# MACCRAY ISD 2180
# Clara City, MN 56222
# MACCRAY Board Room
# Monday, Aug. 10, 2026
# 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 - Public Comment on Board Renewal of Operating Levy to expire. ($154.60 per pupil)
5.0 Consent Agenda – Action Required
- 5.1 Adoption of Minutes
- 5.2 Approve payment of bills and financial reports.
- 5.3 Accept resignation of dishwasher - L. Seehusen
- 5.4 Accept resignation of Elementary Teacher - K. Larson
- 5.5 Accept resignation of paraprofessional - B. Wersal
- 5.6 Approve one year teacher contract - T. Prekker
- 5.7 Approve Teacher contract - J. Groothuis
- 5.8 Approve Teacher contract - J. Hultgren (Tier 1)
- 5.9 Approve employment agreement with Paraprofessional - A. Caspers
- 5.10 Approve employment agreement with Paraprofessional - H. Burdorf
- 5.11 Approve employment agreement with Paraprofessional - M. Kubesh
- 5.12 Approve and adopt the following policies:
  - 5.12.1 Policy 205 - Open Meetings and Closed Meetings - Redline
  - 5.12.2 Policy 301 - School District Administration - Redline
  - 5.12.3 Policy 302 - Superintendent - Redline
  - 5.12.4 Policy 303 - Superintendent Selection - Redline
  - 5.12.5 Policy 304 - Superintendent Contract, Duties, and Evaluation - Redline
  - 5.12.6 Policy 401 - Equal Employment Opportunity - Redline
  - 5.12.7 Policy 402 - Disability Nondiscrimination - Redline
  - 5.12.8 Policy 403 - Discipline, Suspension, and Dismissal of School District Employees - Redline
- 5.13 Approve Coaches:

**Football**

| | |
|---|---|
| Mike Dammann | Asst. Varsity |
| Mike Collins | Junior High |

**Volleyball**

| | |
|---|---|
| Brittany Koenen | Junior High |

**Dance**

| | |
|---|---|
| Katlyn Aviles | Head Coach |

6.0 Communication Report
- 6.1 Administrative Reports
  - 6.1.1 Derik Johnson - Activities
  - 6.1.2 Todd Bertram - Elem.
  - 6.1.3 Judd Wheatley - MS-HS
  - 6.1.4 Adam Holm - District
- 6.2 Committee Reports
- 6.3 Board Discussion -Sale of FB field, Permanent School Fund, Board Authority renewal for operating levy.

7.0 Business items – Action Required
- 7.1 Resolution for Board Renewal of an Expiring Referendum Revenue Authorization.
- 7.2 Approve Student Handbook.
- 7.3 Resolution for IOwA as Adam Holm
- 7.4 Resolution accepting Parent's Club donation for school year 26-27 and $250 from Faith Ev. Lutheran Church for school supplies.

8.0 Closed Session - Superintendent Evaluation

9.0 Upcoming Meetings
- 9.1 Regular Board Meeting, Monday, Sept. 14, MACCRAY Board Room, 6pm.
- 9.2 Regular Board Meeting, Monday, Oct. 12, MACCRAY Board Room, 6pm.
- 9.3 Regular Board Meeting, Monday, November 9, MACCRAY Board Room, 6pm.

10.0 Adjournment

**Minutes of the Board of Education**
**Independent School District #2180**
**Regular Meeting #1**
**Monday, July 14, 2026, 6:00 PM**
**MACCRAY Board Room**

Members Present: Julie Alsum, Debi Brandt, Mark Kasella, John Hagemeyer, Ben Donner, Carmel Thein.
Others: Adam Holm, Superintendent; Todd Bertram, Elem. Principal; Greg Peterson, Tech Director; Derik Johnson, AD;

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

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

Public Comment: none

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

Adoption of Minutes
Approve payment of bills and financial records.
Approve release of contract – C. Schaffer
Approve CER Director contract for 2026-2027.
Approve and adopt the following policies:

Policy 101 - Legal Status of the School District
Policy 101.1 - Name of the School District
Policy 202 - School Board Officers
Policy 203 - Operation of the School Board - Governing Rules
Policy 203.1 - School board Procedures; Rules of Order
Policy 203.5 - School board Meeting Agenda
Policy 203.6 - Consent Agendas
Policy 204 - School Board Meeting Minutes

Approve Coaches/Advisors:

**Activity Coaches & Supervisors - Fall 2024**

**Football**

| | |
|---|---|
| Trent Carlson | Head Varsity |
| Open | Asst. Varsity |
| Kelby Jaenisch | J.V. & Asst. |
| Brandon Grund | J.V. & Asst. |
| RJ Hogrefe | Junior High |
| Jakob Zuidema | Junior High |
| Mike Dammann | Volunteer |
| Braden Hoekstra | Volunteer |

**Boys & Girls Cross Country**

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

**Volleyball**

| | |
|---|---|
| Tory Brouwer | Head Varsity |
| Emily Carlson | B Squad |
| Sydney Gjerde | C Squad |

| | |
|---|---|
| Hannah Magaard | J.H. |
| Open | J.H. |
| Terese Bourne | Volunteer |
| Brenda Schwitters | Volunteer |
| Carly Orwick | Volunteer |
| Sjea Ashburn | Volunteer |

**Girls Tennis**

| | |
|---|---|
| Lindsey Bosch | Head Coach |
| Riley Essendrup | Assistant |
| Becky Zimmer | Volunteer |
| Ashley Trulock | Volunteer |
| Alecia Hanson | Volunteer |

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

Communications Reports:
Derik Johnson - Activities
Todd Bertram: Elementary Update
Adam Holm: District update.
Board Discussion: Sale of Football Field, Permanent School Fund, Board Authority renewal for operating levy.

Business Items:
Motion by Kasella, second by Hagemeyer, for resolution to approve the FY 2028 LTFM Plan.
Roll Call Vote: For: Brandt, Donner, Thein, Alsum, Hagemeyer, Kasella.
Against: none
Resolution passed and adopted.

Motion by Brandt, second by Donner, to accept the $100 donation from Coborn's for Staff Development Food/Beverage.
Roll Call Vote: For: Brandt, Donner, Thein, Alsum, Hagemeyer, Kasella.
Against: none
Resolution passed and adopted.

Motion by Alsum, second by Thein, to approve allowing the Staff Handbook. Motion carried by unanimous vote.

Meetings and Workshops:
Regular Board Meeting, Monday, August, 10, MACCRAY Board Room, 6pm.
Regular Board Meeting, Monday, Sept. 14, MACCRAY Board Room, 6pm.
Regular Board Meeting, Monday, Oct. 12, MACCRAY Board Room, 6pm

Adjournment of Meeting
Motion by Thein, second by Brandt, for adjournment. Motion carried by unanimous vote. Meeting adjourned at 7:04 pm.

