MACCRAY ISD 2180
Clara City, MN 56222
MACCRAY Board Room
Monday, Aug. 11, 2025
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
- Adoption of Minutes
- Approve payment of bills and financial reports.
- Accept Resignation of Dishwasher - A. Tula Gonzalez
- Approve Policy 102 - Equal Educational Opportunity
- Approve Policy 214 - Out of State Travel Board Members
- Approve Policy 401 - Equal Employment Opportunity
- Approve Policy 402 - Disability Nondiscrimination Policy
- Approve JH/JV Tennis Coach - Riley Essendrup
- Approve JH Volleyball Coach - Hannah Gareis

6.0 Communication Report
6.1Administrative Reports
- 6.1.1 Judd Wheatley, MS/HS Principal
- 6.1.2 Adam Holm, Superintendent

6.2 Committee Reports -
6.3 Board Discussion -
7.0 Business items – Action Required
7.1 Adopt 25-26 Student Handbook
7.2 Adopt 25-26 Staff Handbook

8.0 Upcoming Meetings
- Regular Board Meeting, Monday, September 8, MACCRAY Board Room, 6pm.
- Regular Board Meeting, Monday, October 13, MACCRAY Board Room, 6pm.
- Regular Board Meeting, Monday, November 10, MACCRAY Board Room, 6pm.

9.0 Adjournment

Minutes of the Board of Education
Independent School District #2180
Regular Meeting #1
Monday, July 14, 2025, 6:00 PM
MACCRAY Board Room

Members Present: Julie Alsum, Debi Brandt, Mark Kasella, John Hagemeyer, Ben Donner, Carmel Thein.
Others Present: Adam Holm, Superintendent; Todd Bertram, Elem. Principal; Greg Peterson, Tech Director; Sue Goeman and Amy Walz, guests.

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

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

Public Comment: none

Approval of Consent Agenda:
Motion by Donenr, second by Thein, to approve the consent agenda.
Motion carried by unanimous vote.

- Adoption of Minutes
- Approve payment of bills and financial records.
- Accept resignation of STEAM Teacher – A. Helgeson
- Approve Teacher contract for Special Education - H. Gareis
- Approve Contract with STEAM Teacher – J. Phillips
- 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
	RJ Hogrefe	Junior High
	Jakob Zuidema	Volunteer or 3rd JH coach if needed
	Mike Dammann	Volunteer
	Braden Hoekstra	Volunteer
Boys & Girls Cross Country		
	Deb Hoberg	Head Varsity - RCW
	Ben Johnson	Asst. - MACCRAY
	Alexa Yeager	Volunteer
	Greg Peterson	Volunteer
Volleyball	Tory Brouwer	Head Varsity
	Emily Carlson	B Squad
	Sydney Gjerde	C Squad
	Elsie Sumner	J.H.
	Unknown	J.H.
	Terese Bourne	Volunteer
	Brenda Schwitters	Volunteer
	Carly Orwick	Volunteer
	Sjea Anderson/ Ashburn	Volunteer
Girls Tennis	Lindsey Bosch	Head Coach

Unknown	Assistant
Becky Zimmer	Volunteer
Ashley Trulock	Volunteer
Alecia Hanson	Volunteer

Weight Room - Jacob Zuidema
Activity Concessions Supervisor/Worker - Carol Krueger
Musical Directors - Joel Gronseth & Laura Streich
Pep Band - Joel Gronseth
Yearbook - Josie Donner
NHS - Andrea Lewandowski
H.S Student Council - Josie Donner
J.H. Student Council - Meghan Sunderland

Communications Reports:
You're Not Alone – Amy Walz
Todd Bertram: Elementary Update
Adam Holm: District update.

Committee Reports/Board Discussion: POC – storage building, paving pathway

Business Items:
Motion by Kasella, second by Hagemeyer, for resolution to approve the FY 2027 LTFM Plan.
Roll Call Vote: For: Brandt, Donner, Thein, Alsum, Hagemeyer, Kasella.
Against: none
Resolution passed and adopted.

Motion by Thein, second by Aslsum, to approve allowing the therapy dog in school. Motion carried by unanimous vote.

