MACCRAY ISD 2180
Clara City, MN 56222
MACCRAY Board Room
Monday, Sept. 8, 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.
- Acknowledge $1000 Donation from Dover Fireman to Volleyball
- Acknowledge donation of food for Staff Inservice - Kwik Trip, Brandt Wendlandt - EFS, Starbucks
- Acknowledge School Safety Donation - $2000 from CO-OP Credit Union, Montevideo.
- Approve Employment Agreement with Para - R. Villarreal
- Approve Employment Agreement with Para - R. Kimpling
- Approve Teacher Contract for .75 ESL Teacher - J. Hultgren
- Adopt Policy 406 - Public and Private Personnel Data
- Adopt Policy 412 - Expense Reimbursement
- Adopt Policy 413 - Harassment and Violence
- Adopt Policy 612 - Development of Parent and Family Engagement Policies for Title I Programs
- Approve Fall Weight Room Coach - A. Pieper
- Approve Employment Agreement with Fall Grounds Assistant - T. Niemeyer

6.0 Communication Report
- 6.1Administrative Reports
  - 6.1.1 Kati Hess - CER
  - 6.1.2 Jim Trulock - Activities
  - 6.1.3 Todd Bertram - Elementary Principal
  - 6.1.4 Judd Wheatley, MS/HS Principal
  - 6.1.5 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
- 7.3 Certify 25 Payable 26 Levy for the maximum amount.

8.0 Upcoming Meetings

Regular Board Meeting, Monday, October 13, MACCRAY Board Room, 6pm.
Regular Board Meeting, Monday, November 10, MACCRAY Board Room, 6pm.
Truth in Taxation, Monday, Dec. 9, MACCRAY Board Room, 6pm.
Regular Board Meeting, Monday, Dec. 8, MACCRAY Board Room, following TNT.

9.0 Adjournment

Minutes of the Board of Education
Independent School District #2180
Regular Meeting #2
Monday, August 11, 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; Judd Wheatley, MS/HS Principal; Greg Peterson, Tech Director;

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

Motion by Thein, second by Brandt, to approve the agenda with addition of 7.3 business item.
Motion carried by unanimous vote.

Public Comment: none

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

- 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

Communications Reports:
Judd Wheatley – MS/HS Principal
Adam Holm: District update.
Committee Reports/Board Discussion:

Business Items:
Table approving 25-26 Student Handbook.
Table approving 25-26 Staff Handbook.

Motion by Brandt, second by Donner, to approve team recognition of deceased former football player with a sticker on their helmets for one year. Motion carried by unanimous vote.

Meetings and Workshops:
Regular Board Meeting, Monday, Sept. 8, MACCRAY Board Room, 6pm.
Regular Board Meeting, Monday, Oct. 13, MACCRAY Board Room, 6pm
Regular Board Meeting, Monday, November 10, MACCRAY Board Room, 6pm

Adjournment of Meeting
Motion by Hagemeyer, second by Thein, for adjournment. Motion carried by unanimous vote. Meeting adjourned at 6:30 pm.

Respectfully submitted,

Carmel Thein, Clerk
Kim Sandry, Business Manager

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

Sequence: Fd, Pro

	Description	26ORIG Annual Budget	Period 202602	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General							
	000 Administration	776,197.00	22,127.56	73,100.49	9%	29,979.94	13%	673,116.57
	100 District Support Services	392,590.00	10,985.74	27,320.39	7%	28,274.74	14%	336,994.87
	200 Elem & Secondary Regular Instr	4,838,265.00	10,108.28	37,583.84	1%	65,178.77	2%	4,735,502.39
	300 Vocational Education Instr	306,999.00	0.00	2,854.95	1%	0.00	1%	304,144.05
	400 Special Education Instr	2,200,603.00	199.47	4,932.85	0%	5,786.85	0%	2,189,883.30
	600 Instructional Support Services	546,072.00	4,161.60	97,381.33	18%	33,078.50	24%	415,612.17
	700 Pupil Support Services	1,423,897.00	0.00	610.00	0%	17,411.38	1%	1,405,875.62
	800 Sites & Buildings	830,000.00	21,844.82	52,616.23	6%	90,425.54	17%	686,958.23
	900 Fiscal & Other Fixed Costs	161,000.00	0.00	37,449.50	23%	126,704.51	102%	(3,154.01)
01	**General**	11,475,623.00	69,427.47	333,849.58	3%	396,840.23	6%	10,744,933.19
02	Food Service							
	700 Pupil Support Services	650,378.00	4,757.81	11,543.21	2%	16,542.51	4%	622,292.28
02	**Food Service**	650,378.00	4,757.81	11,543.21	2%	16,542.51	4%	622,292.28
04	Community Service							
	500 Community Ed & Services	538,859.00	3,346.21	22,047.30	4%	12,526.01	6%	504,285.69
04	**Community Service**	538,859.00	3,346.21	22,047.30	4%	12,526.01	6%	504,285.69
05	Capital Outlay							
	800 Sites & Buildings	502,776.00	0.00	217,687.12	43%	9,357.14	45%	275,731.74
05	**Capital Outlay**	502,776.00	0.00	217,687.12	43%	9,357.14	45%	275,731.74
07	Debt Redemption							
	900 Fiscal & Other Fixed Costs	3,124,080.00	0.00	515,177.50	16%	0.00	16%	2,608,902.50
07	**Debt Redemption**	3,124,080.00	0.00	515,177.50	16%	0.00	16%	2,608,902.50
21	Student Activity							
	200 Elem & Secondary Regular Instr	0.00	0.00	6,345.97	0%	11,906.13	0%	(18,252.10)
21	**Student Activity**	0.00	0.00	6,345.97	0%	11,906.13	0%	(18,252.10)
	Report Totals:	16,291,716.00	77,531.49	1,106,650.68	7%	447,172.02	10%	14,737,893.30

Ind. School District #2180

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
BND2		63436	5613	Check	1	5583		JC Manufacturing Co.		Yes	No	No	08/18/2025	15,631.65
BND2		63481	5614	Check	1	5583		JC Manufacturing Co.		Yes	No	No	08/29/2025	559.90
												Bank Total:		$16,191.55
Pay		63445		Wire	1	00867		PERA		No	No	No	08/18/2025	5,252.60
Pay		63446		Wire	1	00868		MN Teachers Retirement Assoc.		No	No	No	08/18/2025	31,395.20
Pay		63447		Wire	1	2181		Aviben		No	No	No	08/18/2025	8,868.09
Pay		63448		Wire	1	2385		MN Department of Revenue		No	No	No	08/18/2025	7,004.01
Pay		63449		Wire	1	2875		Internal Revenue Service		No	No	No	08/18/2025	45,525.29
Pay		63450		Wire	1	2985		Aviben FLEX		No	No	No	08/18/2025	2,134.15
Pay		63383	61823	Check	1	2985		Aviben FLEX		Yes	No	No	08/04/2025	136.29
Pay		63380	61824	Check	1	1680		BSN Sports, LLC		Yes	No	No	08/04/2025	4,570.00
Pay		63381	61825	Check	1	2126		Menards - Willmar		Yes	No	No	08/04/2025	245.99
Pay		63385	61826	Check	1	4553		Nordic Solar HoldCo Phase 2, LLC		Yes	No	No	08/04/2025	7,303.84
Pay		63384	61827	Check	1	3139		Rambow, Inc.		Yes	No	No	08/04/2025	392.00
Pay		63382	61828	Check	1	2943		Sweep Hardware		Yes	No	No	08/04/2025	70.77
Pay		63386	61829	Check	1	2359		Amazon Capital Services		Yes	No	No	08/05/2025	8,563.54
Pay		63387	61830	Check	1	00046		Clara City Herald		Yes	No	No	08/05/2025	372.50
Pay		63388	61831	Check	1	00048		Clara City Telephone Company		Yes	No	No	08/05/2025	396.75
Pay		63392	61832	Check	1	1762		Donners Crossroads Truckstop		Yes	No	No	08/05/2025	48.97
Pay		63393	61833	Check	1	5039		Donner's Garage Inc		Yes	No	No	08/05/2025	1,933.07
Pay		63390	61834	Check	1	00701		Southside Lumber		Yes	No	No	08/05/2025	24.57
Pay		63389	61835	Check	1	00308		SW & WC Service Cooperative		Yes	No	No	08/05/2025	16,426.81
Pay		63391	61836	Check	1	00734		Tostenson, Inc.		Yes	No	No	08/05/2025	756.07
Pay		63394	61837	Check	1	00308		SW & WC Service Cooperative		Yes	No	No	08/05/2025	47,084.91
Pay		63395	61838	Check	1	00044		City of Clara City		Yes	No	No	08/05/2025	498.96
Pay		63398	61839	Check	1	2126		Menards - Willmar		Yes	No	No	08/05/2025	461.21
Pay		63397	61840	Check	1	1936		Palmer Bus Service, Inc		Yes	No	No	08/05/2025	12,317.03
Pay		63399	61841	Check	1	3139		Rambow, Inc.		Yes	No	No	08/05/2025	1,100.00
Pay		63400	61842	Check	1	5457		Riddell All American Sports		Yes	No	No	08/05/2025	817.95
Pay		63396	61843	Check	1	1469		Xcel Energy		Yes	No	No	08/05/2025	29,981.63
Pay		63401	61844	Check	1	5566		Tree-N-Turf Services, Inc.		Yes	No	No	08/05/2025	5,266.40
Pay		63402	61845	Check	1	3393		MASBO		Yes	No	No	08/05/2025	25.00
Pay		63404	61846	Check	1	5456		Concord Theatricals		Yes	No	No	08/06/2025	2,544.71
Pay		63403	61847	Check	1	00077		Farmers Coop Oil Co.		Yes	No	No	08/06/2025	176.37
Pay		63405	61848	Check	1	01432		Chappell Central, Inc.		Yes	No	No	08/07/2025	530.63
Pay		63407	61849	Check	1	5235		Blue Cross Blue Shield of Minnesota		Yes	No	No	08/08/2025	66,993.44
Pay		63406	61850	Check	1	2655		Nationwide Glass of Willmar		Yes	No	No	08/08/2025	3,155.00