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

# Ind. School District #2180

## Payment Reg by Bank and Check



| Bank | Batch | Pmt No | Check No | Pay Type | Grp | Code | Rcd | Vendor | Tax Class | Print | Recon | Void | Pay/Void Date | Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BND2 | | 65265 | 5624 | Check | 1 | 5583 | | JC Manufacturing Co. | | Yes | No | No | 07/07/2026 | 1,597.64 |
| BND2 | | 65351 | 5625 | Check | 1 | 4764 | | Reszel, Randall | | Yes | No | No | 07/27/2026 | 3,150.00 |
| BND2 | | 65350 | 5626 | Check | 1 | 4763 | | Reszel, Ron | | Yes | No | No | 07/27/2026 | 3,300.00 |
| | | | | | | | | | | | Bank Total: | | | $8,047.64 |
| Pay | | 65318 | | Wire | 1 | 00867 | | PERA | | No | No | No | 07/16/2026 | 5,722.95 |
| Pay | | 65319 | | Wire | 1 | 00868 | | MN Teachers Retirement Assoc. | | No | No | No | 07/16/2026 | 34,916.00 |
| Pay | | 65320 | | Wire | 1 | 2181 | | Aviben | | No | No | No | 07/16/2026 | 10,640.98 |
| Pay | | 65321 | | Wire | 1 | 2385 | | MN Department of Revenue | | No | No | No | 07/16/2026 | 7,938.08 |
| Pay | | 65322 | | Wire | 1 | 2875 | | Internal Revenue Service | | No | No | No | 07/16/2026 | 50,766.58 |
| Pay | | 65323 | | Wire | 1 | 2985 | | Aviben FLEX | | No | No | No | 07/16/2026 | 3,013.59 |
| Pay | | 65324 | | Wire | 1 | 2086 | | Minnesota UI Fund | | No | No | No | 07/16/2026 | 25,099.05 |
| Pay | | 65373 | | Wire | 1 | 00867 | | PERA | | No | No | No | 07/30/2026 | 5,478.40 |
| Pay | | 65374 | | Wire | 1 | 00868 | | MN Teachers Retirement Assoc. | | No | No | No | 07/30/2026 | 33,033.76 |
| Pay | | 65375 | | Wire | 1 | 2181 | | Aviben | | No | No | No | 07/30/2026 | 12,665.98 |
| Pay | | 65376 | | Wire | 1 | 2385 | | MN Department of Revenue | | No | No | No | 07/30/2026 | 7,292.43 |
| Pay | | 65377 | | Wire | 1 | 2875 | | Internal Revenue Service | | No | No | No | 07/30/2026 | 47,391.79 |
| Pay | | 65378 | | Wire | 1 | 2985 | | Aviben FLEX | | No | No | No | 07/30/2026 | 3,013.59 |
| Pay | | 65249 | 63250 | Check | 1 | 2985 | | Aviben FLEX | | Yes | No | No | 07/01/2026 | 140.38 |
| Pay | | 65250 | 63251 | Check | 1 | 2943 | | Sweep Hardware | | Yes | No | No | 07/01/2026 | 233.22 |
| Pay | | 65251 | 63252 | Check | 1 | 4242 | | Turbo Turf, LLC | | Yes | No | No | 07/01/2026 | 143.34 |
| Pay | | 65252 | 63253 | Check | 1 | 00048 | | Clara City Telephone Company | | Yes | No | No | 07/01/2026 | 408.44 |
| Pay | | 65253 | 63254 | Check | 1 | 3810 | | Coffee Shoppe | | Yes | No | No | 07/01/2026 | 138.96 |
| Pay | | 65254 | 63255 | Check | 1 | 4553 | | Nordic Solar HoldCo Phase 2, LLC | | Yes | No | No | 07/01/2026 | 8,814.30 |
| Pay | | 65255 | 63256 | Check | 1 | 3139 | | Rambow, Inc. | | Yes | No | No | 07/01/2026 | 632.50 |
| Pay | | 65256 | 63257 | Check | 1 | 2359 | | Amazon Capital Services | | Yes | No | No | 07/01/2026 | 518.91 |
| Pay | | 65257 | 63258 | Check | 1 | 5039 | | Donner's Garage Inc | | Yes | No | No | 07/02/2026 | 975.98 |
| Pay | | 65258 | 63259 | Check | 1 | 5455 | | Hennen, Erika | | Yes | No | No | 07/02/2026 | 146.47 |
| Pay | | 65262 | 63260 | Check | 1 | 2985 | | Aviben FLEX | | Yes | No | No | 07/06/2026 | 189.00 |
| Pay | | 65264 | 63261 | Check | 1 | 5710 | | AVSI / V + Technologies | | Yes | No | No | 07/06/2026 | 3,441.27 |
| Pay | | 65261 | 63262 | Check | 1 | 01432 | | Chappell Central, Inc. | | Yes | No | No | 07/06/2026 | 189.00 |
| Pay | | 65263 | 63263 | Check | 1 | 3988 | | Forum Communications Company | | Yes | No | No | 07/06/2026 | 344.00 |
| Pay | | 65260 | 63264 | Check | 1 | 00862 | | John's Radiator | | Yes | No | No | 07/06/2026 | 62.03 |
| Pay | | 65259 | 63265 | Check | 1 | 00650 | | Prinsburg Farmers Coop | | Yes | No | No | 07/06/2026 | 57.60 |
| Pay | | 65267 | 63266 | Check | 1 | 5166 | | GreatAmerica Financial Svcs. | | Yes | No | No | 07/07/2026 | 441.45 |
| Pay | | 65266 | 63267 | Check | 1 | 1936 | | Palmer Bus Service, Inc | | Yes | No | No | 07/07/2026 | 6,279.02 |
| Pay | | 65273 | 63268 | Check | 1 | 3053 | | BOLD Public Schools | | Yes | No | No | 07/07/2026 | 300.00 |
| Pay | | 65282 | 63269 | Check | 1 | 5578 | | Charmtech Labs LLC | | Yes | No | No | 07/07/2026 | 4,000.00 |