Meetings and Workshops:
Regular Board Meeting, Monday, August, 11, MACCRAY Board Room, 6pm.
Regular Board Meeting, Monday, Sept. 8, MACCRAY Board Room, 6pm.
Regular Board Meeting, Monday, Oct. 13, MACCRAY Board Room, 6pm

Adjournment of Meeting
Motion by Hagemeyer, second by Thein, for adjournment. Motion carried by unanimous vote. Meeting adjourned at 7:05 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
Pay		63279		Check	1	5459		Boelter, LLC		Yes	No	Yes	07/07/2025	48,169.59
Pay		63279		Check	1	5459		Boelter, LLC		Yes	No	Yes	07/22/2025	(48,169.59)
Pay		63308		Wire	1	00867		PERA		No	No	No	07/16/2025	5,528.47
Pay		63309		Wire	1	00868		MN Teachers Retirement Assoc.		No	No	No	07/16/2025	32,910.51
Pay		63310		Wire	1	2181		Aviben		No	No	No	07/16/2025	8,593.08
Pay		63311		Wire	1	2385		MN Department of Revenue		No	No	No	07/16/2025	7,215.82
Pay		63312		Wire	1	2875		Internal Revenue Service		No	No	No	07/16/2025	48,786.16
Pay		63313		Wire	1	2985		Aviben FLEX		No	No	No	07/16/2025	2,134.15
Pay		63366		Wire	1	00867		PERA		No	No	No	07/30/2025	5,302.00
Pay		63367		Wire	1	00868		MN Teachers Retirement Assoc.		No	No	No	07/30/2025	31,687.04
Pay		63368		Wire	1	2181		Aviben		No	No	No	07/30/2025	8,960.08
Pay		63369		Wire	1	2385		MN Department of Revenue		No	No	No	07/30/2025	7,156.01
Pay		63370		Wire	1	2875		Internal Revenue Service		No	No	No	07/30/2025	46,756.62
Pay		63371		Wire	1	2985		Aviben FLEX		No	No	No	07/30/2025	2,134.15
Pay		63232	61696	Check	1	2359		Amazon Capital Services		Yes	No	No	07/01/2025	897.33
Pay		63234	61697	Check	1	2985		Aviben FLEX		Yes	No	No	07/01/2025	136.29
Pay		63235	61698	Check	1	4234		Clean Site LLC		Yes	No	No	07/01/2025	660.00
Pay		63233	61699	Check	1	2943		Sweep Hardware		Yes	No	No	07/01/2025	257.15
Pay		63251	61700	Check	1	5334		Active Internet Technologies		Yes	No	No	07/01/2025	2,501.00
Pay		63242	61701	Check	1	3389		Bond Trust Services Corporation		Yes	No	No	07/01/2025	515,177.50
Pay		63245	61702	Check	1	4436		Carmany, Leanne		Yes	No	No	07/01/2025	129.70
Pay		63246	61703	Check	1	4552		CDW-G		Yes	No	No	07/01/2025	4,881.75
Pay		63253	61704	Check	1	5523		ClassLink, Inc.		Yes	No	No	07/01/2025	3,665.25
Pay		63244	61705	Check	1	4431		Crisis Prevention Institute		Yes	No	No	07/01/2025	200.00
Pay		63254	61706	Check	1	5546		Data Center Warehouse		Yes	No	No	07/01/2025	11,550.00
Pay		63250	61707	Check	1	5238		Ellingson Plumbing & Heating		Yes	No	No	07/01/2025	8,710.00
Pay		63252	61708	Check	1	5344		ESGI, LLC		Yes	No	No	07/01/2025	1,554.00
Pay		63247	61709	Check	1	4921		First Dakota Indemnity Company		Yes	No	No	07/01/2025	35,699.00
Pay		63241	61710	Check	1	3294		MAAE		Yes	No	No	07/01/2025	245.00
Pay		63243	61711	Check	1	3484		MASMS		Yes	No	No	07/01/2025	500.00
Pay		63237	61712	Check	1	2052		MESPA		Yes	No	No	07/01/2025	703.00
Pay		63236	61713	Check	1	1750		MSBA		Yes	No	No	07/01/2025	4,934.00
Pay		63248	61714	Check	1	5103		Ramsey Solutions		Yes	No	No	07/01/2025	2,854.95
Pay		63249	61715	Check	1	5128		Scenario Learning, LLC		Yes	No	No	07/01/2025	6,278.74
Pay		63238	61716	Check	1	2401		SCHOLASTIC INC		Yes	No	No	07/01/2025	1,447.45
Pay		63240	61717	Check	1	2853		TechCheck		Yes	No	No	07/01/2025	836.00
Pay		63239	61718	Check	1	2845		Thooft Technologies, LLC		Yes	No	No	07/01/2025	1,284.00
Pay		63255	61719	Check	1	5084		BROUWER, EILEEN		Yes	No	No	07/01/2025	150.00

