to:

Provide an environment for individuals to become knowledgeable, respectful, independent lifelong learners who are positive contributors to society.

MACCRAY 2024-2025 District Goals -

The environment of the MACCRAY School District will be safe, nurturing, and professional to:

- **Support and promote educational success of ALL.**
 - **Monitor programs for sustained growth.**
 - **Continued development of Community Education offerings.**
- **Promote social wellness through District and Community initiatives.**
 - **Backpack program**
- **Provide educational opportunities that are rigorous, challenging and fair for ALL students.**
 - **Increase opportunities for advanced level courses**
 - **Addition of pre-school programming**
- **Reflect high standards of work, discipline and values.**
 - **Alignment of curriculum to the state standards**
 - **Disaggregation of student data**
- **Enhance and utilize technology.**
 - **Keep all web content current**
 - **Integrate technology into the classroom curriculum**
- **Encourage and support all educators to be highly qualified and enthusiastic.**
 - **Greater attendance in professional development opportunities**

GENERAL INFORMATION

INTRODUCTION

Welcome to the MACCRAY School District! Your role as an employee is important for the success of our students. We appreciate the service of all faculty and staff members and recognize their contributions on behalf of our students.

SCHOOL RESPONSIBILITY AND AUTHORITY

All employees have the responsibility to enforce school regulations. The administration, teachers, secretary, nurse, librarian, cooks, bus drivers, student supervisors, and paraprofessionals have the right and responsibility to correct those who violate school rules.

STAFF EXPECTATIONS

All staff members have a responsibility to familiarize themselves with and abide by the laws of the state, the policies of the Board, and the regulations designed to implement them. In the area of personal conduct, the Board expects that staff will conduct themselves in a manner that not only reflects credit to the school district, but also sets forth a model worthy of emulation by students.

All staff members are expected to carry out their assigned responsibilities. Essential to the success of ongoing school operations and the instructional programs are the following specific responsibilities, which are required of all personnel:

1. Reliability and promptness in attendance at work;
2. Support and enforcement of policies of the Board and regulations of the school administration concerning students;
3. Diligence in submitting required reports promptly at the times specified;
4. Care and protection of school property;
5. Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
6. Professionalism in dress and communication;
7. Cell phones - Staff cell phones should be used at appropriate times. Social media apps such as Facebook, Snapchat, Instagram, etc. are to not be used other than during personal breaks. Even then, please consider the perception in the community.

TEACHER CODE OF CONDUCT

The standards of professional conduct are as follows:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.**
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.**
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.**
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.**
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.**
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.**
- G. A teacher shall not deliberately suppress or distort subject matter.**
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.**
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.**
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.**

STAFF WORKROOM

The staff workrooms are located in each of the respective school areas. These rooms are for school personnel use only. The room is for staff to use before school, after school, and during their lunch and prep time. Please be mindful of others and clean up after yourself. The staff workroom is a place to "take a break"; remember to be mindful of data privacy and keeping a positive atmosphere.

PERSONAL APPLIANCES

The use of personal appliances; refrigerators, microwaves, coffee pots, etc. are not allowed in classrooms.

The MN State Fire Marshall and OSHA require ALL personal appliances to be grounded with a 3-prong plug directly to an outlet without the use of extension cords or power strips. Due to the number of rooms, offices and the potential for liability as well as hygiene and energy consumption, this restriction will be begin July 1, 2016.

The District will provide a reasonable amount of space and appliances for the storage of food and other appliances such as microwaves, etc. in staff work and break rooms. There may be areas approved by building administration for specific programs.

SCHOOL HOURS

School is in session from 8:00 a.m. – 3:30 p.m. Students are asked not to arrive before 7:35 a.m., as supervision does not begin until this time. School buses arrive at 7:35 a.m., giving students time to eat breakfast. Students should be reminded that they may utilize the media centers for study time.

Please remind students they need to be attending the activity in which they are participating. All activities must be supervised by the coach or advisor in charge. The coach or advisor must be the last person to leave after the students they have been supervising have left.

The school is responsible for students from the time they get on the school bus or (for non-bus students, when they arrive at school) until the time they step off the school bus after school (for non-bus students, once they leave the school grounds). Because of legal and safety considerations, students are not permitted to leave the school premises during the school day without permission granted through the respective school offices. During school hours, or while engaging in school sponsored activities, students will be released only into the custody of parents/guardians or other authorized persons.