# 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 | | 65280 | 63270 | Check | 1 | 5344 | | ESGI, LLC | | Yes | No | No | 07/07/2026 | 819.00 |
| Pay | | 65276 | 63271 | Check | 1 | 4921 | | First Dakota Indemnity Company | | Yes | No | No | 07/07/2026 | 31,971.00 |
| Pay | | 65269 | 63272 | Check | 1 | 00105 | | Hillyard, Inc. | | Yes | No | No | 07/07/2026 | 9,633.69 |
| Pay | | 65275 | 63273 | Check | 1 | 4289 | | Jimmy John's - Volleyball Tournament | | Yes | No | No | 07/07/2026 | 315.00 |
| Pay | | 65274 | 63274 | Check | 1 | 3519 | | Minnesota High School Volleyball Showcas | | Yes | No | No | 07/07/2026 | 325.00 |
| Pay | | 65277 | 63275 | Check | 1 | 4925 | | MIST | | Yes | No | No | 07/07/2026 | 131,167.99 |
| Pay | | 65272 | 63276 | Check | 1 | 2989 | | MREA | | Yes | No | No | 07/07/2026 | 1,876.00 |
| Pay | | 65270 | 63277 | Check | 1 | 1750 | | MSBA | | Yes | No | No | 07/07/2026 | 5,026.00 |
| Pay | | 65279 | 63278 | Check | 1 | 5343 | | Red Rover Technoligies, LLC | | Yes | No | No | 07/07/2026 | 2,748.36 |
| Pay | | 65281 | 63279 | Check | 1 | 5457 | | Riddell All American Sports | | Yes | No | No | 07/07/2026 | 1,023.90 |
| Pay | | 65278 | 63280 | Check | 1 | 5128 | | Scenario Learning, LLC | | Yes | No | No | 07/07/2026 | 6,468.31 |
| Pay | | 65271 | 63281 | Check | 1 | 2853 | | TechCheck | | Yes | No | No | 07/07/2026 | 10,378.46 |
| Pay | | 65283 | 63282 | Check | 1 | 5712 | | Wizer Inc | | Yes | No | No | 07/07/2026 | 862.50 |
| Pay | | 65285 | 63283 | Check | 1 | 00077 | | Farmers Coop Oil Co. | | Yes | No | No | 07/09/2026 | 2,224.50 |
| Pay | | 65286 | 63284 | Check | 1 | 5470 | | Wayside Publishing | | Yes | No | No | 07/09/2026 | 78.00 |
| Pay | | 65287 | 63285 | Check | 1 | 01006 | | Flinn Scientific | | Yes | No | No | 07/09/2026 | 329.45 |
| Pay | | 65288 | 63286 | Check | 1 | 5152 | | Rochester 100 Inc. | | Yes | No | No | 07/09/2026 | 722.06 |
| Pay | | 65289 | 63287 | Check | 1 | 5713 | | Vantage Financial, LLC | | Yes | No | No | 07/09/2026 | 58,930.00 |
| Pay | | 65290 | 63288 | Check | 1 | 00044 | | City of Clara City | | Yes | No | No | 07/13/2026 | 2,858.54 |
| Pay | | 65291 | 63289 | Check | 1 | 00046 | | Clara City Herald | | Yes | No | No | 07/13/2026 | 234.70 |
| Pay | | 65293 | 63290 | Check | 1 | 3592 | | Dooley's Natural Gas | | Yes | No | No | 07/13/2026 | 9,816.23 |
| Pay | | 65292 | 63291 | Check | 1 | 00844 | | West Central Sanitation, Inc. | | Yes | No | No | 07/13/2026 | 1,531.72 |
| Pay | | 65297 | 63292 | Check | 1 | 5094 | | BLAIS MICROSCOPE COMPANY | | Yes | No | No | 07/13/2026 | 1,010.00 |
| Pay | | 65296 | 63293 | Check | 1 | 1680 | | BSN Sports, LLC | | Yes | No | No | 07/13/2026 | 16,024.90 |
| Pay | | 65294 | 63294 | Check | 1 | 01092 | | Minnesota Clay | | Yes | No | No | 07/13/2026 | 444.57 |
| Pay | | 65295 | 63295 | Check | 1 | 1483 | | Renaissance Learning, Inc. | | Yes | No | No | 07/13/2026 | 2,475.00 |
| Pay | | 65299 | 63296 | Check | 1 | 1680 | | BSN Sports, LLC | | Yes | No | No | 07/14/2026 | 4,025.50 |
| Pay | | 65300 | 63297 | Check | 1 | 5714 | | City of Benson | | Yes | No | No | 07/14/2026 | 94.00 |
| Pay | | 65301 | 63298 | Check | 1 | 1063 | | Ehlers & Associates, Inc. | | Yes | No | No | 07/15/2026 | 469,955.00 |
| Pay | | 65302 | 63299 | Check | 1 | 4831 | | Huntington Public Capital Corp | | Yes | No | No | 07/15/2026 | 70,088.00 |
| Pay | | 65303 | 63300 | Check | 1 | 1680 | | BSN Sports, LLC | | Yes | No | No | 07/15/2026 | 161.78 |
| Pay | | 65304 | 63301 | Check | 1 | 5118 | | Quadient Finance USA, Inc. | | Yes | No | No | 07/15/2026 | 500.00 |
| Pay | | 65311 | 63302 | Check | 1 | 5166 | | GreatAmerica Financial Svcs. | | Yes | No | No | 07/16/2026 | 2,850.42 |
| Pay | | 65314 | 63303 | Check | 1 | 1039 | | Citizens Alliance Bank | | Yes | No | No | 07/16/2026 | 200.00 |
| Pay | | 65317 | 63304 | Check | 1 | 4802 | | Colonial Life | | Yes | No | No | 07/16/2026 | 1,112.13 |
| Pay | | 65315 | 63305 | Check | 1 | 3402 | | Lake Region Bank | | Yes | No | No | 07/16/2026 | 100.00 |
| Pay | | 65316 | 63306 | Check | 1 | 4043 | | MN Child Support Center | | Yes | No | No | 07/16/2026 | 60.50 |
| Pay | | 65313 | 63307 | Check | 1 | 00881 | | NCPERS Group Life Ins. c/o Member Ber | | Yes | No | No | 07/16/2026 | 6.98 |