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 Date	Amount
Pay		63256	61720	Check	1	3586		MASSP		Yes	No	No	07/01/2025	640.00
Pay		63258	61721	Check	1	4016		Almich's Market		Yes	No	No	07/07/2025	58.19
Pay		63260	61722	Check	1	5039		Donner's Garage Inc		Yes	No	No	07/07/2025	194.02
Pay		63261	61723	Check	1	5455		Hennen, Erika		Yes	No	No	07/07/2025	85.40
Pay		63259	61724	Check	1	4553		Nordic Solar HoldCo Phase 2, LLC		Yes	No	No	07/07/2025	9,052.22
Pay		63257	61725	Check	1	1936		Palmer Bus Service, Inc		Yes	No	No	07/07/2025	7,578.25
Pay		63263	61726	Check	1	1680		BSN Sports, LLC		Yes	No	No	07/07/2025	924.75
Pay		63264	61727	Check	1	4706		Learning Ally, Inc.		Yes	No	No	07/07/2025	3,199.00
Pay		63265	61728	Check	1	5572		PensionPortal.com		Yes	No	No	07/07/2025	4,265.00
Pay		63262	61729	Check	1	1483		Renaissance Learning, Inc.		Yes	No	No	07/07/2025	5,600.80
Pay		63266	61730	Check	1	2496		SHI International Corp		Yes	No	No	07/07/2025	255.70
Pay		63267	61731	Check	1	2496		SHI International Corp		Yes	No	No	07/07/2025	78.82
Pay		63276	61732	Check	1	2985		Aviben FLEX		Yes	No	No	07/07/2025	180.00
Pay		63270	61733	Check	1	00044		City of Clara City		Yes	No	No	07/07/2025	2,041.02
Pay		63274	61734	Check	1	1762		Donners Crossroads Truckstop		Yes	No	No	07/07/2025	14.38
Pay		63271	61735	Check	1	00077		Farmers Coop Oil Co.		Yes	No	No	07/07/2025	102.78
Pay		63273	61736	Check	1	00650		Prinsburg Farmers Coop		Yes	No	No	07/07/2025	33.94
Pay		63272	61737	Check	1	00308		SW & WC Service Cooperative		Yes	No	No	07/07/2025	49.15
Pay		63275	61738	Check	1	2763		USI Consulting Group / Hildi Inc.		Yes	No	No	07/07/2025	1,700.00
Pay		63277	61739	Check	1	2877		Matheson Tri Gas		Yes	No	No	07/07/2025	26.90
Pay		63278	61740	Check	1	3785		Floor to Ceiling Store		Yes	No	No	07/07/2025	797.59
Pay		63332	61741	Check	1	5459		Boelter, LLC		Yes	No	No	07/07/2025	48,169.59
Pay		63283	61744	Check	1	2052		MESPA		Yes	No	No	07/09/2025	195.00
Pay		63285	61745	Check	1	4925		MIST		Yes	No	No	07/09/2025	1,750.50
Pay		63286	61746	Check	1	5573		Nitty Gritty Science, LLC		Yes	No	No	07/09/2025	351.00
Pay		63284	61747	Check	1	2496		SHI International Corp		Yes	No	No	07/09/2025	1,258.00
Pay		63287	61748	Check	1	1680		BSN Sports, LLC		Yes	No	No	07/10/2025	1,600.00
Pay		63288	61749	Check	1	3139		Rambow, Inc.		Yes	No	No	07/10/2025	480.00
Pay		63290	61750	Check	1	3592		Dooley's Natural Gas		Yes	No	No	07/14/2025	6,286.13
Pay		63289	61751	Check	1	00844		West Central Sanitation, Inc.		Yes	No	No	07/14/2025	1,446.82
Pay		63291	61752	Check	1	00046		Clara City Herald		Yes	No	No	07/14/2025	339.46
Pay		63293	61753	Check	1	4194		Drex-mart		Yes	No	No	07/14/2025	115.45
Pay		63295	61754	Check	1	5166		GreatAmerica Financial Svcs.		Yes	No	No	07/14/2025	441.45
Pay		63292	61755	Check	1	00105		Hillyard / Hutchinson		Yes	No	No	07/14/2025	1,673.41
Pay		63294	61756	Check	1	5118		Quadient Finance USA, Inc.		Yes	No	No	07/14/2025	500.00
Pay		63297	61757	Check	1	2944		Anoka Hennepin Schools		Yes	No	No	07/14/2025	350.00
Pay		63300	61758	Check	1	4756		Kesler Science, LLC		Yes	No	No	07/14/2025	698.00
Pay		63296	61759	Check	1	01092		Minnesota Clay		Yes	No	No	07/14/2025	151.02