BASIC DAY

Teacher - The teacher day is one and a half hours longer than the student day. Teachers need to make themselves available for students prior to and at the end of each student day. Typically the teacher day is from 7:30 to 4:30. Teachers must communicate with their respective school principal if they are planning to arrive late or leave early. Teachers who arrive at 7:15 may leave at 4:15 on the same day, with approval from their principal. Teachers who arrive at 7:45 must stay until 4:45 on the same day with approval from their principal. The teacher day of one and a half hours longer may not be banked for use on any other day. Teachers that do not complete one and a half hours longer than the student day must use sick leave or personal time for their remaining time. Teachers are required to attend any meeting scheduled in

advance. *Teachers are required to notify their students and parents if their schedule will deviate from the typical school day on a regular basis.*

Each Teacher shall receive a minimum of 200 minutes per week of preparation time with a minimum of two (2) uninterrupted 25 minute periods in a normal basic student day. Prep time is non-student contact time occurring after the start of the 1st period of the day and before the end of the last period of the day, not including lunch. This is time for teachers to use to prepare for lessons. Teachers are occasionally called upon / asked to fill in for the absent teacher. Teachers on a prep period are asked to fill out the claim form when they substitute for another teacher. This form should be turned into their respective offices and then routed to Nikki Kray-Niemeyer. Forms are available in the office.

For proper classroom supervision, it is necessary for all teachers to be in their assigned areas when the students arrive. Support staff are also asked to provide supervision of students.

Support Staff – The support staff schedules will be determined by their immediate supervisor, building principal or superintendent.

ANNOUNCEMENTS

Daily announcements will be displayed on the TV monitors in the hallways at the HS and on the District Website. Elementary announcements will also be displayed on the website and emailed to all staff.

The Pledge of Allegiance will be recited daily as part of morning announcements.

CLASSROOM CELL PHONE POLICIES - Elementary

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

CLASSROOM CELL PHONE POLICIES - 6-10 Grades

Students are expected to keep their cell phones in their lockers and may check them during passing time and use them during lunch.

CLASSROOM CELL PHONE POLICIES - High School (11-12)

Teachers are expected to provide expectations and rules for responsible use documented in their course syllabus and explained verbally the first week of school. Each classroom teacher is expected to adopt the following plan for cell phone usage in their classrooms (also applies to earbuds/headphones):

1. Cell phones checked into a designated area (cubbie) at the beginning of each class.
2. Students may **not** take their phones to the bathroom.
3. Study Hall Only: Students who are not on the M-List may use their phones during study hall.

***Note: This is subject to change per School Board policy review.**

ATTENDANCE/ABSENCES

Attendance is to be taken every class period. Teachers are to take attendance at the beginning of the period and record it in Infinite Campus immediately.

MAKE-UP POLICIES

For excused absences, a student will be allowed two school days from the date of the student's return to school to complete assignments. The student has the right and obligation to make up any work missed for full credit.

ADMISSION TO ACTIVITIES

All MACCRAY staff will receive an admittance pass to activities. Activities include regular season athletic events as well as plays.

ACTIVITY REQUESTS

An activity request is required for the following: activity outside scheduled class periods, off school grounds, requiring transportation, and persons not hired as a regular staff instructor making a presentation to students. All activity requests are placed in the *Activity Director's* mailbox (two weeks in advance if at all possible). A copy can be found on the website or in the district office.

ADVISEE/ADVISOR TIME

Advisors for the high school grades are appointed by the administration. All high school teachers are assigned to an advisee group and advisees. Teachers serve as advisors for their group of students. Advisors are responsible for daily advisee activities and supervising activities their advisees engage in such as fundraisers and organized group activities. Advisors will also be responsible for meeting with the parents of their advisees two times/year during parent teacher conferences.

GRADING (Refer to Student Handbooks for additional information)

Students receiving an IP (incomplete) for a grading period will work with the classroom teacher to finish the incomplete work. Teachers should notify the office staff when the work has been completed with the updated grade. If the work is not completed satisfactorily or in a timely enough manner as determined by the teacher and the building Principal then the (IP) may be changed to an F for a final grade. Once this determination has been made, the Principal's decision is final.

ASSISTANCE TO CUSTODIANS

Staff may be of considerable assistance to the custodians in keeping the building and grounds presentable. Remember, their work comes at the end of the day and time is an element to consider. Students should be expected to keep the floors clean.

ASSEMBLY/PEP FEST SUPERVISION

Unless it is your prep time, all teachers are expected to attend all assemblies and meetings. When a teacher/staff observes a student misbehaving, the teacher/staff is to take immediate action. Students who misbehave need to be referred to the office. If staff members are uncomfortable approaching students by themselves they should ask another staff member to go with them.