# 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 | | 65312 | 63308 | Check | 1 | 00023 | | UNUM Life Insurance Company | | Yes | No | No | 07/16/2026 | 232.61 |
| Pay | | 65326 | 63309 | Check | 1 | 4234 | | Clean Site LLC | | Yes | No | No | 07/16/2026 | 330.00 |
| Pay | | 65327 | 63310 | Check | 1 | 5238 | | Ellingson Plumbing & Heating | | Yes | No | No | 07/16/2026 | 82.50 |
| Pay | | 65325 | 63311 | Check | 1 | 3785 | | Floor to Ceiling Store | | Yes | No | No | 07/16/2026 | 3,209.83 |
| Pay | | 65328 | 63312 | Check | 1 | 4829 | | Riverside Insights | | Yes | No | No | 07/17/2026 | 2,407.50 |
| Pay | | 65330 | 63313 | Check | 1 | 4756 | | Kesler Science, LLC | | Yes | No | No | 07/20/2026 | 698.00 |
| Pay | | 65329 | 63314 | Check | 1 | 1121 | | KMS ISD #775 | | Yes | No | No | 07/20/2026 | 2,202.03 |
| Pay | | 65331 | 63315 | Check | 1 | 2854 | | CORY'S HOMETOWN ELECTRIC | | Yes | No | No | 07/20/2026 | 4,229.54 |
| Pay | | 65332 | 63316 | Check | 1 | 2923 | | VISA - CABank | | Yes | No | No | 07/20/2026 | 3,911.96 |
| Pay | | 65333 | 63317 | Check | 1 | 4326 | | Kennedy & Graven, Chartered | | Yes | No | No | 07/20/2026 | 79.50 |
| Pay | | 65334 | 63318 | Check | 1 | 2944 | | Anoka Hennepin Schools | | Yes | No | No | 07/20/2026 | 350.00 |
| Pay | | 65335 | 63319 | Check | 1 | 4053 | | Music Theatre International | | Yes | No | No | 07/21/2026 | 400.00 |
| Pay | | 65336 | 63320 | Check | 1 | 3851 | | Blick Art Materials | | Yes | No | No | 07/21/2026 | 240.04 |
| Pay | | 65338 | 63321 | Check | 1 | 5682 | | Voyager Sopris Learning | | Yes | No | No | 07/21/2026 | 3,146.00 |
| Pay | | 65337 | 63322 | Check | 1 | 4930 | | Power Spelling, Inc | | Yes | No | No | 07/21/2026 | 360.00 |
| Pay | | 65339 | 63323 | Check | 1 | 5515 | | Office of MNIT Services | | Yes | No | No | 07/22/2026 | 56.00 |
| Pay | | 65340 | 63324 | Check | 1 | 4652 | | 3P Learning Inc. | | Yes | No | No | 07/23/2026 | 2,940.00 |
| Pay | | 65341 | 63325 | Check | 1 | 5567 | | Performance Office Papers, Inc. | | Yes | No | No | 07/23/2026 | 8,156.40 |
| Pay | | 65342 | 63326 | Check | 1 | 2164 | | Innovative Office Solutions | | Yes | No | No | 07/23/2026 | 1,415.00 |
| Pay | | 65344 | 63327 | Check | 1 | 2928 | | Borch's Sporting Goods, Inc | | Yes | No | No | 07/23/2026 | 410.00 |
| Pay | | 65343 | 63328 | Check | 1 | 1680 | | BSN Sports, LLC | | Yes | No | No | 07/23/2026 | 543.05 |
| Pay | | 65345 | 63329 | Check | 1 | 1684 | | MACCRAY Activity Account | | Yes | No | No | 07/24/2026 | 280.00 |
| Pay | | 65346 | 63330 | Check | 1 | 5112 | | Quadient Leasing USA, Inc | | Yes | No | No | 07/24/2026 | 321.19 |
| Pay | | 65347 | 63331 | Check | 1 | 00105 | | Hillyard, Inc. | | Yes | No | No | 07/24/2026 | 1,252.92 |
| Pay | | 65349 | 63332 | Check | 1 | 5676 | | Blanchette, Hannah | | Yes | No | No | 07/27/2026 | 284.21 |
| Pay | | 65348 | 63333 | Check | 1 | 3428 | | Van Eps, Jennifer | | Yes | No | No | 07/27/2026 | 208.80 |
| Pay | | 65352 | 63334 | Check | 1 | 1680 | | BSN Sports, LLC | | Yes | No | No | 07/27/2026 | 249.98 |
| Pay | | 65353 | 63335 | Check | 1 | 1762 | | Donners Crossroads Truckstop | | Yes | No | No | 07/27/2026 | 339.48 |
| Pay | | 65354 | 63336 | Check | 1 | 5716 | | SNLM | | Yes | No | No | 07/27/2026 | 100.00 |
| Pay | | 65356 | 63337 | Check | 1 | 2450 | | Brothers Fire & Security | | Yes | No | No | 07/27/2026 | 1,220.00 |
| Pay | | 65355 | 63338 | Check | 1 | 00105 | | Hillyard, Inc. | | Yes | No | No | 07/27/2026 | 3,211.96 |
| Pay | | 65357 | 63339 | Check | 1 | 3526 | | MN Dept of Public Safety | | Yes | No | No | 07/27/2026 | 2,842.74 |
| Pay | | 65358 | 63340 | Check | 1 | 01432 | | Chappell Central, Inc. | | Yes | No | No | 07/27/2026 | 1,683.25 |
| Pay | | 65359 | 63341 | Check | 1 | 4979 | | Coordinated Business Systems | | Yes | No | No | 07/28/2026 | 48.75 |
| Pay | | 65360 | 63342 | Check | 1 | 2450 | | Brothers Fire & Security | | Yes | No | No | 07/29/2026 | 1,659.00 |
| Pay | | 65361 | 63343 | Check | 1 | 3139 | | Rambow, Inc. | | Yes | No | No | 07/29/2026 | 764.00 |
| Pay | | 65363 | 63344 | Check | 1 | 5084 | | BROUWER, EILEEN | | Yes | No | No | 07/29/2026 | 800.00 |
| Pay | | 65362 | 63345 | Check | 1 | 1684 | | MACCRAY Activity Account | | Yes | No | No | 07/29/2026 | 724.00 |

# 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 | | 65364 | 63346 | Check | 1 | 4326 | | Kennedy & Graven, Chartered | | Yes | No | No | 07/29/2026 | 477.00 |
| Pay | | 65365 | 63347 | Check | 1 | 2877 | | Nippon Sanso Matheson Inc | | Yes | No | No | 07/29/2026 | 551.96 |
| Pay | | 65366 | 63348 | Check | 1 | 00105 | | Hillyard, Inc. | | Yes | No | No | 07/30/2026 | 1,144.72 |
| Pay | | 65369 | 63349 | Check | 1 | 1039 | | Citizens Alliance Bank | | Yes | No | No | 07/30/2026 | 200.00 |
| Pay | | 65372 | 63350 | Check | 1 | 4802 | | Colonial Life | | Yes | No | No | 07/30/2026 | 1,112.13 |
| Pay | | 65370 | 63351 | Check | 1 | 3402 | | Lake Region Bank | | Yes | No | No | 07/30/2026 | 100.00 |
| Pay | | 65371 | 63352 | Check | 1 | 4043 | | MN Child Support Center | | Yes | No | No | 07/30/2026 | 60.50 |
| Pay | | 65368 | 63353 | Check | 1 | 00881 | | NCPERS Group Life Ins. c/o Member Ber | | Yes | No | No | 07/30/2026 | 9.02 |
| Pay | | 65367 | 63354 | Check | 1 | 00023 | | UNUM Life Insurance Company | | Yes | No | No | 07/30/2026 | 232.61 |
| Pay | | 65379 | 63355 | Check | 1 | 5039 | | Donner's Garage Inc | | Yes | No | No | 07/30/2026 | 400.03 |
| Pay | | 65380 | 63356 | Check | 1 | 2854 | | CORY'S HOMETOWN ELECTRIC | | Yes | No | No | 07/30/2026 | 2,470.00 |
| | | | | | | | | | | | | Bank Total: | | $1,181,026.45 |
| SA | | 65268 | 23186 | Check | 1 | 4576 | | SMSU Volleyball | | Yes | No | No | 07/07/2026 | 2,550.00 |
| SA | | 65284 | 23187 | Check | 1 | 00077 | | Farmers Coop Oil Co. | | Yes | No | No | 07/09/2026 | 206.03 |
| SA | | 65298 | 23188 | Check | 1 | 5590 | | Fast Threads Inc. | | Yes | No | No | 07/14/2026 | 550.00 |
| | | | | | | | | | | | | Bank Total: | | $3,306.03 |
| | | | | | | | | | | | | Report Total: | | $1,192,380.12 |