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		63410	61851	Check	1	00046		Clara City Herald		Yes	No	No	08/11/2025	160.00
Pay		63416	61852	Check	1	5171		Follett Content Solutions, LLC		Yes	No	No	08/11/2025	1,653.57
Pay		63415	61853	Check	1	5166		GreatAmerica Financial Svcs.		Yes	No	No	08/11/2025	441.45
Pay		63408	61854	Check	1	5069		Jimmys Pizza Granite Falls		Yes	No	No	08/11/2025	79.08
Pay		63409	61855	Check	1	00650		Prinsburg Farmers Coop		Yes	No	No	08/11/2025	70.77
Pay		63414	61856	Check	1	5118		Quadient Finance USA, Inc.		Yes	No	No	08/11/2025	500.00
Pay		63412	61857	Check	1	00905		Trulock, James		Yes	No	No	08/11/2025	424.20
Pay		63411	61858	Check	1	00844		West Central Sanitation, Inc.		Yes	No	No	08/11/2025	1,458.95
Pay		63413	61859	Check	1	3297		Wohlman, Julie		Yes	No	No	08/11/2025	59.03
Pay		63419	61860	Check	1	4649		Westbrock, Renae		Yes	No	No	08/12/2025	523.60
Pay		63418	61861	Check	1	4245		Wheatley, Judd		Yes	No	No	08/12/2025	75.60
Pay		63420	61862	Check	1	4925		MIST		Yes	No	No	08/12/2025	126,704.51
Pay		63422	61863	Check	1	3592		Dooley's Natural Gas		Yes	No	No	08/13/2025	10,121.18
Pay		63421	61864	Check	1	00862		John's Radiator		Yes	No	No	08/13/2025	35.00
Pay		63423	61865	Check	1	5582		Hutchinson Theater Company		Yes	No	No	08/13/2025	1,500.00
Pay		63424	61866	Check	1	00105		Hillyard / Hutchinson		Yes	No	No	08/14/2025	4,913.12
Pay		63425	61867	Check	1	4716		School Datebooks		Yes	No	No	08/14/2025	1,395.55
Pay		63427	61868	Check	1	5462		Bertram, Todd		Yes	No	No	08/14/2025	200.00
Pay		63428	61869	Check	1	5567		Performance Office Papers, Inc.		Yes	No	No	08/15/2025	8,575.20
Pay		63429	61870	Check	1	5459		Boelter, LLC		Yes	No	No	08/15/2025	9,721.20
Pay		63430	61871	Check	1	4326		Kennedy & Graven, Chartered		Yes	No	No	08/18/2025	135.00
Pay		63433	61872	Check	1	2450		Brothers Fire & Security		Yes	No	No	08/18/2025	550.00
Pay		63434	61873	Check	1	3538		MSHSL		Yes	No	No	08/18/2025	1,885.00
Pay		63435	61874	Check	1	5463		XtraMath		Yes	No	No	08/18/2025	500.00
Pay		63438	61875	Check	1	00528		Bremer Bank		Yes	No	No	08/18/2025	170.00
Pay		63440	61876	Check	1	1039		Citizens Alliance Bank		Yes	No	No	08/18/2025	772.00
Pay		63444	61877	Check	1	4802		Colonial Life		Yes	No	No	08/18/2025	1,130.13
Pay		63443	61878	Check	1	4594		Kensington Bank		Yes	No	No	08/18/2025	300.00
Pay		63441	61879	Check	1	3402		Lake Region Bank		Yes	No	No	08/18/2025	100.00
Pay		63442	61880	Check	1	4043		MN Child Support Center		Yes	No	No	08/18/2025	60.50
Pay		63439	61881	Check	1	00881		NCPERS Group Life Ins. c/o Member Ber		Yes	No	No	08/18/2025	8.00
Pay		63437	61882	Check	1	00023		UNUM Life Insurance Company		Yes	No	No	08/18/2025	256.17
Pay		63452	61883	Check	1	5166		GreatAmerica Financial Svcs.		Yes	No	No	08/19/2025	3,554.72
Pay		63451	61884	Check	1	3139		Rambow, Inc.		Yes	No	No	08/19/2025	1,440.00
Pay		63453	61885	Check	1	5324		Horsager, Phillip		Yes	No	No	08/19/2025	75.00
Pay		63455	61886	Check	1	4194		Drex-mart		Yes	No	No	08/20/2025	326.57
Pay		63454	61887	Check	1	00105		Hillyard / Hutchinson		Yes	No	No	08/20/2025	10.87
Pay		63456	61888	Check	1	1680		BSN Sports, LLC		Yes	No	No	08/21/2025	1,954.64

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		63459	61889	Check	1	3962		Indianhead Foodservice Distributor		Yes	No	No	08/21/2025	8,438.39
Pay		63457	61890	Check	1	2851		MACCRAY Volleyball		Yes	No	No	08/21/2025	1,869.00
Pay		63458	61891	Check	1	3139		Rambow, Inc.		Yes	No	No	08/21/2025	371.00
Pay		63460	61892	Check	1	00105		Hillyard / Hutchinson		Yes	No	No	08/22/2025	141.00
Pay		63463	61893	Check	1	5515		Office of MNIT Services		Yes	No	No	08/22/2025	60.50
Pay		63462	61894	Check	1	4242		Turbo Turf, LLC		Yes	No	No	08/22/2025	214.02
Pay		63461	61895	Check	1	4066		University of Oregon		Yes	No	No	08/22/2025	800.00
Pay		63467	61896	Check	1	2923		VISA - CABank		Yes	No	No	08/25/2025	4,226.49
Pay		63469	61897	Check	1	5239		Gueningsman, Rachel		Yes	No	No	08/25/2025	38.94
Pay		63470	61898	Check	1	3032		MN Bureau of Criminal Apprehension		Yes	No	No	08/25/2025	15.00
Pay		63473	61899	Check	1	4853		Digi-Key Electronics		Yes	No	No	08/26/2025	176.95
Pay		63471	61900	Check	1	3595		Dripps, Jackie		Yes	No	No	08/26/2025	140.00
Pay		63475	61901	Check	1	5568		Green Lake Nursery		Yes	No	No	08/26/2025	8,050.00
Pay		63474	61902	Check	1	5149		Lac qui Parle Valley/Dawson-Boyd		Yes	No	No	08/26/2025	120.00
Pay		63472	61903	Check	1	4813		Pennie-Roy, Heather		Yes	No	No	08/26/2025	140.00
Pay		63487	61904	Check	1	1680		BSN Sports, LLC		Yes	No	No	08/29/2025	3,630.98
Pay		63491	61905	Check	1	4979		Coordinated Business Systems		Yes	No	No	08/29/2025	60.00
Pay		63483	61906	Check	1	00056		DAVE'S PLUMBING REPAIR		Yes	No	No	08/29/2025	385.00
Pay		63492	61907	Check	1	5171		Follett Content Solutions, LLC		Yes	No	No	08/29/2025	431.50
Pay		63495	61908	Check	1	5455		Hennen, Erika		Yes	No	No	08/29/2025	177.80
Pay		63484	61909	Check	1	00105		Hillyard / Hutchinson		Yes	No	No	08/29/2025	42.24
Pay		63490	61910	Check	1	3962		Indianhead Foodservice Distributor		Yes	No	No	08/29/2025	942.02
Pay		63488	61911	Check	1	2164		Innovative Office Solutions		Yes	No	No	08/29/2025	894.60
Pay		63493	61912	Check	1	5345		ORIGO Education Inc		Yes	No	No	08/29/2025	9,566.70
Pay		63486	61913	Check	1	1483		Renaissance Learning, Inc.		Yes	No	No	08/29/2025	300.00
Pay		63485	61914	Check	1	01912		Scan Air Filter, Inc.		Yes	No	No	08/29/2025	3,650.95
Pay		63494	61915	Check	1	5436		The Zones of Regulation, Inc		Yes	No	No	08/29/2025	120.00
Pay		63489	61916	Check	1	2763		USI Consulting Group / Hildi Inc.		Yes	No	No	08/29/2025	3,200.00
Pay		63496	61917	Check	1	2086		Minnesota UI Fund		Yes	No	No	08/29/2025	21,534.97
											Bank Total:			$563,952.41
SA		63417	22955	Check	1	5581		Zaragoza, Juan		Yes	No	No	08/11/2025	400.00
SA		63426	22956	Check	1	3046		MinnTex Citrus, Inc.		Yes	No	No	08/14/2025	7,095.00
SA		63432	22957	Check	1	2948		Brouwer, Tory		Yes	No	No	08/18/2025	235.27
SA		63431	22958	Check	1	00905		Trulock, James		Yes	No	No	08/18/2025	126.80
SA		63464	22959	Check	1	3780		Cash		Yes	No	No	08/22/2025	1,000.00
SA		63465	22960	Check	1	4259		Bosch, Lindsey		Yes	No	No	08/22/2025	36.36
SA		63466	22961	Check	1	4280		Viking Coca-Cola		Yes	No	No	08/22/2025	1,007.30