Ind. School District #2180

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
Pay		63298	61760	Check	1	3032		MN Bureau of Criminal Apprehension		Yes	No	No	07/14/2025	15.00
Pay		63299	61761	Check	1	3798		MSNA		Yes	No	No	07/14/2025	720.00
Pay		63301	61762	Check	1	5575		Senor Wooly		Yes	No	No	07/14/2025	199.00
Pay		63302	61763	Check	1	5576		Runnings - Montevideo		Yes	No	No	07/15/2025	22.99
Pay		63305	61764	Check	1	4289		Jimmy John's - Volleyball Tournament		Yes	No	No	07/16/2025	275.00
Pay		63303	61765	Check	1	3519		Minnesota High School Volleyball Showcas		Yes	No	No	07/16/2025	325.00
Pay		63304	61766	Check	1	4242		Turbo Turf, LLC		Yes	No	No	07/16/2025	132.44
Pay		63306	61767	Check	1	5240		Zaner-Bloser, Inc.		Yes	No	No	07/16/2025	1,065.35
Pay		63307	61768	Check	1	5515		Office of MNIT Services		Yes	No	No	07/16/2025	62.33
Pay		63315	61769	Check	1	00528		Bremer Bank		Yes	No	No	07/16/2025	170.00
Pay		63317	61770	Check	1	1039		Citizens Alliance Bank		Yes	No	No	07/16/2025	772.00
Pay		63321	61771	Check	1	4802		Colonial Life		Yes	No	No	07/16/2025	1,128.63
Pay		63320	61772	Check	1	4594		Kensington Bank		Yes	No	No	07/16/2025	300.00
Pay		63318	61773	Check	1	3402		Lake Region Bank		Yes	No	No	07/16/2025	100.00
Pay		63319	61774	Check	1	4043		MN Child Support Center		Yes	No	No	07/16/2025	60.50
Pay		63316	61775	Check	1	00881		NCPERS Group Life Ins. c/o Member Ber		Yes	No	No	07/16/2025	8.00
Pay		63314	61776	Check	1	00023		UNUM Life Insurance Company		Yes	No	No	07/16/2025	229.71
Pay		63322	61777	Check	1	5577		Stutelburg, Deb		Yes	No	No	07/17/2025	130.00
Pay		63323	61778	Check	1	5166		GreatAmerica Financial Svcs.		Yes	No	No	07/17/2025	2,850.42
Pay		63324	61779	Check	1	1063		Ehlers & Associates, Inc.		Yes	No	No	07/17/2025	1,250.00
Pay		63325	61780	Check	1	2989		MREA		Yes	No	No	07/17/2025	1,873.00
Pay		63326	61781	Check	1	3141		Apple, Inc		Yes	No	No	07/18/2025	2,912.00
Pay		63327	61782	Check	1	01432		Chappell Central, Inc.		Yes	No	No	07/18/2025	1,683.25
Pay		63328	61783	Check	1	4930		Power Spelling, Inc		Yes	No	No	07/21/2025	360.00
Pay		63329	61784	Check	1	5333		EmpowerU, Inc		Yes	No	No	07/21/2025	3,110.00
Pay		63330	61785	Check	1	2450		Brothers Fire & Security		Yes	No	No	07/21/2025	1,650.00
Pay		63331	61786	Check	1	3891		SNDM		Yes	No	No	07/22/2025	100.00
Pay		63333	61787	Check	1	5152		Rochester 100 Inc.		Yes	No	No	07/22/2025	560.00
Pay		63334	61788	Check	1	5574		Petersen Small Engine Center		Yes	No	No	07/22/2025	3,898.98
Pay		63337	61789	Check	1	5578		Charmtech Labs LLC		Yes	No	No	07/22/2025	2,500.00
Pay		63339	61790	Check	1	4998		Avera Granite Falls		Yes	No	No	07/23/2025	175.00
Pay		63341	61791	Check	1	00105		Hillyard / Hutchinson		Yes	No	No	07/23/2025	649.15
Pay		63342	61792	Check	1	00666		West Central Roofing Cont.		Yes	No	No	07/23/2025	90,949.53
Pay		63345	61793	Check	1	4831		Huntington Public Capital Corp		Yes	No	No	07/24/2025	70,088.00
Pay		63344	61794	Check	1	2144		Smith, Denise		Yes	No	No	07/24/2025	98.00
Pay		63346	61795	Check	1	3032		MN Bureau of Criminal Apprehension		Yes	No	No	07/24/2025	15.00
Pay		63350	61796	Check	1	3851		Blick Art Materials		Yes	No	No	07/28/2025	553.25
Pay		63347	61797	Check	1	00246		City of Raymond		Yes	No	No	07/28/2025	100.00