**INVESTMENTS OUTSTANDING**
**June 30, 2026**

| | |
|---|---|
| **MSDMAX Fund – MSDLAF** | |
| MSDMAX Fund Balance as of June 30, 2026 | $2,707.53 |
| Interest - July 31, 2026 | $8.28 |
| **BALANCE** | **$2,715.81** |

| | |
|---|---|
| **LIQUID ASSET FUND** | |
| Money Market Balance as of June 30, 2026 | $1,833.78 |
| Interest – July 31, 2026 | $5.47 |
| **BALANCE** | **$1,839.25** |

**Citizens Alliance Bank**
**High Yield Money Market Savings**

| | |
|---|---|
| Balance as of June 12, 2026 | $2,988,166.15 |
| Interest – July 15, 2026 ($840,000 transferred out) | $8,244.30 |
| **BALANCE** | **$2,156,410.45** |

**Citizens Alliance Bank**
**Certificate of Deposit**

| | |
|---|---|
| Balance as of June 22, 2026 | $2,037,772.07 |
| Interest – July 22, 2026 | $6,012.82 |
| **BALANCE** | **$2,043,784.89** |

# MACCRAY Public Schools
# ISD 2180 Maynard – Clara City - Raymond

## AGREEMENT TO RESUME TEACHING SERVICES

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

WHEREAS, Prekker retired from the School District effective at the close of the 2025-26 school year; and

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

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

WHEREAS, Prekker wishes to be an Interventionist for the School District at 1.0 time.

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

NOW, THEREFORE, IT IS HEREBY AGREED:

1. Reemployment: The School District agrees to reemploy Prekker as a 1.0 Interventionist.

2. Waiver of Continuing Contract Rights: As a condition of reemployment, Prekker knowingly and willingly waives her continuing contract rights with the School District under Minn. Stat. § 122A.40, as amended, and agrees that her employment with the School District shall be based on an annual, one year fixed term contract with no guarantee of continued employment in subsequent years. Prekker acknowledges that the School District is under no obligation to reemploy her for the 2027-28 school year or any subsequent school years and that her employment with the School District will automatically terminate effective at the close of the 2026-27 school year without the necessity of any School Board action, unless this Agreement is renegotiated.

3. Salary Schedule Placement: Prekker's salary for the 2026-27 school year shall be $45,000.

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

5. TRA Issues:

A. Contributions: The parties acknowledge that compensation Prekker earns after being rehired by the School District shall not be subject to withholding for TRA.

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

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

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

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

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

By: Tami Prekker _____ Dated: 7-28, 2026
Tami Prekker

**MACCRAY Education Association**

By: _____ Dated: 7-28, 2026
President

**Independent School District No. 2180, MACCRAY**

By: _____ Dated: _____, 2026
School Board Clerk

By: _____ Dated: _____, 2026
School Board Chair

**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 _Jessica Groothuis_____ a legally qualified and licensed teacher who agrees to teach in the public schools of said district as **_Elementary Teacher_____** for the school year **2026-2027.**

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:

| | |
|---|---|
| $ 61,700 | For Basic Services: MA Yr 0 (9 years of experience) |
| $ | For Additional Services as set forth in paragraph 6 |
| $ 61,700 | Total salary, exclusive of fringe benefits. |

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

IN WITNESS THEREOF I have subscribed my signature this 6 day of August, 2026

Teacher: Jessica Groothuis

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

Independent School District No. 2180

Clerk:_____

Chairperson:_____

**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 __**.5 6th Grade Social Studies/.5 Interventionist**_for the school year **2026-2027.**

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:

| | |
|---|---|
| $ **53,254** | For Basic Services: **BA** |
| $ | For Additional Services as set forth in paragraph 6 |
| $ **53,254** | 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 10 day of August, 2026

Teacher: Jo R Hultgren

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

Independent School District No. 2180

Clerk:_____

Chairperson:_____

# MACCRAY PUBLIC SCHOOLS

## 2026-2027 EMPLOYMENT AGREEMENT
## With
## Ashley Caspers

**JOB TITLE:** Instructional Assistant/Paraprofessional

**DEPARTMENT:** Special Education

**REPORTS TO:** Principal, SPED Teacher

**JOB SUMMARY**

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

**TERMS OF EMPLOYMENT**

8 Hours – TBD/School Days
Probation Period: 6 months
Wage: $18.00 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/Elementary 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 6th day of Aug, 2026.

Instructional Assistant

IN WITNESS WHEREOF, we have subscribed
My signature this _____ day of _____, 2026.

School Board Chair

School Board Clerk

# MACCRAY PUBLIC SCHOOLS

## 2026-2027 EMPLOYMENT AGREEMENT
**With**
**Holly Burdorf**

**JOB TITLE:** Instructional Assistant/Paraprofessional

**DEPARTMENT:** Special Education

**REPORTS TO:** Principal, SPED Teacher

**JOB SUMMARY**

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

**TERMS OF EMPLOYMENT**

8 Hours – TBD/School Days
Probation Period: 6 months
Wage: $18.00 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/Elementary 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 7th day of August, 2026.

Holly Burdorf
Instructional Assistant

IN WITNESS WHEREOF, we have subscribed
My signature this _____ day of _____, 2026.

School Board Chair

School Board Clerk

# MACCRAY PUBLIC SCHOOLS

## 2026-2027 EMPLOYMENT AGREEMENT
## With
## Molly Kubesh

**JOB TITLE:** Instructional Assistant/Paraprofessional

**DEPARTMENT:** Special Education

**REPORTS TO:** Principal, SPED Teacher

**JOB SUMMARY**

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

**TERMS OF EMPLOYMENT**

8 Hours – TBD/School Days
Probation Period: 6 months
Wage: $18.00 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/Elementary 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 8 day of August, 2026.