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
SA		63468	22962	Check	1	4376		Christopher, Cole		Yes	No	No	08/25/2025	166.99
SA		63476	22963	Check	1	00863		Monte Candy Company		Yes	No	No	08/26/2025	724.00
SA		63482	22964	Check	1	4280		Viking Coca-Cola		Yes	No	No	08/29/2025	730.00

Bank Total: $11,521.72

Report Total: $591,665.68

MACCRAY Schools Enrollment 25-26

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Pre-K	58	70						
K	42	48						
1	47	47						
2	46	46						
3	62	63						
4	60	61						
5	50	51						
K-5 Subtota	307	316	0	0	0	0	0	0
eK-5 Subto	365	386	0	0	0	0	0	0
6	60	61						
7	63	66						
8	66	71						
9	63	62						
10	48	50						
11	48	48						
12	59	58						
Subtotal	407	416	0	0	0	0	0	0
K-12 Total	714	732	0	0	0	0	0	0
P-12 Total	772	802	0	0	0	0	0	0

Apr	May	EOY
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0

MACCRAY PUBLIC SCHOOLS

2025-26 EMPLOYMENT AGREEMENT
With
Renee Villarreal

JOB TITLE: Instructional Assistant

DEPARTMENT: Special Education

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

JOB SUMMARY

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

TERMS OF EMPLOYMENT

8 Hours – TBD/School Days
Probation Period: 6 months
Wage: $17.25 per hour
Pay Dates: 15th and 30th of each month
Other fringe benefits per the MACCRAY School Educational Assistant Terms and Conditions of Employment.

EVALUATION

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

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

IN WITNESS WHEREOF, I have subscribed
My signature this 20th day of August, 2025.

_____
Instructional Assistant

IN WITNESS WHEREOF, we have subscribed
My signature this _____ day of _____, 2025.

_____
School Board Chair

_____
School Board Clerk

MACCRAY PUBLIC SCHOOLS

2025-26 EMPLOYMENT AGREEMENT
With
Ronda Kimpling

JOB TITLE: Instructional Assistant

DEPARTMENT: Special Education

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

JOB SUMMARY

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

TERMS OF EMPLOYMENT

8 Hours – TBD/School Days
Probation Period: 6 months
Wage: $17.25 per hour
Pay Dates: 15th and 30th of each month
Other fringe benefits per the MACCRAY School Educational Assistant Terms and Conditions of Employment.

EVALUATION

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

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

IN WITNESS WHEREOF, I have subscribed
My signature this 19 day of Aug, 2025.

Ronda Kimpling
Instructional Assistant

IN WITNESS WHEREOF, we have subscribed
My signature this _____ day of _____, 2025.

_____
School Board Chair

_____
School Board Clerk

Teacher Contract

The School Board of Independent School District 2180 of the State of Minnesota, Clara City, Minnesota, enters into this agreement, pursuant to M.S. 125.12 as amended, with __Jaime Hultgren____ a legally qualified and licensed teacher who agrees to teach in the public schools of said district as _.75_**English as Second Language Teacher**____ for the school year **2025-2026.**

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

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

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

Additional Service	**Additional Compensation**
1. _____	**$** _____
2. _____	**$** _____

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

$ 36,750	For Basic Services: BA
$	For Additional Services as set forth in paragraph 6
$ 36,750	Total salary, exclusive of fringe benefits.

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

IN WITNESS THEREOF I have subscribed my signature this 26th day of August, 2025

Teacher: Jo Hult

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

Independent School District No. 2180

Clerk:_____

Chairperson:_____

MACCRAY PUBLIC SCHOOLS

2025-26 EMPLOYMENT AGREEMENT
With
Talen Niemeyer

JOB TITLE: Fall Grounds Assistant

DEPARTMENT: Buildings and Grounds

REPORTS TO: Buildings and Ground Director, Business Manager, Superintendent

JOB SUMMARY

Mow and weed whip.

TERMS OF EMPLOYMENT - Temporary, Part-time

As needed - mowing grass and weed whipping
Wage: $18.75 per hour
Pay Dates: 15th and 30th of each month

EVALUATION

Performance of this job will be evaluated by the Building and Grounds Director, Business Manager, Superintendent

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

IN WITNESS WHEREOF, I have subscribed
My signature this _____day of _____, 2025.

_____
Fall Grounds Assistant

IN WITNESS WHEREOF, we have subscribed
My signature this _____ day of _____, 2025.

_____
Board Clerk

SCHOOL DISTRICT
Board Policy 406
MACCRAY Public School 2180
Original 1995
Revised: June 13, 2022
Reviewed: 2025

~~*Adopted: _____ MSBA/MASA Model Policy 406*~~

~~*Orig. 1995*~~
~~*Revised: 6/13/2022 _____ Rev. 2021*~~

~~*Revised:*~~
~~*Rev.*~~
~~*2023*~~

406 PUBLIC AND PRIVATE PERSONNEL DATA

~~**[NOTE: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]**~~

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants ("personnel").

II. GENERAL STATEMENT OF POLICY

A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.

B. All other data on individuals is private or confidential.

III. DEFINITIONS

A. "Confidential" means the data are not public and are not accessible to the subject.

B. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

C. "Parking space leasing data" means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

D. "Personnel data" means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or

independent contractors for the school district. Personnel data include data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.

E. "Private" means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.

F. "Protected health information" means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations, Parts 160, 162 and 164. "Protected health information" excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.

G. "Public" means that the data is available to anyone who requests it.

H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:

1. name;

2. employee identification number, which may not be the employee's Social Security number;

3. actual gross salary;

4. salary range;

5. terms and conditions of employment relationship;

6. contract fees;

7. actual gross pension;

8. the value and nature of employer-paid fringe benefits;

9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;

10. job title;

11. bargaining unit;

12. job description;

13. education and training background;

14. previous work experience;

15. date of first and last employment;

16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;

17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;

18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than $10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

19. work location;

20. work telephone number;

21. badge number;

22. work-related continuing education;

23. honors and awards received; and

24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on current and former applicants for employment by the school district is public:

1. veteran status;

2. relevant test scores;

3. rank on eligible list;

4. job history;

5. education and training; and

6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:

a. name;

b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;

c. education and training;

d. employment history;

e. volunteer work;

f. awards and honors;

g. prior government service;

h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and

i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

a. residential address;

b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;

c. first and last dates of service on the public body;

d. the existence and status of any complaints or charges against an appointee; and

e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:

1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or

2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.

B. Data pertaining to an employee's dependents are private data on individuals.

C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.

D. Parking space leasing data with regard to data on individuals are private.

E. An individual's checking account number is private when submitted to a government entity.

F. Personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes, chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.

H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;

2. a prepetition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1; or

3. a court, law enforcement agency, or prosecuting authority.

I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.

J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or

2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision 2, and shall, upon written request from the licensing board having jurisdiction over the license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.

[NOTE: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]

M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes, chapter 268.

N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes, chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.

O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if

1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or

2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the

employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes, chapter 13.

Data that are released under this paragraph must not include data on the student.

P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.

Q. Protected health information, as defined in 45 Code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.

R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4, or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a

current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes, chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated *[name and title, telephone]* as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation)
Minn. Stat. § 13.41 (Licensing Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, 162, and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

SCHOOL DISTRICT
Board Policy 412
MACCRAY Public School 2180
Original 2010
Revised: 2016
Reviewed: 2025

~~*MSBA/MASA Model Policy 412*~~
~~*Orig. 2010*~~
~~*Rev. 2016*~~

412 EXPENSE REIMBURSEMENT

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

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. 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.

IV. AIRLINE TRAVEL CREDIT

A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.

1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.

2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. 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. § 15.435 (Airline Travel Credit)
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)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)

~~*Adopted:* _____ *MSBA/MASA Model Policy 413*~~
~~*Orig. 1995*~~
~~*Revised:* _____ *Rev. 2025*~~

413 HARASSMENT AND VIOLENCE

~~**[NOTE: State law (Minnesota Statutes, section 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota Statutes, section 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota Statutes, section 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]**~~

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of

students, teachers, administrators, or other school district personnel based on a person's Protected Class.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or

3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

[NOTE: In 2023, the Minnesota legislature amended the definition of "sexual orientation" in the Minnesota Human Rights Act as reflected in subpart 6 below.]

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications

1. "Disability" means, with respect to an individual who

a. has a physical sensory or mental impairment that materially limits one or more major life activities of such individual;

b. has a record of such an impairment; ~~or~~

c. is regarded as having such an impairment; or

d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.~~.~~

2. "Familial status" means the condition of one or more minors having legal status

or custody with:

a. the minor's parent or parents or the minor's legal guardian or guardians; or

b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

[NOTE: The 2024 Minnesota legislature revised the definition of "familial status."]