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 Date	Amount
Pay		63352	61798	Check	1	5179		SAAFE, LLC		Yes	No	No	07/28/2025	45,129.59
Pay		63351	61799	Check	1	4716		School Datebooks		Yes	No	No	07/28/2025	346.73
Pay		63349	61800	Check	1	2853		TechCheck		Yes	No	No	07/28/2025	30,080.00
Pay		63348	61801	Check	1	2027		US Games		Yes	No	No	07/28/2025	55.58
Pay		63357	61802	Check	1	4652		3P Learning Inc.		Yes	No	No	07/28/2025	1,260.00
Pay		63354	61803	Check	1	2450		Brothers Fire & Security		Yes	No	No	07/28/2025	1,160.00
Pay		63356	61804	Check	1	4234		Clean Site LLC		Yes	No	No	07/28/2025	462.00
Pay		63353	61805	Check	1	00105		Hillyard / Hutchinson		Yes	No	No	07/28/2025	23.75
Pay		63358	61806	Check	1	5112		Quadient Leasing USA, Inc		Yes	No	No	07/28/2025	321.19
Pay		63355	61807	Check	1	3710		Studies Weekly Inc.		Yes	No	No	07/28/2025	2,495.81
Pay		63359	61808	Check	1	2923		VISA - CABank		Yes	No	No	07/28/2025	4,709.72
Pay		63360	61809	Check	1	4242		Turbo Turf, LLC		Yes	No	No	07/28/2025	158.36
Pay		63361	61810	Check	1	5580		ArbiterSports, LLC		Yes	No	No	07/29/2025	750.00
Pay		63362	61811	Check	1	4979		Coordinated Business Systems		Yes	No	No	07/29/2025	48.75
Pay		63363	61812	Check	1	1680		BSN Sports, LLC		Yes	No	No	07/29/2025	2,924.86
Pay		63364	61813	Check	1	4233		MCGraw-Hill Education		Yes	No	No	07/29/2025	1,069.62
Pay		63365	61814	Check	1	3428		Van Eps, Jennifer		Yes	No	No	07/30/2025	228.90
Pay		63373	61815	Check	1	00528		Bremer Bank		Yes	No	No	07/30/2025	170.00
Pay		63375	61816	Check	1	1039		Citizens Alliance Bank		Yes	No	No	07/30/2025	772.00
Pay		63379	61817	Check	1	4802		Colonial Life		Yes	No	No	07/30/2025	1,165.25
Pay		63378	61818	Check	1	4594		Kensington Bank		Yes	No	No	07/30/2025	300.00
Pay		63376	61819	Check	1	3402		Lake Region Bank		Yes	No	No	07/30/2025	100.00
Pay		63377	61820	Check	1	4043		MN Child Support Center		Yes	No	No	07/30/2025	60.50
Pay		63374	61821	Check	1	00881		NCPERS Group Life Ins. c/o Member Ber		Yes	No	No	07/30/2025	8.00
Pay		63372	61822	Check	1	00023		UNUM Life Insurance Company		Yes	No	No	07/30/2025	282.63
												Bank Total:		$1,200,274.71
SA		63268	22951	Check	1	00077		Farmers Coop Oil Co.		Yes	Yes	No	07/07/2025	177.05
SA		63269	22952	Check	1	4343		Flowers from the Heart		Yes	Yes	No	07/07/2025	793.00
SA		63340	22954	Check	1	5579		EF Educational Tours		Yes	No	No	07/23/2025	6,345.97
												Bank Total:		$7,316.02
												Report Total:		$1,207,590.73

Ind. School District #2180
Exp Summary - Fd, Pro Series
Period Ending July 31, 2025