Molly Kubesh
Instructional Assistant

IN WITNESS WHEREOF, we have subscribed
My signature this _____ day of _____, 2026.

_____
School Board Chair

_____
School Board Clerk

~~*Adopted: _____ MSBA/MASA Model Policy 205*~~
~~*Orig. 1995*~~
~~*Revised: _____ Rev. 2022*~~

## 205 OPEN MEETINGS AND CLOSED MEETINGS

***[Note: The provisions of this policy accurately reflect Minnesota's Open Meeting Law statutes and are not discretionary in nature~~. It does not address meetings held by interactive television pursuant to the 1997 legislation. The statute should be reviewed with legal counsel prior to such meetings.~~]***

## I. PURPOSE

A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.

B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

## II. GENERAL STATEMENT OF POLICY

A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.

B. Meetings shall be closed only when expressly authorized by law.

## III. DEFINITION

"Meeting" means a gathering of at least a quorum of school board members or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

## IV. PROCEDURES

A. <u>Meetings</u>

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district office ~~at its primary offices~~. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

c. ~~This notice shall be posted and mailed or delivered at least three days before the date of the meeting~~. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.

d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.

e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require immediate consideration.

***[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, advisory opinions of the Minnesota Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]***

b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of

those matters.

c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.

d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.

e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.

f. Notice shall include the subject of the meeting.

g. Posted or published notice of an emergency meeting shall not be required.

h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under. Minnesota Statutes chapter 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statutes section 13D.021.

8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the school district's administrative

offices.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.

2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

1. Meetings may not be closed ~~merely because the data to be discussed are not public data.~~ to discuss data that are not public data, except as provided under Minnesota law.

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.

3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA)

b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the school board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the

BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

a. A hearing on dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.

b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.

c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.

b. If the coach requests the reasons for the nonrenewal, the school board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.

c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.

d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minnesota Statutes section 13D.05 ~~Subd. 2,~~to discuss educational or certain other nonpublic data.

e. A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

(2) active investigative data collected or created by a law enforcement agency;

(3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or

(4) an individual's personal medical records.

b. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

a. The school board may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the school district;

(2) to review confidential or nonpublic appraisal data; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.

c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.

c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.

d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
~~Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)~~
Minn. Stat. § 122A.33, Subd. 3 ~~(Coaches; Opportunity to Respond)~~ (License and Degree Exemption for Head Coach)
Minn. Stat. § 122A.40, Subd. 14 ~~(Teacher Discharge Hearing)~~ (Employment; Contracts; Termination)
Minn. Stat. § 179A.14, Subd. 3 (Negotiation Procedures)
Minn. Rules Part 5510.2810 (Petition for Mediation)
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)
*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied*. (Minn. 1993)
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

***Cross References:***
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
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 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin "C" (Minnesota's Open Meeting Law)

*SCHOOL DISTRICT*
*Board Policy 301*
*MACCRAY Public School 2180*
*Original 1995*
*Revised: 2016*
*Reviewed: 2026*

~~*Adopted: _____ MSBA/MASA Model Policy 301*~~
~~*Orig. 1995*~~
~~*Revised: _____ Rev. 2022*~~

## 301 SCHOOL DISTRICT ADMINISTRATION

### I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

### II. GENERAL STATEMENT OF POLICY

A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.

B. The school board expects all activities related to school district operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.

C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.

D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.

E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

***Legal References:*** Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

***Cross References:*** ~~MSBA Service Manual, Chapter 3, Superintendent of Schools~~

*SCHOOL DISTRICT*
*Board Policy 302*
*MACCRAY Public School 2180*
*Original 1995*
*Revised: 2016*
*Reviewed: 2026*

~~*Adopted: _____ MSBA/MASA Model Policy 302*~~
~~*Orig. 1995*~~
~~*Revised: _____ Rev. 2022*~~

## 302 SUPERINTENDENT

### I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

### II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

### III. GENERAL RESPONSIBILITIES

A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.

B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.

C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.

D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

***Legal References:*** Minn. Stat. § 123B.143 (Superintendent)

***Cross References:*** MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)

MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)
~~MSBA Service Manual, Chapter 3, Superintendent of Schools~~

*SCHOOL DISTRICT*
*Board Policy 303*
*MACCRAY Public School 2180*
*Original 1995*
*Revised: 2016*
*Reviewed: 2026*

~~*Adopted: _____ MSBA/MASA Model Policy 303*~~
~~*Orig. 1995*~~
~~*Revised: _____ Rev. 2022*~~

## 303 SUPERINTENDENT SELECTION

### I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

### II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

### III. QUALIFICATIONS

A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.

B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

### IV. SELECTION

A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.

B. The school board may contract for assistance in the search for a superintendent.

C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

***Legal References:*** Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

***Cross References:*** ~~MSBA Service Manual, Chapter 3, Superintendent of Schools~~

*SCHOOL DISTRICT*
*Board Policy 304*
*MACCRAY Public School 2180*
*Original 1995*
*Revised: 2016*
*Reviewed: 2026*

~~*Adopted: _____ MSBA/MASA Model Policy 304*~~
~~*Orig. 1995*~~
~~*Revised: _____ Rev. 2022*~~

## 304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

### I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

### II. GENERAL STATEMENT OF POLICY

A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.

B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.

C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

***Legal References:*** Minn. Stat. § 123B.143 (Superintendent)

***Cross References:*** ~~MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)~~

*SCHOOL DISTRICT*
*Board Policy 401*
*MACCRAY Public School 2180*
*Original 1995*
*Revised: 2025*
*Reviewed: 2026*

~~*Adopted:*~~ ~~*MSBA/MASA Model Policy 401*~~
~~*Orig. 1995*~~
~~*Revised:*~~ ~~*Rev. 2026*~~

## 401 EQUAL EMPLOYMENT OPPORTUNITY

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

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

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

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

E. Any person having a question regarding this policy should discuss it with the Superintendent.

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

42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

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

~~*Adopted: _____ MSBA/MASA Model Policy 402*~~
~~*Orig. 1995*~~
~~*Revised: _____ Rev. 2022*~~

## 402 DISABILITY NONDISCRIMINATION POLICY

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

## I. PURPOSE

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

## II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

***Legal References:*** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)

29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

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

~~*Adopted: _____ MSBA/MASA Model Policy 403*~~
~~*Orig. 1995*~~
~~*Revised: _____ Rev. 2022*~~

## 403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

### I. PURPOSE

The purpose of this policy is to achieve effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

### II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

### III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;

2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and

3. federal, state, and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the

employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;

2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;

3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;

4. personal and/or immoral misconduct;

5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;

6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;

7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;

8. failure to follow the canons of professional and personal ethics;

9. falsification of credentials and experience;

10. unauthorized destruction of school district property;

11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;

12. neglect of duty;

13. violation of the rights of others as provided by federal and state laws related to human rights.