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

[NOTE: The 2023 Minnesota legislature redefined 'sexual orientation' in the Minnesota Human Rights Act.]

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or

condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing, or pinching another person's intimate parts
b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written

statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District

The school board hereby ~~designates _____~~ designates Kim Sandry as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.[1]

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

[1] In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of

harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. This policy shall appear in the student handbook.

D. The school district will develop a method of discussing this policy with students and employees.

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References:
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:
MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

SCHOOL DISTRICT
Board Policy 612.1
MACCRAY Public School 2180
Original 1995
Revised: 2015
Reviewed: 2025

~~*Adopted:* *MSBA/MASA Model Policy 612.1*~~
~~*Orig. 1996*~~
~~*Revised:* *Rev. 2016*~~

612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS

~~**[Note: This policy reflects recent federal statutory changes made by the Every Student Succeeds Act (ESSA) which require school districts and schools to meet with parents and jointly develop parent and family engagement policies at both a district wide and school building level. This policy lists the required components of the parent and family engagement policies described herein and serves as a framework for their development. The policies and these components are mandatory in order for the school district to receive federal funds under this program.]**~~

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.

B. The policy of the school district is to fully comply with 20 United States Code section 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for meaningful parent and family involvement and describe how the school district will:

A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;

B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;

C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;

D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;

E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level and family engagement policies; and

F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

A. The policy will describe the means by which each school with a Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;

2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;

3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the

school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;

4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and ~~to~~ respond to any such suggestions as soon as practicably possible; and

5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.

B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;

2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.

3. Address the importance of communication between teachers and parents on an on-going basis through the use of:

   a. Annual parent-teacher conferences to discuss the compact and the child's achievement;

   b. Frequent progress reports to the parents; and

   c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.

   d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.

C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:

1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;

2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

3. Educate school staff, with the assistance of parents, in the value and utility of

contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;

4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;

5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent ~~home~~ to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and

6. Provide such other reasonable support for parental involvement activities as requested by parents.

D. The policy will also describe the process to be taken if the school district and school choose to:

1. Involve parents in the development of training for school staff to improve the effectiveness of such training;

2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;

3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;

4. Train parents to enhance the involvement of other parents;

5. Arrange meetings at a variety of times or ~~have~~ conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental ~~opportunities for~~ involvement and participation in school-related activities;

6. Adopt and implement model approaches to improving parental involvement;

7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and

8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.

E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.

F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the

school.

Legal References: 20 U.S.C. § 6318 (Parent and Family Engagement)

Cross References: None

MACCRAY Community Ed & Rec
Kati Hess, Director

September 2025 Board Report

Summer Programming Update

- See Summer 2025 Activities Sheet

Youth Summer Scholarship Program

- Used $1,549.00 for Summer Programs
    - 26 students
    - 17 families
    - 10 different programs/ activities
- $1,000 came from the Chippewa C.A.R.E. Collaborative Grant

Facilities Usage/ Rentals

- Seth Hinrichs- Basketball Camp- July
- Brady Kienitz & Avery Koenen- Basketball Camp- August
- Looney Lutherans- October 18th
- Briggs Motley Craft Fair- November 1st
- Sidewalk Prophets Concert- Bethany Church- March 11th

Fall 2025 Booklet

- Program breakdown
    - 6 ECFE classes (2x 1 & 2 yr olds/ 3x 3 to 5 yr olds/ Pumpkin Patch Party)
    - 8 Youth enrichment classes (Guitar/ Spanish/ Cooking/ 2x Art/ 3x 4-H)
    - 6 Youth athletic activities (Volleyball/ 3x Football/ Karate/ Fitness)
    - 5 Adult enrichment classes (Cooking/ Planters/ Driving/ ABE/ Theatre)
    - 4 Adult athletic activities (2x Fitness/ Walkers/ SAILS)
- New this year
    - 5th/ 6th Volleyball with RCW and NLS
    - 56ers Football- Head coach, Seth Falk, paid by the Football Booster club

Community Education Fundraiser

- Looney Lutherans - Saturday, October 18th
    - Youth Scholarship Funds
    - Instructor fees for enrichment classes
        - Allowing us to offer high-quality programs at an affordable cost. This is especially important when registration numbers fall short or to keep programs accessible for all families.

MACCRAY Community Ed & Rec
Summer 2025 Activities Break Down

Summer Rec.

Coaches	20
T-Ball - Clara City	16
T-Ball - Raymond	18
Little Cubs	28
Baseball- Minors	35
Baseball- Majors	41
Tennis Only	8

Wednesday Trips

Redwood Falls	36
Dorothy Olson- Willmar	Rained Out
Hutchinson	51
Big Kahuna- Spicer	32

Adult Activities

Coed Sand Volleyball	4 teams
SAILS - Summer	20

Youth Camps

Dance Camps - May	33
Baseball Camp - May	28
Softball Camp - May	8 -canceled
Basketball Camps - June	55
Golf Camp - June	26
Wolverine Workout - June & July	59
Football Camp - August	64
Volleyball Camp - August	52

Kinder Ready

12 days total in June & July	10

Night League

3rd/ 4th Grade	30
5th/ 6th Grade	27
7th/ 8th Grade	22
Volunteer Coaches	14

September 2025 Activities Director Report

I. **Thanks for approving Abigail Pieper as our Fall Fitness Center Coach.**
II. **The MNSHSL is again giving each member school a credit towards our yearly charge because they are in the black. This year we will be charged the yearly fee of $100 and only $85 per activity which is normally $160 per activity. They are waiving the per-student fee that is normally charged to us as well.**
III. **The Musical Coaches have begun doing auditions and practices will begin shortly.**
IV. **Last year we had 3 of our sports teams receive recognition for their academic accomplishments: Congratulations to those athletes**
    A. **Boys Wrestling - Gold**
    B. **Girls Volleyball - Silver**
    C. **Boys Golf - Silver.**

September School Board Meeting
MACCRAY

Mr. Todd Bertram PK-5 Principal

- Celebrations
  - Our building looks great. Our custodial staff did a great job!
  - Successful Open House / Great attendance
  - A Great first week of school
    - Schedules are set and routines are being established

- Read Act
  - Sept. 15th LETRS training - workshop day
  - FastBridge Testing
    - Sept. 23- Oct. 3
  - Open Court Reading curriculum (year 2)

- We continue to implement the ***Science of Reading*** into all grade levels.
  - Phonics & MTSS for 1 hour in 1st-3rd grade.
  - MTSS in Kindergarten, 4th and 5th grade.

- Service Cooperative (SWWC) visits
  - Eric Schwankl - Math and MCA test results
    - Sept. 18th
  - Tricia Christopher - Reading and MCA test results
    - Sept. 30th

Board Report – September 8, 2025
MACCRAY Secondary School

Start of the Year:

- I have provided the handbook as requested. Please note that the changes are marked in yellow. There were updates to the following:
    - Discipline Matrix, as discussed in August
    - New and improved Tech Forms used at Open House
    - Updated head lice procedure from Nurse Dona.
- Workshops were a success and culminated in a great Open House. This is an "All hands on deck" event, due to the number of items that need to be taken care of, and it felt seamless in large part to the tremendous efforts of all school and district office staff. We will evaluate any changes as we begin thinking about next year.
    - Staff received training on the following:
        - Mandated Reporting (Social Workers)
        - Mental health and substance abuse (by Woodland Centers staff)
        - School safety (Chippewa County Sheriff's Dept.)
        - Special Education/Datra Privacy reminders (SWWC)
        - Right to know, blood-borne pathogens, OSHA Safety (IEA Safety)
        - Other myriad meetings and classroom time
- Our first week was a success.
    - Handbook lyceums were had to go over the handbook and yearly expectations.
    - We've (pending weather, as I type this the day prior) already had our first lockdown and evacuation drills, on Friday 9/5.

Overall, I am looking forward to having a great year!

Upcoming:

- First Teacher Professional Development – Sept. 15
- Sept. 23 – Gr. 6-10 Bus safety
- Homecoming – Oct 7-10

Respectfully Submitted,

Judd K. Wheatley
MACCRAY Secondary School Principal

MACCRAY WOLVERINES SCHOOL BOARD UPDATE

September 8, 2025

GOAL:

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

Meetings

I met with Sheriff Derek Olson to discuss school safety and continued collaboration between the school and local law enforcement.
I also had a conversation with Maynard Mayor Richard Groothuis and plan to attend the Maynard City Council meeting in October, following our school board meeting.

Maintenance

We continue to make improvements to the exterior appearance of the school, enhancing both curb appeal and functionality as part of our ongoing commitment to maintaining a welcoming and well-kept campus.

Back to School Update

We had a fantastic first week back! Students were engaged, enthusiastic, and excited to return. Staff members were well-prepared and eager to welcome students into a positive and productive learning environment.

Open House

Our Open House was a great success with strong attendance from families across all grade levels. It was wonderful to see so many families connecting with teachers and getting a glimpse of what's ahead for the school year.

Fall Activities

Fall extracurricular activities are in full swing! From athletics to arts, students are already participating and showing great school spirit.