Sequence: Fd, Pro

	Description	26ORIG Annual Budget	Period 202601	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General							
	000 Administration	**776,197.00**	**50,972.93**	**50,972.93**	**7%**	**978.70**	**7%**	**724,245.37**
	100 District Support Services	**392,590.00**	**16,111.53**	**16,111.53**	**4%**	**7,588.38**	**6%**	**368,890.09**
	200 Elem & Secondary Regular Instr	**4,838,265.00**	**27,475.56**	**27,475.56**	**1%**	**37,434.27**	**1%**	**4,773,355.17**
	300 Vocational Education Instr	**306,999.00**	**2,854.95**	**2,854.95**	**1%**	**0.00**	**1%**	**304,144.05**
	400 Special Education Instr	**2,200,603.00**	**4,733.38**	**4,733.38**	**0%**	**0.00**	**0%**	**2,195,869.62**
	600 Instructional Support Services	**546,072.00**	**93,219.73**	**93,219.73**	**17%**	**7,386.52**	**18%**	**445,465.75**
	700 Pupil Support Services	**1,423,897.00**	**610.00**	**610.00**	**0%**	**0.00**	**0%**	**1,423,287.00**
	800 Sites & Buildings	**830,000.00**	**30,771.41**	**30,771.41**	**4%**	**1,910.33**	**4%**	**797,318.26**
	900 Fiscal & Other Fixed Costs	**161,000.00**	**37,449.50**	**37,449.50**	**23%**	**0.00**	**23%**	**123,550.50**
01	**General**	**11,475,623.00**	**264,198.99**	**264,198.99**	**2%**	**55,298.20**	**3%**	**11,156,125.81**
02	Food Service							
	700 Pupil Support Services	**650,378.00**	**6,785.40**	**6,785.40**	**1%**	**0.00**	**1%**	**643,592.60**
02	**Food Service**	**650,378.00**	**6,785.40**	**6,785.40**	**1%**	**0.00**	**1%**	**643,592.60**
04	Community Service							
	500 Community Ed & Services	**538,859.00**	**18,701.09**	**18,701.09**	**3%**	**0.00**	**3%**	**520,157.91**
04	**Community Service**	**538,859.00**	**18,701.09**	**18,701.09**	**3%**	**0.00**	**3%**	**520,157.91**
05	Capital Outlay							
	800 Sites & Buildings	**502,776.00**	**217,687.12**	**217,687.12**	**43%**	**0.00**	**43%**	**285,088.88**
05	**Capital Outlay**	**502,776.00**	**217,687.12**	**217,687.12**	**43%**	**0.00**	**43%**	**285,088.88**
07	Debt Redemption							
	900 Fiscal & Other Fixed Costs	**3,124,080.00**	**515,177.50**	**515,177.50**	**16%**	**0.00**	**16%**	**2,608,902.50**
07	**Debt Redemption**	**3,124,080.00**	**515,177.50**	**515,177.50**	**16%**	**0.00**	**16%**	**2,608,902.50**
21	Student Activity							
	200 Elem & Secondary Regular Instr	**0.00**	**6,345.97**	**6,345.97**	**0%**	**0.00**	**0%**	**(6,345.97)**
21	**Student Activity**	**0.00**	**6,345.97**	**6,345.97**	**0%**	**0.00**	**0%**	**(6,345.97)**
	Report Totals:	**16,291,716.00**	**1,028,896.07**	**1,028,896.07**	**6%**	**55,298.20**	**7%**	**15,207,521.73**

INVESTMENTS OUTSTANDING
June 30, 2025

MSDMAX Fund – MSDLAF	
MSDMAX Fund Balance as of June 30, 2025	$2,605.46
Interest - July 31, 2025	$9.38
BALANCE	**$2,614.84**
LIQUID ASSET FUND	
Money Market Balance as of June 30, 2025	$1,766.21
Interest – July 31, 2025	$6.23
BALANCE	**$1,772.44**

Citizens Alliance Bank
Special Money Market Savings

Balance as of June 30, 2025	$4,902,759.34
Interest – July 31, 2025 (Transfer out $1,260,370.66)	$2,593.20
BALANCE	**$3,644,981.88**

MACCRAY Schools Enrollment 25-26

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Pre-K	58							
K	42							
1	47							
2	46							
3	62							
4	60							
5	50							
K-5 Subtota	307	0	0	0	0	0	0	0
eK-5 Subto	365	0	0	0	0	0	0	0
6	60							
7	63							
8	66							
9	63							
10	48							
11	48							
12	59							
Subtotal	407	0	0	0	0	0	0	0
K-12 Total	714	0	0	0	0	0	0	0
P-12 Total	772	0	0	0	0	0	0	0

Apr	May	EOY 24-25
		68
		46
		44
		59
		60
		49
		62
0	0	320
0	0	388
		63
		66
		63
		48
		48
		59
		46
0	0	393
0	0	713
0	0	781

SCHOOL DISTRICT
Board Policy 102
MACCRAY Public School 2180
Original 1995
Revised: August 11, 2023
Reviewed: 2025

~~*Adopted: _____*~~ ~~*MSBA/MASA Model Policy 102*~~
~~*Orig. 1995*~~
~~*Revised: _____*~~ ~~*Rev. 2023*~~

102 EQUAL EDUCATIONAL OPPORTUNITY

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

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of MACCRAY Public Schools #2180 ~~The policy of the school district is~~ to provide equal educational opportunity for all students. The school district does not ~~unlawfully~~ discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodation for students with disabilities.