USE of MOVIES and VIDEOS

Movies, videos and other audio-visual materials are important tools in the educational process, At the same time, the use of movies and videos should be limited so they are used legally and appropriately in achieving legitimate educational objectives.

All District employees must comply with federal copyright laws as well as publisher licensing agreements. The District subscribes to Movie Licensing USA. Please use the website below to review copyright, movies and videos that are covered within the license subscription.

<http://k12.movlic.com/copyright>

Teacher Webpages

Webpages are expected to be maintained with up to date information on a weekly basis. Websites should be updated no later than 8:00 a.m. of the first student contact day each week

Web pages should contain the following information:

- Teacher contact information
- Classroom expectations
- Daily classroom schedule
- Lesson Plans
- Assignments/assessments
- Key events/announcements for the class

HUMAN RESOURCES

EQUAL EMPLOYMENT OPPORTUNITY

The MACCRAY School District prohibits discrimination in any form on the basis of race, creed, religion, gender, gender identity, color, national origin, family care status, disability, status with regard to public assistance, sexual orientation, age, veteran status or marital status. This policy includes but is not limited to the following: employment, promotion, demotion, transfer, layoff, recall, corrective actions, termination, compensation and training.

Employees who engage in discrimination will be subject to disciplinary action, up to and including termination. Reference Board Policy #401.

HARASSMENT and VIOLENCE POLICY

The School District recognizes each employee's right to individual respect and dignity and is committed to establishing and maintaining a professional, respectful learning and working environment for all.

It is the policy of the District to encourage and maintain a learning and employee environment which is free from religious, racial or sexual harassment and violence. The District prohibits any form of religious, racial or sexual harassment and violence. It shall be a violation of this policy for any employee to harass or inflict, or threaten to inflict, violence upon a pupil, teacher, administrator or other school personnel.

The District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. The District prohibits retaliation against individuals who participate in the complaint process.

You should contact the building administrator or counselor to report offensive behavior. In addition, you may contact the District 2180 Human Rights Officer, Superintendent.

Reference Board Policy #413.

CHILD ABUSE/NEGLECT REPORTING

All children deserve to grow up in a healthy, safe environment. Public Schools will protect children whose health or welfare may be jeopardized through physical or sexual abuse or conditions of neglect. The State of Minnesota requires that school personnel who know or have reason to believe a child is being neglected or physically or sexually abused must report the information to the proper authorities. School personnel are also mandated to report women who are pregnant and who are known or believed to be using a controlled substance. The law provides legal immunity for all reports of suspected abuse made in good faith. Failure to report is a misdemeanor. The reporting of maltreatment of minors shall be strictly in accordance with the provisions of Minnesota Statute, Chapter 626.556. The complete policy and regulation is available for review in each building's main office. Reference Board Policy # 414.

TECHNOLOGY – ACCEPTABLE USE

The Board expects all staff and students to abide by the Technology Resource Acceptable Use Policy and Regulations - #524. The technology resources and capabilities must be used in an ethical and lawful manner. Staff members must abide by all District policies and regulations. Violations of Policy 524, technology use, or violations of state and federal laws may result in disciplinary action by the District and/or prosecution by legal authorities. If staff members obtain access to the District System from their homes or other remote location, such use shall also be controlled by these regulations. The District retains control, custody and supervision of all computers, networks and internet services owned or leased by the District. The District reserves the right to monitor all computer and internet activity by system users. Electronic mail and other electronic records may also be subject to the Minnesota Government Data Practices Act, which means data and resources stored on District computers is also subject to review, disclosure or discovery. Access to District technologies is a privilege granted by the District and can be revoked at any time.

BENEFITS

BENEFITS INTRODUCTION

The MACCRAY School District offers health insurance coverage to eligible employees. Eligibility for and the District's contribution towards all benefit plans are determined by your bargaining unit's eligibility specifications and negotiated employer contributions. A summary of your bargaining unit's benefit plans and cost of participation is provided by the Business Office.

MACCRAY Schools' insurance plans follow the plan year, which is Jan. 1 – Dec. 30.

Your payroll deductions for health insurance are made on a pre-tax basis. A change in the election is only possible within thirty days of a life event that is consistent with the requested change.

Please contact the Business Office at 320-847-2154, if you are interested in obtaining specific insurance information or if you would like to know if you are eligible to enroll in an insurance plan.

HEALTH INSURANCE

The District's Health Care Provider is Blue Cross Blue Shield.

FLEXIBLE BENEFIT PLAN

This plan permits you to set aside money from your before-tax income which you can later use to pay for certain eligible health care and dependent care expenses. As a result your taxable income is reduced thereby saving you tax dollars and increasing your take home pay.