Back to School Workshop

This year's workshop was a highlight of our professional development efforts and featured a student panel that offered valuable insights.
Key speakers included:

- **Aaron Hess**, Institute for Environmental Assessment (IEA)
- **Sheriff Derek Olson**, presenting on School Safety
- **Woodlands Center**, focusing on mental health, drug abuse, bullying, and suicide prevention

Student Enrollment (9/2/2025)

We're off to a strong start with a total enrollment of **802 students**, including **70 PreK** students.

Breakdown:

- **Grades K–5:** 316 students
- **Grades 6–12:** 416 students
- **Largest class:** 8th Grade (71 students)
- **Smallest class:** 2nd Grade (46 students)

We're looking forward to a great year ahead!



MACCRAY Independent School District #2180



K-12 Student Handbook 2025-2026

Board Approved: September 8, 2025 (pending)

Table of Contents

Welcome to the MACCRAY School District 8

PART I – INFORMATION 9

Arrival and Dismissal Hours 9

Calendar 9

Class Assignments 9

Complaints 9

eLearning Plan 10

Eighteen-Year-Old Students 11

Employee Directory 11

Equal Access to School Facilities 11

Fees [*] 11

Food in the Classrooms 12

Fundraising 12

Gifts to Employees 12

Graduation Ceremony 13

Elementary Holiday Celebrations and Parties 13

Interviews of Students by Outside Agencies 13

Library and Media Center 14

Breakfast and Lunch 14

Messages to Students 14

Nondiscrimination [*] 14

Notice of Violent Behavior by Students [**] 14

Parent and Teacher Conferences 15

Parent Volunteers 15

Pledge of Allegiance [*] **15**

School Activities **16**

School Closing Procedures **17**

Searches **17**

Lockers & Desks **17**

Personal Possessions and Student's Person **18**

Vehicles on Campus [**] **18**

Patrols and Inspections **18**

Search of the Interior of a Student's Motor Vehicle **18**

Student Publications and Materials **18**

School-Sponsored Media **19**

Student Records [*] **19**

Student Surveys [*] **19**

Transportation of Public School Students **20**

Extracurricular Transportation **20**

Video and Audio Recording **20**

School Buses **20**

Places Other Than Buses **20**

PART II — ACADEMICS **21**

Alternative Educational Opportunities **21**

Cheating and Plagiarism **21**

Class Rank/Academic Standing **21**

College in the High School (CIHS) **21**

Early Graduation **21**

Extended School Year Opportunities **22**

Field Trips **22**

Grades **22**

M = Missing Work (Make-Up Work) **22**

Middle/High School Grading Scale (7-12) **22**

Graduation Requirements [*] **23**

Course Credits Required **23**

High School Level Courses Required for Graduation **23**

Minnesota Academic/District Required Standards **24**

Homework **25**

Promotion and Retention **25**

Post-Secondary Enrollment Options **25**

Summer School **25**

Parent Right to Know [*] **26**

PART III — RULES AND DISCIPLINE **26**

Attendance [**] **26**

Backpacks/Handbags **26**

Bullying Prohibition [**] **27**

Buses – Conduct on School Buses and Consequences for Misbehavior [**] **27**

Cell Phones and Other Electronic Devices **28**

High School Cell Phone Violations **26**

Middle School and Elementary School Cell Phone Violations **27**

Discipline [**] **30**

Dress and Appearance **30**

Standards of Conduct for Couples **31**

Drug-Free School and Workplace **32**

Harassment and Violence Prohibition [*] **32**

Title IX Regulations **32**

NEW DEFINITION OF “SEXUAL HARASSMENT” **32**

NEW POLICY REQUIREMENTS RELATED TO TITLE IX COORDINATOR **33**

NEW GRIEVANCE PROCESS REQUIREMENTS **33**

A. The Formal Complaint Requirement 33
B. General Requirements 34
C. The Notice Requirement 34
D. The Investigation Process 35
E. Determinations of Responsibility 36
F. Appeals 36
NEW TRAINING REQUIREMENTS 37

Hazing Prohibition [*] 37

Tech Pledge, Internet Acceptable Use, Tech Insurance Form 37

Parking on School District Property 40
Students 40
Visitors 41

Tobacco-Free Schools [**] 41

Vandalism 41

Weapons Prohibition 41

PART IV — HEALTH AND SAFETY 42

Accidents 42

Asbestos Management Update [*] 42

Crisis Management 42

Emergency Contact Information 43

Lead in Water Testing 43

Health Information 43

Health Service 43

Communicable Diseases 44

Immunizations 45

Medications at School During the School Day 45

Pesticide Application Notice [*] 46

Safety **46**

Visitors in District Buildings **46**

PART V — MISCELLANEOUS **46**

Animals in the Classrooms **46**

Assemblies **47**

Building Passes - High School **47**

Dances - High School **47**

Counseling and Guidance **48**

Early Admission - Elementary **48**

Homeschool/ Shared Time Policy **48**

PBIS **50**

Posters **50**

Prom - High School **50**

Senior Privileges - High School **50**

APPENDICES - Cross Reference Table **52**

1. Attendance **54**

Examples of Excused Absences: **54**

Examples of Unexcused Absences: (not limited to) **55**

When you return to school **55**

Twelve-Day Rule **55**

Tardies **56**

Attendance Appeal **56**

MACCRAY Schools **57**

Attendance Appeal Form **57**

SCHOOL AUTHORITY **58**

Truancy Act **58**

2. Student Discipline [**] 59
STUDENT RESPONSIBILITIES **59**
CODE OF STUDENT CONDUCT **59**
DISCIPLINARY ACTION OPTIONS **62**

3. Bullying Prohibition 63
PURPOSE **64**
DEFINITIONS **64**
PROHIBITED CONDUCT **64**
INITIAL RESPONSE AND REPORTING **65**
Students **65**
School Employees **65**
Contractors/Volunteers **65**
INVESTIGATION **66**
REMEDIAL RESPONSE **67**
PROFESSIONAL DEVELOPMENT AND EDUCATION **67**
School Employees **67**
Students **67**

4. PBIS Expectations 68

5. Behavior Matrix 70

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

Our Mission

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

The MACCRAY Student Handbook is comprised of five parts:
1) Information;
2) Academics;
3) Rules and Discipline;
4) Health and Safety; and
5) Miscellaneous

Policy Information

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

or

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

Purpose

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

A. Aims and Objectives of the MACCRAY School District:

1. To provide a wide-ranging curriculum which is conducive to educational growth and development.
2. To provide experiences in the social interaction and development of its students.
3. To provide for citizen development that will extend beyond the classroom.
4. To commit itself to helping individual students determine personal goals in keeping with his/her capabilities and move steadily towards those goals.
5. We feel that education should stress development in the skills of reading, writing, speaking, listening, computing, thinking, and evaluating.
6. We will provide opportunities for development of physical and mental health and wellbeing.

B. ***Interpretation of the MACCRAY Student/Parent Handbook shall be subject to the discretion of the administration.***

PART I – INFORMATION

Arrival and Dismissal Hours

School building hours are from 8:00 AM to 3:30 PM.

Students may be ***dropped off beginning at 7:35 AM***, and ***picked up at 3:30 PM***.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website by clicking: *Families > School Year Calendar.*

Class Assignments

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

High School Only

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

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

Complaints

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

eLearning Day Plan (MS/HS)

Details:

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

eLearning Daily Schedule

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

"Office Hours" - time set aside where teachers are available for voicemails, emails, Zoom, or Meets, if needed.

eLearning Day Plan (Elementary)

Below, please find the schedules that our classroom teachers and specialists will follow to meet with students online. Each session with a classroom teacher will last 45-60 minutes and specialists 30 minutes. Students are welcome to join multiple sessions. Sessions will be optional for students, but we want to give them as many opportunities as possible to connect with our staff. Teachers will also be available

throughout our typical school hours to answer emails and return calls. Attendance will be taken according to the assignments that are completed on our choice boards. Also, a reminder that early out days **will not** have eLearning.

CLASSROOM TIMES:

Preschool and Kindergarten: 11:00 & 2:00

1st Grade and 2nd Grade: 10:00 & 1:00

3rd Grade, 4th Grade, 5th Grade: 9:00 & 12:00

SPECIALIST TIMES:

STEAM K/1st/2nd: 9:00 & 9:30

Music 3rd/4th/5th: 10:00 &10:30

PE PK/K/1st/2nd: 11:00 & 11:30

Music PK/K/1st/2nd: 12:00 & 12:30

STEAM 3rd/4th/5th: 1:00 & 1:30

PE 3rd/4th/5th: 2:00 & 2:30

Eighteen-Year-Old Students

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

Employee Directory

Staff information may be found on the district website for each school. The website can be found here: https://www.maccray.k12.mn.us/district11/staff-directory

Employment Background Checks [*]

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

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a

non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees [*]

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

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

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

Food in the Classrooms

<u>MACCRAY Elementary School</u>

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

<u>MACCRAY Middle and High School</u>

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

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

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by Judd Wheatley, the senior high school principal. Participation in non-approved fundraising activities is a violation of school district policy.

Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

Gifts to Employees

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

Graduation Ceremony

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

- All credits for graduation are completed by the last Wednesday prior to graduation.
- All service learning hours have been submitted and accepted by the last Wednesday prior to graduation.
- All bills are paid and detentions are served (if assigned).
- The class valedictorian (highest GPA) and salutatorian (second highest GPA) will be recognized.
- Students with a cumulative GPA of 3.75 or higher from the 1st semester of 9th grade through the 1st semester of the senior year will earn High Honors recognition.
- Students with a cumulative GPA of 3.5 - 3.74 from the 1st semester of 9th grade through the 1st semester of the senior year will earn Honors recognition.
- Students may earn a purple honor cord recognizing their outstanding service by
- doing the following:

  1) Complete 160+ hours of service; 2) Put together a portfolio outlining the different types of service involved;

  3) Meet with a panel to review the hours of service submitted and the portfolio. Successful completion of the above will result in the student earning a purple cord for service.
- Students entering the military will receive a red, white and blue honor cord from Blue Star Mothers of America in recognition of their willingness to serve our country
- Students are not allowed to decorate their graduation wardrobe (caps and gowns).
- Graduation exercises are under the control and direction of the High School Principal.

Holiday Celebrations and Parties (Elementary)

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

Interviews of Students by Outside Agencies

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

Library and Media Center

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

Meals

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

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

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

We encourage all families to complete the Application for Educational Benefits. For more information regarding eligibility for free and reduced price meals, contact the school secretary.

Messages to Students

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

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

Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race,

color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated the Superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students [**]

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

Parent and Teacher Conferences

Parent and teacher conferences will be held twice per year. Please watch for more information from your child's school. Please know that we believe that communication between the school and home is extremely important. Parents and guardians are welcome to reach out to their child's teachers at any time during the school year, and teachers will respond as quickly as possible, as their schedule permits.

Parent Volunteers

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

Pledge of Allegiance [*]

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

Schedule

*Elementary - Varies by teacher/grade

*(MS/HS)

Warning	7:56	

Bell		
Advisory	8:00	8:12
Period 1	8:15	9:03
Period 2	9:06	9:54
Period 3	9:57	10:45
Period 4	10:48	11:36
Lunch A 6-7-8	**11:36**	**12:06**
Period 5A-5B	11:39	12:27
Period 5B-5C	12:09	12:57
Lunch B 9-10-11-12	**12:27**	**12:57**
Period 6	1:00	1:48
Period 7	1:51	2:39
Period 8	2:42	3:30

School Activities

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

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

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

The MACCRAY School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL

rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

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

School Closing Procedures

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

Searches

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

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

Lockers and Personal Possessions Within a Locker [*]

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

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Whenever feasible, either the student involved or a third party will be present during the search. As soon as practicable after the search of a student's personal

possessions, the school officials will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Desks

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

Personal Possessions and Student's Person

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

Vehicles on Campus [**]

Patrols and Inspections

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

Search of the Interior of a Student's Motor Vehicle

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

Student Publications and Materials

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

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

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place

and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" policy (Policy 505).

School-Sponsored Media

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

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

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

Student Records [*]

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

Student Surveys [*]

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

Transportation of Public School Students

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

Extracurricular Transportation

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

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

Video and Audio Recording

School Buses

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

Places Other Than Buses

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

PART II — ACADEMICS

Alternative Educational Opportunities

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

Cheating and Plagiarism

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

Class Rank/Academic Standing

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

College in the High School (CIHS)

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

Early Graduation

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

Extended School Year Opportunities

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

Field Trips

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

Grades

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

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

M = Missing Work (Make-Up Work)

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

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

Middle/High School Grading Scale (7-12)

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

A	93-100%
A-	90-92%
B+	87-89%

B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	59% and under

Graduation Requirements [*]

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

Course Credits Required

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

High School Level Courses Required for Graduation		
Subject Area	**Credits**	**Explanation**
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Must be sufficient to satisfy all of the academic standards in mathematics
Science	3	Must include one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12

Social Studies	4	Must encompass at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies
Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts.
P.E./Health Education	"credit"	Must be sufficient to satisfy the state standards in physical education
Elective Courses	7 (min.)	

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

Minnesota Academic Standards

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

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

School District Required and Elective Standards

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

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

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

Homework

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

Promotion and Retention

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

Post-Secondary Enrollment Options

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

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

Summer School

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

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

Parent Right to Know [*]

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

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

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

PART III — RULES AND DISCIPLINE

Attendance [**]

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

Backpacks/Handbags

Middle and High School

Because of security, safety, and health concerns, students are not allowed to carry backpacks during the school day. Students may use a backpack to transport books and belongings to and from school. Backpacks must remain in lockers while classes are in session. Handbags smaller than a school textbook may be carried at school. A Trapper Keeper, Five Star 2"

Zipper binder or something similar in nature will be allowed. These binders are approximately 12 ¾" by 12". Exceptions to this rule may be granted to students with special circumstances at the discretion of the Principal.

Bullying Prohibition [**]

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions, and by misuse of technology. For detailed information regarding the school district's "Bullying Prohibition" policy, see: Policy 514.

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

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

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

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

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

- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus or property belonging to others.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

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

Cell Phones/Earbuds and Other Electronic Devices

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

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

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

Teachers are expected to provide expectations and rules for responsible use documented in their course syllabus and explained verbally the first week of school. Each classroom teacher shall utilize the following option for cell phone usage in their classrooms:
A. Cell phones checked in to a designated area at the beginning of each class.

Updated Cell Phone Policy	
6th - 11th Grade	**12th Grade**

• Students are expected to keep their cell phones in their lockers during class time. • *Locks are available for a $5 refundable deposit.*	• Students must check phones into the classroom cubby at the beginning of each class. • Phones may not be taken out of the classroom during class time. • Students who are NOT on the M-List may use their phones during study hall only.
★ All students may check phones during passing time and lunch. ★ Also applies to earbuds/headphones	

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

***Notes:** This is subject to change per School Board policy review.
Parents should contact the office for urgent messages for students.
Teachers have the discretion to initiate additional rules in the classroom regarding the use of all electronic devices.

CLASSROOM CELL PHONE POLICIES - Elementary

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

Elementary School Cell Phone Violations

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

APPROPRIATE USES OF DEVICES

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

- Any threat to hurt (we take all threats seriously)
- Any obscenity (Behavior of a sexual nature that makes someone else uncomfortable.)
- Any pornography (Behavior of a sexual nature that makes someone else uncomfortable.)
- Taking pictures in the locker rooms or bathrooms.

- Photographing/Recording staff or students without their permission.
- Participating in an electronic conversation relating to any of the above.
- Cyberbullying which is repeated cyber harassment.
- Bringing a threat, porn, obscenity, sexting or any of the above to school from an indirect location will constitute a disruption of the educational process and become subject to discipline.

Possible Consequences

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

Discipline [**]

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

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

Dress and Appearance

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

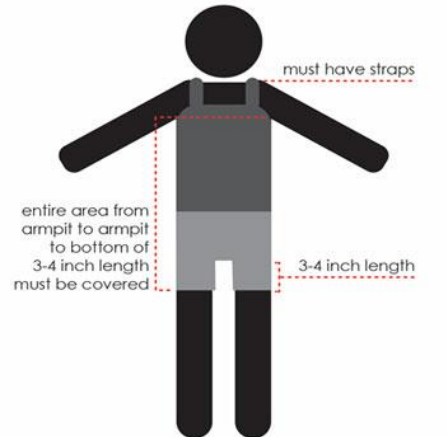
Appropriate clothing includes, but is not limited to, the following:

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

Dress Code Policy	
Students MUST Wear	**Students MAY Wear**
• A shirt that extends to the beltline and must have opaque fabric in the front, back, and on the sides under the arms	• Fitted pants, including opaque leggings, yoga pants and "skinny jeans" • Tank tops, including spaghetti straps; off-the-shoulder tops that meet criteria #1

<table>
<tr>
<td>

- Tops with fabric from armpit to armpit and down to the beltline
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts)
- Footwear



</td>
<td>

(tops with fabric from armpit to armpit and down to the beltline)

- Hats/Hoods with the ability to see ears as directed by staff (except for religious articles; this rule is subject to individual teacher policy)

</td>
</tr>
<tr>
<td colspan="2">Students CANNOT Wear</td>
</tr>
<tr>
<td colspan="2">

Violent images or language

Message/Language that is crude, vulgar, obscene or inappropriate - including innuendo, double meanings, or abbreviations that conceal the intended meaning

Images depicting drugs, alcohol, profanity, pornography, or hate speech - including racist or discriminatory comments, displays, or acts (e.g. the Confederate flag, swastikas, etc.)

Images that create a hostile or intimidating environment

Tube tops or bralettes as a shirt

Costumes except for school-sponsored activities or dress-up days

</td>
</tr>
</table>

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

Bottom Line: If the administration believes a student's appearance, grooming, or mode of dress ***interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others,*** the student will be directed to make

modifications, have a parent/guardian bring in other items, or be sent home for the day. A parent or guardian will be notified**.**

Standards of Conduct for Couples

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

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. This includes, but is not limited to the sale or use of cannabinoid products (on school grounds, school activities, or school transportation), made legal by state legislation in the summer of 2022 and 2023. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

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

Harassment and Violence Prohibition [*]

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Title IX Regulations

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

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

NEW DEFINITION OF "SEXUAL HARASSMENT"

Previously, sexual harassment for purposes of Title IX was defined as "unwelcome conduct of a sexual nature" that included "unwelcome sexual advances, requests for sexual favors,

and other verbal, nonverbal, or physical conduct of a sexual nature." Under the new regulations, however, sexual harassment is now formally defined as conduct on the basis of sex that consists of:
1. An employee conditioning an individual's receipt of aid, benefit, or service on that individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct that a reasonable person would find "so severe, pervasive, and objectively offensive" that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking, as those terms are defined by federal law.