## IV. FORMS OF DISCIPLINE

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. oral warning;

2. written warning or reprimand;

3. probation;

4. disciplinary suspension, demotion or leave of absence with pay;

5. disciplinary suspension, demotion or leave of absence without pay; and

6. dismissal/termination or discharge from employment.

B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

## V. PROCEDURES FOR ADMINISTERING POLICY

A. When any form of discipline is imposed, the employee's supervisor will:

1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning.

2. Provide directives to the employee to correct the conduct or performance.

3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.

4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.

5. Specify the expected level of performance or modification of conduct to be required from the employee.

B. The school district retains the right to immediately discipline, terminate, or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements when applicable.

***Legal References:*** Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 122A.58 (Coaches; Termination of Duties)
Minn. Stat. § 123B.02, Subd. 14 ~~(Employees; Contracts for Services)~~ (General Powers of Independent School Districts)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

***Cross References:*** ~~MSBA Service Manual, Chapter 3, Employees~~

# August 2026 Activities Director Report

1. **All Varsity practices begin on Monday, August 17th. This includes 7-12 girls tennis and 7-12 boys & girls cross country. The tentative start date for junior high football and junior high volleyball is Monday, August 24th.**
2. **Bound System Up and Running**
    a. **Ticket Prices: I would like to move the price to $8 for Adults and $5 for Students/Senior Citizens.**
3. **Fall Activities Meeting Summary**
4. **Please approve the following Activity Supervisors and Coaches.**

| | | |
|---|---|---|
| **Football** | Mike Dammann | Asst. Varsity |
| | Michael Collins | Junior High |
| **Volleyball** | Brittany Koenen | Junior High |
| **Dance** | Katlyn Aviles | Head Varsity |

5. **Coaching positions that still need to be filled:**
    a. **Boy Basketball C-Squad**
    b. **Track: Assistant X 2**

# August (2026) School Board Meeting
# MACCRAY Elementary School



Mr. Todd Bertram  PK-5 Principal

- Back to School
  - Our building is looking great
    - Custodial staff and summer help have been great
  - New Teacher workshop on the 18th
  - Phonics and Morphology training on the 19th
  - Professional Development Days (24th-26th)
    - Open House & School pictures on the 26th
  - We are very excited to get our students and staff back in our building

- Read Act
  - Phase I (Core: OL&LA) and Phase II (Neuhaus)
  - Continue to strengthen our Phonics and Morphology
  - We will continue to use FastBridge and Capti as our language screeners
- New Math Standards
  - Summer training sessions
  - Training sessions for math teachers during our professional development days
  - Standards go into effect in 2027-28
    - Sample test questions on the 2026 and 2027 MCA tests.
- MCA Data Mine (SWWC)
  - Math results
  - Reading results (have not been shared with schools yet)
- Student Support and School Culture
  - We will continue to build positive relationships with all of our students
  - Strengthen the Wolverine Way expectations (PBIS)
- 2026-27 School Year Goals
  - Continue growth in reading and math
  - Strengthen our Tier I instruction
    - Departmentalizing will help streamline this process
  - Improve instruction during WIN time
    - Continue to use PLC's to develop and share quality strategies
  - Support students needs academically and socially
    - Character education / daily morning check-ins
- Staffing updates
  - We are excited for our five new staff members to join MACCRAY elementary

# Board Report - August 10, 2026
# MACCRAY Secondary School

Beginning of the year prep:

- Here are some dates and details about the start of the year
    - The SWWC is hosting their annual KEY Para Conference - it will be held on 8/12.
    - Our New Teacher Workshop will be held on 8/18 and will be facilitated by Jen Van Eps and Sonja Stark.
    - Fall workshops for all staff will begin on 8/24 and will culminate on 8/26 with our Open House, running from 12-6 PM.
    - School begins on September 1st.
- Handbook: Only minor modifications have been made, including a shift on our daily schedule to include a later advisory, with the day beginning with 1st hour at 8:00 AM and an update to the cell phone policy and discipline matrix.
    - As always, I will review any other changes with Kim and Adam, pending approval of this basic version.
    - A parent letter about the cell phone change went out in mid-July.
- I am working with Michael O. at Palmer Bus to arrange our annual Bus Safety.

Upcoming:

- Sept. - Bus Safety (tentatively the week of 9/22)
- Homecoming - week of September 14th
- First Teacher Professional Development - September 28th (will include sessions for staff on our strategic planning)

# MACCRAY WOLVERINES SCHOOL BOARD UPDATE

August 7, 2026

**GOAL:**

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

**Maynard Land Sale**

Our attorney has received all of the necessary information and is currently preparing the purchase agreement and related sale documents. Once the paperwork is complete, we will review everything and move forward with finalizing the sale. I will provide an update as soon as the documents are ready.

**MACCRAY Strategic Planning**

We have now confirmed the dates, times, and locations for all of the staff and community meetings that will support the development of the district's strategic plan. These meetings will provide an opportunity for staff, families, community members, and other stakeholders to share their perspectives and help shape the future direction of MACCRAY Public Schools.
The community meetings are scheduled as follows:

- September 28 at 5:00 p.m., Raymond Community Center
- September 29 at 5:00 p.m., Maynard Community Center
- September 29 at 7:00 p.m., MACCRAY Board Room

The community survey has been developed and currently includes two questions. Board members are encouraged to review the proposed survey and share with me any additional topics or questions they would like included before the survey is distributed.

Q1. What two or three things are going well in the district?
Q2. What two or three things need to be improved?

**Maintenance**

The maintenance team is ready for the start of the school year, and all scheduled projects are currently on track. I have attached photos of the building process.

**Transportation Update**

I had a productive meeting with Palmer Bus and appreciated the opportunity for a great conversation. Jon Chezik has moved to a new location. Michael Ostvig is our new contact. We discussed the parent-accessible program that allows families to track the location of their student's bus in real time. Additionally, we reviewed a scheduling program that consolidates all daily trips for easier planning and oversight. We also began discussions on weather-related notifications and how we can improve our overall communication process during inclement weather.

**MDE Special Education Review**

Each year, the Minnesota Department of Education (MDE) conducts an Indicator Data Review (IDC) to ensure school districts are meeting the requirements of the Individuals with Disabilities Education Act (IDEA) and Minnesota special education laws. As part of this annual process, districts review a randomly selected sample of student special education records and submit the results to MDE.

I am pleased to report that MACCRAY Public Schools achieved 100% compliance on this year's Indicator Data Review. This is an outstanding accomplishment and reflects the dedication, attention to detail, and professionalism of our special education staff. They deserve recognition for their hard work and commitment to serving our students and families.