Eligible expenses include:

- Medical expenses (not paid by insurance)
- Dental expenses (not paid by insurance)
- Allowed over-the-counter items
- Day care expenses

In order to utilize the plan, you must estimate the amount of qualified expenses that you, your spouse and eligible dependents will incur during the plan year. You then reduce your pay by that amount, creating a pool of tax-free dollars for you to draw on as qualified expenses occur.

In order to receive your tax-free reimbursement, a claim form and documentation of your eligible expenses may be submitted to Aviben at any time.

Open enrollment for the plan is held each fall for the plan year beginning January 1.

FAMILY and MEDICAL LEAVE ACT of 1993

The Family and Medical Leave Act (FMLA) of 1993 requires the District to provide up to 12 work weeks of unpaid, job-protected leave to "eligible" employees for certain family or medical reasons. Employees are eligible if they have worked for the District for at least one year and have worked a minimum of 1,250 hours during the twelve months prior to the leave. For more information, employees may reference Board Policy and Regulation #410 or contact the Business Office at 320-847-2154.

CONTINUATION of BENEFITS: COBRA RIGHTS

COBRA is part of the federal legislation passed in 1986 known as the Consolidated Omnibus Budget Reconciliation Act. This legislation provides employees and their dependents with the right to continue group insurance benefits under the employer's group contract in instances when coverage would otherwise end. This coverage is at the individual's own expense and lasts for a specified period of time depending upon the reason the coverage was lost. It is the employee's responsibility to inform the District of any changes so the COBRA continuation of coverage option may be offered. Please contact the Business Office at 320-847-2154 for details regarding COBRA insurance continuation.

PAYROLL

Employees are paid on the 15th and 30th of each month. If the 15th or 30th occurs on a Saturday, Sunday or a bank holiday, the payday will be the preceding work day. All staff will be paid through automatic deposit. Please do not change your banking information without notifying the business office. Checks will not be printed. All staff will have access to an online view of check receipts as well as sick leave and personal time/vacation hours - all in SMARTeR.

Employees wishing to change their withholding allowances or marital status should obtain a W-4 form from the Business Office - Nikki Niemeyer or make changes in SMARTeR.

Minnesota Statute 518.611, Subdivision 8, requires employees to notify the School District of any child support obligations to be withheld from paychecks.

NAME or ADDRESS CHANGE

If you change your name, address or phone number, you must report it to the Business Office. In order for us to make a name change, you are required to bring your new social security card to the payroll office. It is important that accurate, up-to-date information is kept, so report changes promptly.

TRA/PERA

When you begin your employment with the MACCRAY School District, you also begin contributing to your future retirement as a member of either the Teachers Retirement Association (TRA) or the Public Employees Retirement Association (PERA). Each pay period your contribution to TRA or PERA is deducted from your paycheck. The District, as your employer, also contributes to TRA or PERA on your behalf.

If you are interested in obtaining more information on the retirement association, you can contact the following:

Teachers Retirement Association
651-296-2409 or www.tra.state.mn.us

Public Employees Retirement Association
651-296-7460 or www.mnpera.org

TAX SHELTERED ANNUITY PROGRAM

A tax sheltered annuity program (403B) allows you to have a portion of your earnings pass directly to a tax-sheltered retirement program. In the program, your money accumulates with no state or federal income tax. This tax shelter continues until you decide to begin a payout on the money in your account. Each contribution you make to a tax-shelter is excluded from your current income, which means you are investing before-tax dollars. Your tax savings depends on the amount you contribute and your tax bracket.

Employees of the MACCRAY School District are eligible to participate only in tax-sheltered programs already existing within the District. Contact the Business Office for a current list of vendors.

CONTRACT AGREEMENTS

Our teacher union (MACCRAY Education Association) and management periodically negotiate collective bargaining agreements which govern salary, benefits, work hours and terms and conditions of employment. It is important that you review and understand your contract agreement.

If you are a non-union employee, your terms and conditions of employment will be governed by federal and state law and District policies and procedures.

WORK ENVIRONMENT

JOB SAFETY

Safety is important for all of us. Help prevent injury to yourself and others by observing general safety rules, removing hazards in your work space and immediately reporting unsafe conditions to your supervisor. The District is committed to developing and maintaining safe working environments. If you are involved in or witness an accident while at work, report it to your supervisor and or Kim Sandry immediately and complete a First Report of Injury form within 24 hours.

It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety suggestions:

- Know the locations of exits, fire extinguishers and alarms in your work area.
- Seek information or training from the appropriate person if you are required to operate any equipment or handle any type of chemical.
- Do not attempt to lift or carry an object that is too heavy for you to handle. Seek help from another employee.
- Be aware of your surroundings.
- Know the location of First Aid materials/AED locations.