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

POLICY REQUIREMENTS RELATED TO TITLE IX COORDINATOR

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

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

GRIEVANCE PROCESS REQUIREMENTS

A. The Formal Complaint Requirement

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

The existence of the term "formal complaint," however, does not mean that there can be an informal complaint. To the contrary, while the new regulations do allow for complaints to be addressed via an informal resolution process if the complainant and respondent both

voluntarily agree in writing to participate in that process, schools cannot offer an informal resolution process until a formal complaint has been filed. 34 C.F.R. § 106.45(b)(9). Moreover, as the Department of Education stated in commentary accompanying the new regulations, a third party is not allowed to file a formal complaint on the complainant's behalf; the definition of formal complaint limits filers to complainants themselves and the Title IX coordinator. Thus, while third parties may still report sexual harassment, such reports do not constitute "formal complaints." In the event that a complainant does not complete a formal complaint, a Title IX coordinator will need to do so to initiate the formal grievance procedure.

B. General Requirements

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

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

C. The Notice Requirement

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

- Notice of the grievance process, including any informal resolution process developed by the school;
- Notice of the allegations with "sufficient details known at the time and sufficient time to prepare a response before any initial interview." "Sufficient details" is defined to include:
    - o The identities of the parties involved in the incident;
    - o The conduct allegedly constituting sexual harassment under the new definition; and
    - o The date and location of the alleged incident.
- A statement that the respondent is presumed not responsible and that a determination regarding responsibility is made at the conclusion of the grievance process;

• A notice to the parties that they may have an advisor of their choice, who may be, but need not be, an attorney, and who may inspect and review evidence; and

• Notice of any provision of the school's code of conduct that prohibits knowingly making false statements or knowingly submitting false information.

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

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

D. The Investigation Process

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

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

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

E. Determinations of Responsibility

Under the new regulations, elementary and secondary schools subject to Title IX may voluntarily choose to provide for a live hearing as part of their grievance process, but are not required to do so. 34 C.F.R. § 106.45(b)(6)(ii). If the school chooses not to provide for a live hearing, after the investigation report has been provided to the parties, and before the school makes a final determination of whether or not the respondent is responsible for the alleged behavior, the school also has to provide each party the opportunity to submit "written, relevant questions" that the party wants asked of the opposing party or any witness, provide each party with the answers to their questions, and allow for additional, limited follow-up questions. Irrelevant questions can be excluded; however, the decision to exclude a question as irrelevant must be explained. Certain questions regarding the complainant's sexual predisposition or sexual behavior are generally irrelevant, except for specific purposes related to demonstrating that someone other than the respondent engaged in the alleged behavior or if specifically related to an issue of consent.

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

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

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

F. Appeals

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

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

respondents in general, and that conflict of interest or bias affected the outcome of the matter.

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

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

NEW TRAINING REQUIREMENTS

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

Hazing Prohibition [*]

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

MACCRAY School District - Student & Parent Pledge for Electronic Use

1. I will take good care of my device.
2. I know that I should not leave my device unattended or signed in.
3. I will never loan my device to other individuals.
4. I will know where my device is at all times.
5. I will charge my device daily.
6. I will keep food and beverages away from my device since they may cause damage to my device.
7. I will use my device in ways that are appropriate and educational.

8. I will not place decorations (such as stickers, markers, etc) on my device. I will not deface the serial number or asset tag sticker on any device.
9. I understand that my device is subject to inspection at ANY time without notice and remains the property of the MACCRAY School District.
10. I will not attempt to bypass the MACCRAY Public Schools web filters or firewalls through a web proxy, VPN, or personal hotspot.
11. I understand that the school will utilize a filter to block inappropriate material as required by state and federal law as well as utilize reasonable monitoring for teachers to ensure a productive learning environment.
12. I will never take pictures, video, or audio recordings of any students or staff without consent and NEVER in a locker room or restroom.
13. I will report theft or vandalism of my device within 24 hours to my principal.
14. I agree to pay the replacement cost of my device in the event that the device is damaged due to fire, stolen, lost, misused or intentionally or frequently damaged.
    a. REPLACEMENT COSTS FOR DAMAGES AND REPAIRS
        i. Damaged or broken screen is $90
        ii. Keyboard is $45
        iii. Replacement cost for the entire Chromebook is $300
        iv. Lost or damaged charging cord is $30
        v. Lost case is $25
15. I will not disassemble any part of my device or attempt any repairs.
16. I will follow *Policy 524 Internet Acceptable Use & Safety Policy* while at school as well as outside the school day.
17. CLASSROOM CELL PHONE POLICIES -
    a. Grades 6-11
        i. Students are expected to keep their cell phones in their lockers and may check them during passing time. Locks are available for a $5 refundable deposit.
    b. Grades 12
        i. 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 in to a designated area (cubbie) at the beginning of each class.
            2. Students may not take their phones to the bathroom.
            3. Students may check their cell phones during passing time and/or lunch.
            4. 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.

c. Senior High School Cell Phone Violations
    i. First Offense: Cell phones turned into teacher or office for the next hour of class.
    ii. Second Offense: Cell phones turned into the office will remain in the office for the duration of the day. Parents will pick up the device at the end of the school day.
    iii. Subsequent Offenses: Parents will be contacted to discuss additional consequences. This includes a student checking their phone into the office or not being permitted to bring one.

At MACCRAY Public Schools, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, Google Maps, Google Earth, Google Photos, Google Translate, Chrome Web Store, Youtube, and more. At MACCRAY Public Schools, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

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

INTERNET USE AGREEMENT

STUDENTS will sign their internet use agreement as part of logging into our systems.

PARENT OR GUARDIAN

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

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

Parent or Guardian's Signature: _____

MACCRAY School District Tech Insurance

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

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

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

Parent Name (Please print) _____

Parent Signature _____ Date _____

Parking on School District Property

Students

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

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

- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

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

Visitors

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

Tobacco-Free Schools [**]

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

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

Vandalism

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

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm

or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. After meeting with the Superintendent, appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. To view a copy of the "School Weapons" policy 501, please see the District website.

PART IV — HEALTH AND SAFETY

Accidents

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

Asbestos Management Update [*]

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

Crisis Management

The school district has developed a "Crisis Management" policy. The new building has its own building-specific crisis management plan. Students and parents will be provided with information as to district-specific plans, in generalities.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Plans include classroom and building evacuation procedures and have been developed in conjunction with local law enforcement.

Emergency Contact Information

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

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

Lead in Water Testing

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

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

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

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

Health Information

Health Service

MACCRAY Schools Licensed School Nurse (LSN) is available each school day within the district. When the nurse is not available, please go to the office for health related needs. The secretaries have been trained to assist with minor injuries. The nurse is on call to respond to any health needs, when contacted. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. If the accident is of a serious or life threatening nature, emergency services will be contacted, followed by the parent or legal guardian. If we are unable to contact you, we will contact the person you have designated on your child's

emergency card. For this reason it is very important to provide us with accurate contact information and that phone numbers are updated as they may change throughout the year.

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

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

Communicable Diseases

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

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

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

- Fever over 100F - Student is not to return to school until 24hrs after the temperature returns to normal without the assistance of fever reducing medications, i.e. Tylenol.
- Stomach Flu - 24 hours after the last episode of vomiting or diarrhea.
- Influenza - 24 hours after the temperature returns to normal
- Ear infection - Not contagious, but child should see a physician and can return to school when pain is gone.
- Strep Throat - Student can return to school 12 hours after antibiotic treatment has started and fever is gone.
- Conjunctivitis (pink eye) - Student is not excluded unless they have a fever or are not healthy enough to participate in activities.
- Head Lice - If a student is found to have live lice in their hair while at school then attempts to call parents will be made. If unable to call parents then emails or texts will be attempted. Parents may come to school immediately to pick up their child from school to start to rid the hair of head lice. Parents will be encouraged to treat their child with lice killing shampoo and/or comb all live lice from the hair before the student returns to school.

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

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

Immunizations

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

Immunization requirements are:

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

Medications at School During the School Day

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

developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed.

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

Pesticide Application Notice [*]

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the District Superintendent at (320) 847-2154.

Safety

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

Visitors in District Buildings

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

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

PART V — Miscellaneous

Animals in the Classrooms -

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

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

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

Assemblies

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

Building Passes - High School

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

Passes may be given with teacher discretion for the following: restroom, administrative office, guidance, health service, and media center.

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

Dances - Middle and High School

MACCRAY Public School sponsors dances throughout the school year, i.e. homecoming, prom, etc. These dances are open to students who attend MACCRAY Public School and/or are a registered home schooled student within our district. Dances will run no later than 11:30 p.m. and doors will be locked one hour after the start of a dance. When you leave a dance you do not get back in (exceptions may be granted by dance supervisors). Dance opportunities will be made available to some or all grade levels, with attention paid to grade-level equity as much as possible.

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

Counseling and Guidance

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

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

Finally, the MACCRAY school district has a partnership with Woodland Centers. Through this School-Linked Mental Health partnership, all K-12 students are able to work with a therapist or skills person on site from Woodland Centers. Students or parents interested in this program should work with the school social worker or counselor to begin the referral process.