B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).

C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).

D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).

E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution;

whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

F. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

G. Every school district employee shall be responsible for complying with this policy.

H. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq*. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

~~*Adopted: Feb. 9, 2009*~~ ~~*MSBA/MASA Model Policy 214*~~

~~*Orig. 2005*~~

~~*Revised: Feb. 10, 2014*~~ ~~*Rev. 2009*~~

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

~~**[NOTE: School districts are required by statute to adopt a policy addressing this issue.]**~~

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

~~*Adopted: _____ MSBA/MASA Model Policy 401*~~
~~*Orig. 1995*~~
~~*Revised: _____ Rev. 2022*~~

401 EQUAL EMPLOYMENT OPPORTUNITY

~~**[NOTE: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]**~~

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

[NOTE: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minnesota Statutes, section 363A.03, subdivision 44.]

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the School District's Human Rights Officer.

C. This policy applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having questions regarding this policy should contact the Superintendent.

Legal References:
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

SCHOOL DISTRICT
Board Policy 402
MACCRAY Public School 2180
Original 1995
Revised: February 10, 2014
Reviewed: 2022
Reviewed 2025

~~*MACCRAY Public School Policy 402*~~
~~*Adopted: 2-09-10 MSBA Orig. 1995*~~
~~*Revised: 2/10/2014 Rev. 2022*~~

402 DISABILITY NONDISCRIMINATION POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless the accommodation would impose undue hardship on the operation of the business of the school district.

D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Kim Sandry. This individual is the school district's appointed ADA/Section 504 coordinator.

Kim Sandry
320-847-2154 ext 1107
sandryk@maccray.k12.mn.us
711 Wolverine Drive, Clara City, MN 56222

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

Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

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

Board Report – August 11, 2025
MACCRAY Secondary School

Beginning of Year Prep:

- As we prepare for the beginning of the new school year, here are some dates/details
    - The SWSC will be hosting the annual Paraprofessional Conference on August 14th, in Willmar.
    - New teacher workshop will take place on August 19th and will be facilitated by veteran teachers.
    - Back-to-School Teacher Workshops will span August 25-27.
    - We will hold our annual Open House from 12-8pm, on the 27th.
    - School begins September 2nd.
- Handbook: With a lack of legislative changes, the only major update to the student handbook will be a change in the Discipline Matrix to include mandatory notification of law enforcement upon the confiscation of a THC vape device, upon first offense.
- Cell phones: We are in the final year of our cell phone phase out. This year's senior class will be the final grade to have their cell phones on their person. Beginning 26-27, all students will be expected to keep them in their lockers, with exceptions for passing time and lunch.
- I've been working with Jon C., at Palmer Bus, to set up our Bus Safety.

Upcoming:

- First Teacher Professional Development – Sept. 15
- Sept. – Bus safety
- Homecoming – Oct 7-10

Respectfully Submitted,

Judd K. Wheatley
MACCRAY Secondary School Principal

MACCRAY WOLVERINES SCHOOL BOARD UPDATE

August 11

GOAL:

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

STAFFING

We currently are fully staffed to start the school year.

MAINTENANCE

The maintenance team is ready for the start of the school year, and all scheduled projects are currently on track. They remain in weekly communication with ICS regarding the outdoor project. Peterson is scheduled to return during the week of August 11th to apply additional seed to areas that need attention.

Pre-construction activities have begun on the outdoor Athletic Complex upgrade.

Transportation Update – Meeting with Palmer Bus

I had a productive meeting with Palmer Bus and appreciated the opportunity for a great conversation. We discussed the parent-accessible program that allows families to track the location of their student's bus in real time. Additionally, we reviewed a scheduling program that consolidates all daily trips for easier planning and oversight.

We also began discussions on weather-related notifications and how we can improve our overall communication process during inclement weather.

Business Services/Human Resources

Healthcare Benefits Webinar – ICHRA Overview

We recently attended a webinar titled *"Unlocking the Potential of ICHRAs: A Comprehensive Guide."* This session provided valuable insights into Individual Coverage Health Reimbursement Arrangements (ICHRAs) and presented a new perspective on how healthcare benefits can be structured for employees. It was a helpful learning opportunity as we continue to explore innovative and flexible benefit options for our staff.

ACTIVITIES

Summer training with coaches has concluded. We are currently getting ready for the fall start of the season.