WORKERS' COMPENSATION/REPORTING ACCIDENTS

Workers' Compensation benefits, which are specified by law, are provided to protect employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work.

In order to avoid possible delays in processing workers compensation claims, it is very important that all work-related injuries are reported immediately. A First Report of Injury form must be completed in the Business Office and submitted within 24 hours after the injury.

Employee First Report of Injury forms may be obtained from your supervisor or the Business Office. For assistance completing the report, contact the business office - Kim Sandry. For further assistance, call the Business Office - Kim Sandry.

EMPLOYEE RIGHT TO KNOW

The MACCRAY School District is committed to providing a healthy and safe work environment for all

employees. Regard for the safety of our students and employees is of utmost concern. The Employee Right to Know Act requires the MACCRAY School District, as your employer, to evaluate workplaces for the presence of hazardous substances and harmful physical agents and to provide training for those employees who may be exposed to these substances. If you are concerned about a hazard in your work area or would like information on training, please contact the Health and Safety Coordinator at 320-847-2154.. Reference Board Policy #407.

CHEMICAL USE AND ABUSE/DRUG AND ALCOHOL-FREE WORKPLACE

The MACCRAY School District is committed to providing a work and school environment that is free from the effects of drug and alcohol use and abuse by its employees. This includes use of THC products used during the workday, unless prescribed by a physician and communicated with your building principal or the Superintendent. Therefore, any use of drugs and alcohol within the school/work day, on school grounds or during school-sponsored trips or activities is prohibited. The unlawful manufacture, distribution, dispensing or possession is also prohibited. Any employee violating this prohibition will be subject to disciplinary action up to and including termination of employment. Reference Board Policy #417 & #418.

TOBACCO-FREE ENVIRONMENT

The MACCRAY School District is committed to providing a healthy, safe and productive environment for staff, students and citizens. Therefore, the District shall promote non-tobacco use among its staff and students. Smoking and use of tobacco products is prohibited in school buildings, school vehicles and on school District property at all times. Reference Board Policy and Regulation #419.

FRAUD

The taking of public resources for personal use will not be tolerated. It is a felony to take even one cent of public money. Fraud includes cheating or the act of deceiving or misrepresenting. This includes falsifying time cards - or misuse of Time Tracker and/or Red Rover, personnel or financial records, injury or sick leave claims or a job application, etc. Fraud or theft can lead to dismissal and may include referral to legal authorities.

WEAPONS

All District personnel shall be prohibited from carrying, bringing, using or possessing any dangerous weapons on District property, in any District vehicle or at any District-sponsored activity regardless of location, except as provided by law and/or with specific authorization from the Superintendent or designee. Dangerous weapons shall be defined in accordance with MN Statute 609.66.

SCHOOL VEHICLES

The school vehicles are to be driven only for authorized school activities, unless otherwise authorized by the Superintendent. Reserving vehicles may be done by contacting the Activities Director. School vehicles should be taken for workshops etc. when available. If a staff member uses their own vehicle when a school vehicle is not available, they will be reimbursed at the Federal rate. No cell phone use, talking or texting by the driver when the vehicle is in motion. Any staff member that transports students in a school vehicle must complete the required Type III training.

MISCELLANEOUS

JOB RESPONSIBILITIES

Your position has specific responsibilities which you are expected to perform. It is important that you understand those responsibilities. Talk to your supervisor if you have any questions regarding the functions you are required to perform in your job.

TEAMWORK

Providing a quality education for students and a quality work experience for you involves teamwork between you and every other employee in the District. Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective member of your team is key to accomplishing the District's mission.

CONFIDENTIALITY

Much of the information you obtain as the result of your employment with the District is confidential. Respect for the dignity of our students requires that you discuss any student issues only with those staff members and parents who need to know the information. In addition to student information, confidentiality is expected in other areas including staff information or District business information. The District will comply with requests for public information as they are received in accordance with state law and school District policy. Reference Board Policy #406.

COMMUNICATION

Website: The District maintains a website at www.maccray.k12.mn.us. It contains a wide variety of information about the District, our programs, employment policies, telephone numbers, upcoming events, community education, etc.

Social Media: The District maintains a Facebook Page: **MACCRAY Public Schools**. It contains a wide variety of information about the District, our programs, employment policies, telephone numbers, upcoming events, community education, etc.

E-mail/Internet: As an employee of the District, you will have access to the internet and e-mail system. The Technology Department will provide information regarding these systems. Reference Board Policy and Regulation #524 regarding appropriate use of technology.