Early Admission - Elementary

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

Homeschool/ Shared Time Policy

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

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

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

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

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

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

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

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

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

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

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

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

PBIS

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

Posters

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

Prom - High School

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

Senior Privileges - High School

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

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

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

Please note:

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

APPENDICES

School District Policy Cross Reference Table

Topic	Model Policy Number(s)
Accidents	806
Alternative Educational Opportunities	605
Attendance	503
Bullying Prohibited	514
Cell Phone	506
Class Assignments	515
Complaints	103
Course Credits Required	604
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	610
Fundraising	511
Gifts to Employees	421
Graduation Requirements	613
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	420, 516, 518, 530, 806
Homework	506, 612.1
Internet Acceptable Use	524
Interviews of Students by Outside Agencies	519
Nondiscrimination	102, 401, 521, 522, 528
Notification of Violent Students	529
Parking on School District Property	527
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620

Schedule	602
School Activities	510
School Closing Procedures	806
School Calendar	602
Searches	502, 527
Student Dress and Appearance	504
School Meals Policy	534
School Promotion and Retention	513
Student Publications and Materials	505, 512
Student Records	515
Student Surveys	520
Summer School	623
Tobacco-Free Schools	419
Transportation of Public School Students	707, 709, 710
Vandalism	506
Video and Audio Recording	711, 712
Visitors in School District Buildings	903
Weapons Prohibited	501

1. Attendance

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

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

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

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

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

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

1. All absences from class, regardless of the length, must be cleared through the office before you return to class. The office has the responsibility for approving or disapproving excuses for absence. Because attendance is important, absences are excused only under justifiable circumstances. <u>What may be considered excusable from a personal viewpoint may not be excusable from an educational viewpoint.</u> Most personal matters can be taken care of before or after school, on weekends or Mondays.
2. Parents are asked to call the office at 320-847-2154 and select the correct school: Elementary, Middle, High School from the list of options, on the morning of the day you are absent, indicating the reason for the absence.
3. A parent/guardian must excuse all absences, regardless of your age.

<u>Examples of Excused Absences</u>:

1. Student illness
2. Medical and dental appointments that cannot be scheduled before or after school or on Monday
3. Required court appearances

4. Religious observances
5. Pre-Arranged family trips. The trip must be pre approved by the office through contact from the parent by note or by phone. Make-up work, whenever possible, must be done in advance.
6. College visits with an appointment card signed by an admissions counselor, verifying the visit that is then returned to the office following the visit
7. Family emergencies
8. Special activities if given prior written permission by the administration
9. School sponsored activities

Examples of Unexcused Absences (not limited to):

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

When you return to school

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

Twelve-Day Rule

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

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

Tardies (Grades 6-12)

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

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

Attendance Appeal

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

Attendance Appeal Form

NAME _____GRADE _____DATE_____

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

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

TO BE FILLED IN BY THE ATTENDANCE SECRETARY:
Number of Absences _____ Number of Tardies_____

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

Disposition of Appeals Committee:

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

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

SCHOOL AUTHORITY

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

Truancy Act

The Act establishes a set of provisions relating to truancy. The Act creates a new chapter to deal with truancy programs and services. For purposes of the Act, the term "continuing truant" is defined to mean a child who is subject to the compulsory attendance requirements of Minn. State S.120.101 and is absent from instruction in a school without valid excuse within a single school year for:
(1) three days if the child is in elementary school; or
(2) three or more class periods on three days if the child is in middle school, junior high school or high school.

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

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

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

2. Student Discipline [**]

*The following is a portion of the MACCRAY Student Discipline Policy. For full details, please see the District website: Policy 506 STUDENT RIGHTS
All students have the right to an education and the right to learn.

STUDENT RESPONSIBILITIES

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;

B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

D. To make necessary arrangements for making up work when absent from school;

E. To assist the school staff in maintaining a safe school for all students;

F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;

G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;

H. To be aware of and comply with federal, state, and local laws;

I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;

J. To respect and maintain the school's property and the property of others;

K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy; 506-4

L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

CODE OF STUDENT CONDUCT

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

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

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

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

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

DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student 506-8 misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal

warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

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

3. Bullying Prohibition

PURPOSE

The MACCRAY School District strives to provide safe, secure, and respectful learning environments for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate. This policy protects students against bullying and retaliation by other students. This policy also protects any student who voluntarily participates in any district function or activity from prohibited conduct, whether the student is enrolled in the district or not. This policy can be found in the school's student handbook,

within the school and district administrative offices, and electronically at www.maccray.k12.mn.us. The policy is also provided to all school employees, independent contractors, and volunteers who interact with students.

DEFINITIONS

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

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

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

"Intimidating, threatening, abusive, or harming conduct" may involve, but is not limited to, conduct that causes physical harm or reasonable fear of harm to a student or a student's 1 property, violates a student's reasonable expectation of privacy under Minnesota common law, defames a student, or constitutes intentional infliction of emotional distress against a student or retaliation for, or knowingly making a false report.

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

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

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

PROHIBITED CONDUCT

Bullying is prohibited:

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

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

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

INITIAL RESPONSE AND REPORTING

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

Students

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

School Employees

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

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

Contractors/Volunteers

Any independent contractor or volunteer who witnesses bullying or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred is strongly encouraged to report the bullying incident to the

principal/designee or any school employee and cooperate fully in any investigation and resolution of the bullying incident.

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

INVESTIGATION

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

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

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

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

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

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

REMEDIAL RESPONSE

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

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

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

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

PROFESSIONAL DEVELOPMENT AND EDUCATION

School Employees

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

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

Students

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

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

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

4. PBIS Expectations and Behavior Matrix

MACCRAY School District - MACCRAY Pride

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

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

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

[MACCRAY Disciplinary Matrix Link]

Disciplinary Matrix Mission:

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

Positive Behavioral Expectations	
The following are examples of, but not limited to, the types of positive behaviors that are **expected** of students at MACCRAY Schools.	
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*	Restitution and/or Detention	1 Day Suspension	6 Day Suspension
(grades 6-12)	1 Day Suspension	3 Day Suspension	6 Day Suspension	Expulsion

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

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

Continue to following page

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

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

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

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

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

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

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

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

Continue to following page

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

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

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

	Yearly Consequences			
Grade Level	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**
(grades K-12)	Device moved to the office 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 must be checked into the office 2 weeks	PARENTS must pick up the device. Device must be checked into the office one month

Cheating, Academic - Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy. This includes the use of AI on assignments unless permitted by classroom teachers. Due to the sensitive nature of this behavior, careful consideration will be paid by both the teacher and administration.

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

Continue to following page

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 the year

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

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

Fighting - Mutual combat (differentiated from poking, pushing, shoving, or scuffling) in which one or the other party(ies) or both contribute to the situation by verbal and/or physical action. Consequences for 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) Law enforcement notification for all offenses	10 Day Suspension	Expulsion		

Continue to following page

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

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

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

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

Harassment, Including Bullying & Sexual - Participating in or conspiring with others to engage in acts that injure, degrade, intimidate, 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 = degrading incidents that happen repeatedly, 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.

Hazing may include but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body;
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental 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;
1. 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.

Continue to following page

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

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

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

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

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

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

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

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

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

Continue to following page

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 inducted by use of force, threat or force or under false pretenses.

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

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

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

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

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

Continue to following page

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

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

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

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

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

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

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

	Cumulative			
Grade Level	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**
(grades K-5)	** Admin discretion*	Restitution and/or Detention	1 Day Suspension	6 Day Suspension
(grades 6-12)	Vape education with 2 Day ISS	3 Day Suspension	4 Day Suspension	6 Day Suspension
** Law enforcement will be notified for all THC violations*				

Continue to following page

<u>Trespassing</u> - 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

<u>Weapons or Look-alike Weapon, Possession</u> - 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*			

<u>Willful Damage of Property (Vandalism)</u> - 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 24~~-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.~~ At the same time, the use of movies and videos should be limited so they are used legally and appropriately in achieving legitimate educational objectives.

All District employees must comply with federal copyright laws as well as publisher licensing agreements. The District subscribes to Movie Licensing USA. Please use the website below to review copyright, movies and videos that are covered within the license subscription.
http://k12.movlic.com/copyright

Teacher Webpages

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

Web pages should contain the following information:

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

HUMAN RESOURCES

EQUAL EMPLOYMENT OPPORTUNITY

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

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

HARASSMENT and VIOLENCE POLICY

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

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

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

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

Reference Board Policy #413.

CHILD ABUSE/NEGLECT REPORTING

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

TECHNOLOGY – ACCEPTABLE USE

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

BENEFITS

BENEFITS INTRODUCTION

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

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

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

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

HEALTH INSURANCE

The District's Health Care Provider is Blue Cross Blue Shield~~:~~ 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.~~tra.state.mn.us~~

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

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

CLAIM FORMS

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

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

FACULTY/STAFF MEETINGS

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

BUSES

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

CALENDAR OF EVENTS

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

SCHEDULING EVENTS

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

CHURCH NIGHT

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

PROFESSIONAL APPEARANCE

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

INTERNET

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

POLICY MANUAL

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

VISITORS

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

WEATHER RELATED SCHOOL CLOSURES

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

WCCO – TV	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	