Professional Development, Staff Welcome, and New Teacher Orientation Update

I recently attended the SWWC professional development session in Marshall, where I gained a deeper understanding of the wide range of services they provide for MACCRAY. The following week, SWWC visited MACCRAY, and I had the opportunity to meet with Melanie Kray and Larry Severson. Melanie, she is the new Director of Special Education for SWWC, brings valuable experience to the role, and it was a great opportunity to begin building a strong working relationship.

We are currently preparing to welcome our new teachers on August 19th. The day will feature a comprehensive introduction to MACCRAY, with a focus on the support systems in place to ensure they are set up for a successful start to the school year.

On August 25th, we will officially welcome all staff back to school. The day is fully planned, and we're grateful to Starbucks, Kwik Trip, and Brandt Wendland from EFS Advisors for their generous donations to help start the day on a positive and energizing note.

MSBA

Amy Jordan reached out to remind the school board that your search package includes a Transition Workshop at no additional cost (as long as it is held within 6 months of the new superintendent's start date). This will help set expectations for the coming year, particularly around superintendent goals and how performance evaluations will be conducted. It usually lasts about 2 hours and everyone receives a copy of MSBA's "Goals- and Standards-Based Superintendent Evaluation" booklet.

Most boards hold these workshops in October or November. and below are some dates that work for me:

- Monday, October 6
- Tuesday, October 7
- Wednesday, October 15
- Thursday, October 16
- Monday, October 20 (after 3:00pm)
- Tuesday, October 28
- Wednesday, October 29
- Wednesday, November 12

MACCRAY Schools
K-12 Disciplinary Matrix

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.	
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	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, disrespectful, obscene or threatening.

	Yearly Consequences			
Grade Level	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**
Towards students or staff (grades K-5)	* *Admin discretion*	Detention	1 Day Suspension	6 Day Suspension
Towards students (grades 6-12)	* *Admin discretion*	Detention	1 Day Suspension	6 Day Suspension
Towards staff (grades 6-12)	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	* *Admin discretion &* education sessions	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	* *Admin discretion &* education sessions	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)	* *Admin discretion*	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	2 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

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	3 Day Suspension	6 Day Suspension	10 Day Suspension	Expulsion

Continue to following page

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 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. Device checked into the office 2 weeks	PARENTS must pick up the device. Device 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 (Per Course)		
Grade Level	**1st Offense**	**2nd Offense**	**3rd Offense**
(grades 6-12)	Zero on assignment & Detention	Zero on assignment & Admin Discretion	*Admin Discretion

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)	* *Admin discretion*	Loss of parking permit for 2 weeks	Loss of parking permit for 30 days	Loss of parking permit for remainder of 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

Continue to following page

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 scuffing, 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)	* *Admin discretion*	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)	* *Admin discretion &* Mandatory conference	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)	* *Admin discretion &* Mandatory conference	1 Day Suspension	6 Day Suspension	10 Day Suspension
(grades 6-12)	*Admin discretion up to suspension and/or expulsion	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	

Continue to following page

<u>Harassment, Including Bullying & Sexual</u> - Participating in or conspiring with others to engage in acts that injure, degrade, intimidate, disrespect, 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 = <u>degrading incidents that happen repeatedly</u>, and it is difficult for the student being bullied to defend themself 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 District's 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.

<u>Hazing may include but is not limited to:</u>

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 of 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 which involves violations of state or federal law or of school district policies or regulations.

	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*	2 Day Suspension	4 Day Suspension	6 Day Suspension
Flagrant towards staff (grades 6-12)	3 Day Suspension	6 Day Suspension	10 Day Suspension	Expulsion

<u>Inappropriate Language</u> - Using language that is inappropriate and/or disrespectful (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 +

Continue to following page

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		

Continue to following page

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 and Notify law enforcement
(grades 6-12)	Expulsion and 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

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 and 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

Continue to following page

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

** Law enforcement will be notified for all THC violations*

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.*

MACCRAY WOLVERINES

Staff Handbook

Updated: August 5, 2025

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 2025-2026 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 - 6-11 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 (12th ONLY)

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 (Staff ID badge for 25-26). 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, 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 for 2025.

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.minnesotatra.org

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.
- Walk like a penguin if there is a possibility of slippery conditions.
- 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 or the Activities Director Assistant. 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

Board Policies and Regulations may 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. Homework should also be limited on Wednesday evenings.

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 (Kayla). 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 business 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	KSTP-TV	KARE 11-TV	KMSP 9 – TV
KWLM 1340 AM	KKLN 94.1 (The Loon)	K95.3 FM	97.3 FM
KDJS 1590 AM	KDMA 1460 AM	KMGM 105FM	