Voice Mail: Voice mail is assigned to designated employees. Employees with voicemail should listen to their messages frequently during the day and return messages in a timely and responsive manner. ***Please be sure your individual voice mailbox is updated with your name and message.***

Mail Boxes: An individual mailbox may be assigned to employees at their work site.

BOARD POLICIES AND REGULATIONS

All school offices possess current copies of all Board Policies and Regulations. This information may also be accessed on the District website – under District/Board of Education/Board Policies. Remember, District policies and procedures may change at any time.

CLAIM FORMS

Claim forms are to be used for reimbursement of mileage and other travel and miscellaneous expenses that are preapproved. They can be found on the website and the district office where they are turned in once completed.

If you need to make a purchase for your classroom please remember to consider ordering or purchasing from local businesses first before shopping out of town. Please use the Business Office to purchase.

FACULTY/STAFF MEETINGS

Faculty meetings are held as needed. Faculty/Staff are to be in attendance and are not to schedule activities with students, etc. Faculty/Staff meetings will be conducted by the respective supervisor as determined to be necessary.

BUSES

The schedule is set for the buses to arrive and drop students off beginning at 7:35 a.m. The buses at MACCRAY shall be in line ready for loading at 3:30 p.m. When the buses are in place the students will be dismissed.

CALENDAR OF EVENTS

When a calendar of events for the school year has been approved, there will be few changes made except in the event of emergencies. This includes all known activities at the beginning of school. Others will be added as needed. The calendar will be supplemented by use of the Clara City Herald, personnel notices, instant alert and radio.

SCHEDULING EVENTS

The official calendar of events is located in the district office. Contact the Administrative Assistant well in advance when scheduling any school event.

CHURCH NIGHT

Wednesday nights are reserved for the churches. No school activities are to be scheduled unless approved in advance by the superintendent. This includes individual and small group meetings. Practice sessions after school shall end no later than 5:45 p.m. to allow time for student attendance at church functions.

GUIDELINES FOR COACHES AND SUPERVISORS ATTENDING CLINICS - Updated 4/13/22

The request must be submitted by the Head Coach

1. The District will pay for up to two days of substitute pay for each coach/supervisor (up to two coaches) to attend Clinics with approval from Activities Director and Principal.
2. The District may pay for up to one night of lodging per Clinic. Requests for lodging must be pre-approved by the Activities Director.
3. The District will pay for registration fees and meals (according to the school's meal reimbursement rates for workshops) if attending a Clinic, as well as provide a school vehicle, when available. All Clinics need to be pre-approved by the Activities Director.

GUIDELINES FOR COACHES AND SUPERVISORS ATTENDING SECTION/STATE TOURNAMENTS - Updated 4/13/22

1. Up to two coaches/supervisors may attend up to two days of Section or State Tournaments of the sport he/she coaches/supervises with approval from Activities Director and Principal.
2. The District may pay for up to two days of substitute pay for each coach/supervisor (up to two coaches/supervisors) to attend Section or State Tournaments.
3. One \$50.00 stipend will be paid to each coach/supervisor attending a Section or State Tournament.
4. The coach/supervisor will be responsible for tickets, mileage and meals for Section or State Tournaments.

GUIDELINES FOR STUDENTS ATTENDING SECTION/STATE TOURNAMENTS - Updated 4/13/22

1. Meals for students participating in state competition will be \$32.00 per day (\$7.00 for breakfast, \$10.00 for lunch, and \$15.00 for supper). Fees will be paid for out of Student Activities for the respective sports.

COLLECTION OF MONEY

Students should turn in money (payments, etc.) to the Business office or Activities Office (Edith). Teachers will then be given a receipt showing payment, which will then allow the students to gain access to projects or purchased items. Activities sales money will also be collected by the Business/Activities Office staff and Advisors will keep accurate records on a shared Google Sheet. Advisors are responsible for setting up a new tab in the shared drive once the fundraiser has received approval. All fundraisers require approval from your building Principal. **NO MONEY SHOULD BE COLLECTED BY STUDENTS, TEACHERS OR ADVISORS.**

FUNDRAISING ACTIVITIES

All requests for fund-raising activities must be submitted in writing to the HS principal. Activities must be conducted in such a manner and at such times as not to unduly encroach upon instructional time or interfere with regularly scheduled school classes and activities. Money drives will not be approved unless there is adequate justification for purpose. Requests for fundraising projects must be screened by the HS principal. **All fundraisers during the school day must follow the Smart Snacks rules.**

DUES

All advisors should take particular concern over the amount organizations levy for dues. This should be kept to a reasonable amount for each particular class or organization. The maximum allowed for grades 6-12 is \$15.00.

ABSENCES/LEAVE REQUESTS

If a need arises that requires a staff member to miss a school day; personal leave, workshops, or appointments you are aware of ahead of time, please let your immediate supervisor and office staff know ahead of time. Teachers must enter leaves in Red Rover to activate the sub calling process immediately.

All others must enter leave requests in Time Tracker. If non-teachers need a sub, contact the appropriate office personnel. Personal time must be requested 24 hours prior to the requested leave.

***** Always leave your sub and emergency folder on your desk!!!**

If a situation arises that requires a teacher to miss a portion of the school day, teachers on a prep period will be called upon/asked to fill in for the absent teacher. Teachers should submit a claim form for compensation. Signed forms should be given to the Principal. Compensation will be paid with the next appropriate payroll.

SUBSTITUTE FOLDER

Each teacher should have a substitute folder which should include:

Lesson Plans

Class Lists

Seating Charts

Daily Schedule

Names of one or two responsible students

Classroom expectations

Name and location of a teacher who will assist if problems occur

Other special notes and reminders that may be helpful to a substitute

Emergency procedures – Drill procedures

Special (Student) Accommodations

Medical Information

Back up lesson plans

Student with issues/needs medical & otherwise

Lunch dismissal schedule

Advisor students List

Location of materials

Adaptations for SpEd Students

STAFF DEVELOPMENT/WORKSHOPS

The procedure for staff development/workshops is to be followed:

1. Receive pre-approval from your building principal..
2. Include fees for registration, lodging, vehicles, and meals on the electronic staff development form.
3. It is YOUR responsibility to check with the district office regarding workshop reservation fees and hotel reservations.
4. Put in a leave request in Red Rover as soon as you have approval from your principal to be certain a substitute has been arranged.
6. Make arrangements for school vehicles. If you drive your own vehicle, you should submit a personal expense reimbursement sheet (claim form) after the workshop. You will only be reimbursed if a school vehicle was not available.
7. Meal allowances will be reimbursed after submitting itemized receipts up to \$10.00 for breakfast, \$15.00 for lunch, and \$20.00 for dinner (Maximum of \$45.00 per day). These amounts must be filed on a claim form and submitted to the Business Office.

GOALS

1. Promote student learning.
2. Provide guidance to the faculty/staff.
3. Provide an atmosphere of participation, responsibility, and ownership.
4. Provide leadership to the entire MACCRAY School Community

SNOW BOUND TEACHERS

In the event that school is in session and a staff member is not able to attend due to being snowbound, personal leave or vacation time or ESST will be used. Enter the leave request in Red Rover immediately after the decision is made to not attend school.

FORMS

All forms are available on the District Website or in the offices. All District employees are required to complete and have on file the acceptable use and drug free school forms.

GRADES/PARENT ONLINE ACCESS

The grade component of the parent online access is updated as follows; grades are to be updated weekly for High School students and every 3 weeks for elementary. Parents will be notified via email to check their family portal for mid-quarter, quarter, semester grades.

KEYS

Electronic keys will be issued to all faculty and support staff as necessary. Electronic keys will be used to gain access to all schools in the district. Room keys will be issued at the beginning of the year. Teachers needing additional room keys should request them. Such requests will be accommodated as soon as possible. Teachers should not allow students to use their keys; nor should they leave their keys in any student's possession. Teachers should notify the Principal immediately of lost, misplaced, or stolen keys.

NEWS RELEASES

Teachers are to clear all news content with the Superintendent and Principal before issuing any statement to the press, particularly if those items are to express an official school statement. This does not apply to teachers/coaches providing the press with general information announcing a particular activity, summarizing sports events, etc.

PRIOR APPROVAL FOR CREDITS / LANE CHANGES

All credits, in order to be considered for application on the salary schedule, must be germane to the teaching assignment and must be approved by the Superintendent in writing prior to the taking of the course. Forms are available from the Business Office. The Superintendent, if sole discretion determines that it is in the best interest of the School District, may waive the requirement for germane and approve courses to apply for a lane change.

REQUISITIONS

Requisitions must be completed and ***signed off by the immediate supervisor***. The requisition then may be

forwarded to the **Superintendent** for final approval. **All purchases made for reimbursement must be pre-approved.** Reimbursement will not include tax reimbursement so purchases need to be made using tax exempt status whenever possible. The school credit cards should be utilized for all purchases rather than requesting reimbursement.

FIELD TRIPS

Educational field trips may be taken by classes during the school year under the teacher's direction and upon approval by the principal at least two weeks in advance. If a bus is needed, forms are to be filled out by the teacher, signed by the principal and filed with the Activity Director. Two days prior to the scheduled field trip day, the teacher is to provide a list of students participating in the field trip to the high school secretary so other staff may be informed of the student's absences. Also, please notify the kitchen at least a week prior regarding the date of your field trip and the number of students who will miss lunch the day of the trip. A field trip permission slip has been signed by parents/guardians for the year. However, it is still necessary to send notification home regarding the field trip.

ROOM/HALL SUPERVISION

Teachers are to remain in their assigned areas at all times during class periods unless there is urgent need to leave. In such cases, have someone supervise your classroom in your absence. Be sure to tell the class to remain seated while you are out of the room. When leaving the classroom at the end of the day, shut off lights, close and lock the door and windows. All staff are to exercise supervision of the hallways during dismissals, and when students are passing to and from classes. This means being visible in the hallways and interacting with students. Do not dismiss students until the bell rings.

TYPE III –TRANSPORTING STUDENTS IN SCHOOL VEHICLES

Any staff member who transports students/athletes with school vehicles needs to complete the Type III transportation test. This test requires that staff view a presentation, complete a written quiz, a driving test and have a copy of their driver's license on file in the District office. Paraprofessionals must complete the written portion of this training.

BACKGROUND CHECK

All employees and overnight chaperones are required to complete a comprehensive background check at a cost of \$15.00. All other volunteers and any person working with students/athletes are required to have a free background check completed through the building office.

PROFESSIONAL APPEARANCE

In keeping with the professional image of educators, it is expected that all faculty members maintain professional dress and appearance.

INTERNET

Computers in all our classrooms have access to the Internet. Students and staff are responsible for appropriate behavior while using Internet access or school computer networks. Network use is a privilege, not a right, and can be removed. Violations of policy will be handled in accordance with school disciplinary procedures. All staff are to submit a signed acceptable use agreement to the office.

POLICY MANUAL

A complete policy manual is on the district website for reference. All staff are responsible for adhering to school policy as approved by the Board of Education.

VISITORS

All visitors, including parents/guardians, ALC students, Day Treatment, and PSEO students are required to report to the main office when entering the building to sign in and pick up a visitor identification label. Visitor identification labels are issued during the school day 8:00 a.m. to 3:30 p.m. for a pre-approved appointment only. Student visitors are not allowed to accompany MACCRAY students to their classes. Staff is to question and direct any visitor who does not have a visitor label to the office.

WEATHER RELATED SCHOOL CLOSURES

Inclement weather may result in a decision to start late, dismiss early or cancel classes for the entire day. Instant Alert will be activated for all staff. Official announcements concerning these will be made over the following stations:

WCCO – TV
KWLM 1340 AM
KDJS 1590 AM

KSTP-TV
KKLN 94.1 (The Loon)
KDMA 1460 AM

KARE 11-TV
K95.3 FM
KMGM 105FM

KMSP 9 – TV
97.3 FM



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 Amy Schwab a legally qualified and licensed teacher who agrees to teach in the public schools of said district as Special Education Teacher for the school year 2024-2025.

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

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

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

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

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

\$ 44,050 For Basic Services: BA Yr 0
\$ For Additional Services as set forth in paragraph 6
\$ 44,050 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 6 day of August, 2024

Teacher: Amy Schwab

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

Independent School District No. 2180

Clerk: _____

Chairperson: _____

MACCRAY PUBLIC SCHOOLS

2024-25 EMPLOYMENT AGREEMENT NOTICE of ASSIGNMENT With Francis Garcia Dormes

JOB TITLE: Housekeeping/Cleaner
DEPARTMENT: Building and Grounds
REPORTS TO: Building and Grounds Supervisor, Principal, Superintendent

JOB SUMMARY

Works to keep buildings and grounds clean and safe.

TERMS OF EMPLOYMENT

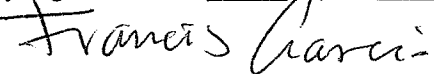
8 Hours – Weekdays
Probation Period: 6 months
Wage: \$18.75 per hour
Pay Dates: 15th and 30th of each month
Other fringe benefits per the MACCRAY School Custodian Terms and Conditions of Employment.

EVALUATION

Performance of this job will be evaluated by the Building and Grounds Supervisor and/or Superintendent.

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 02 day of 8, 2024.



Housekeeping/Cleaner

IN WITNESS WHEREOF, we have subscribed
My signature this _____ day of _____, 2024.

School Board Chair

School Board Clerk