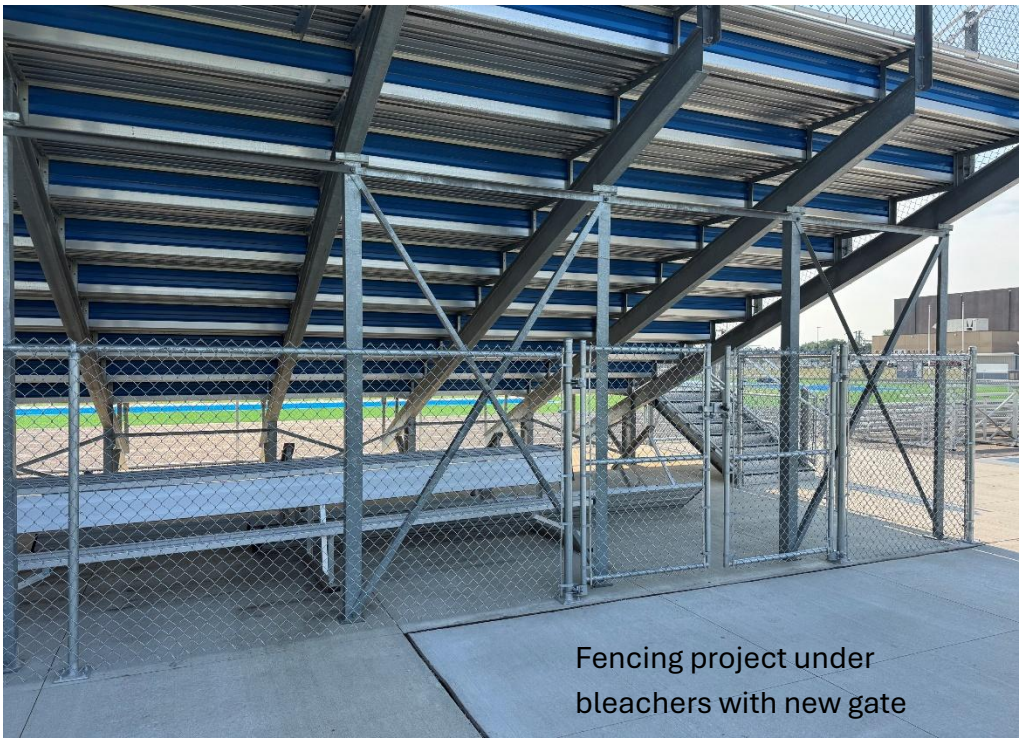
The annual Indicator Data Review helps MDE:

- Verify that districts are meeting federal and state special education requirements.
- Ensure students receive evaluations and services within required timelines.
- Confirm that transition planning is completed appropriately for students moving into preschool and from high school to adult life.
- Measure district performance on state and federal special education indicators.
- Identify any areas needing improvement and provide support when necessary.

Examples of areas reviewed include:

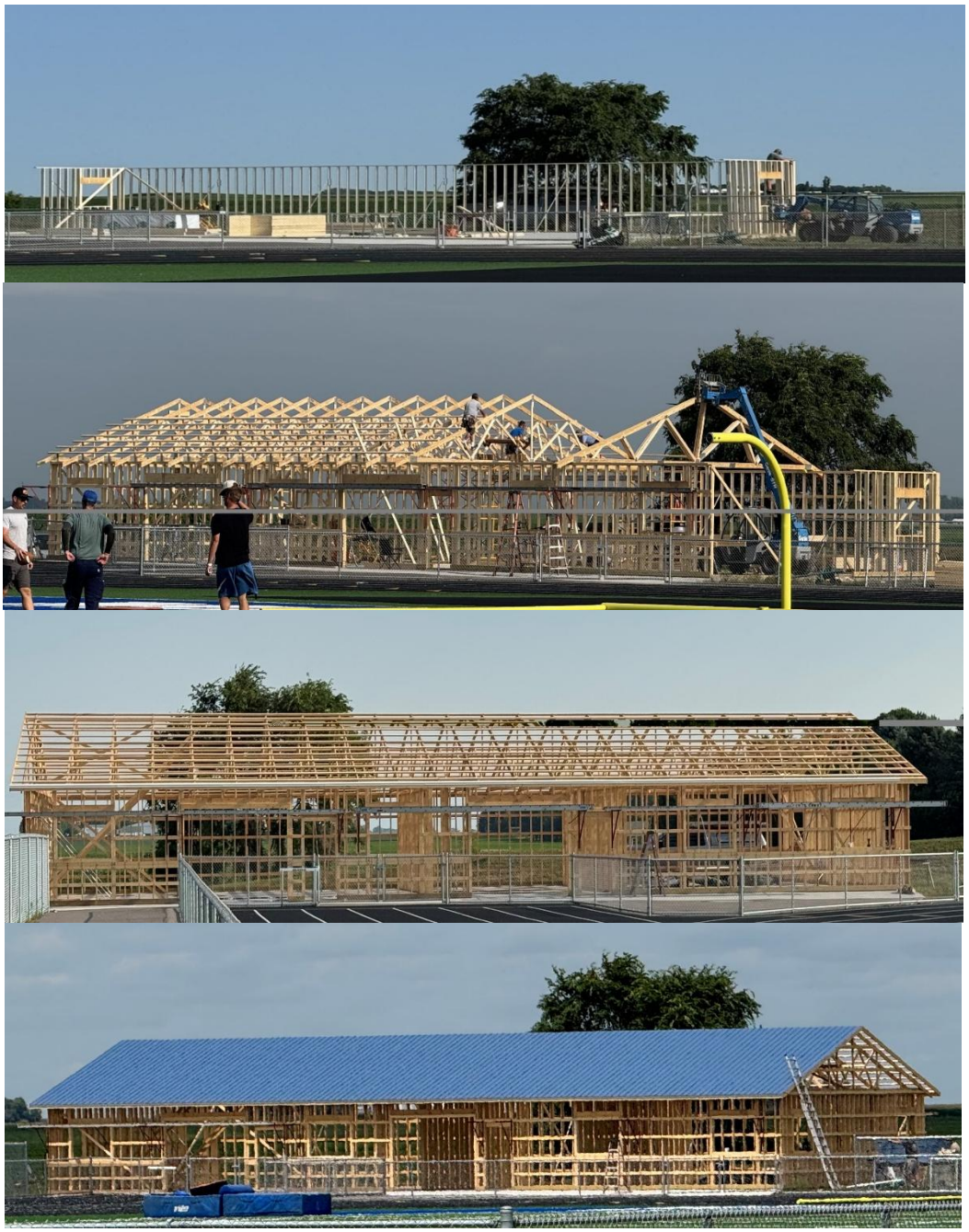
- Timely completion of initial special education evaluations.
- Early childhood transition planning.
- Secondary transition planning for students preparing for life after high school.
- Timely delivery of early intervention services.
- Timely completion of evaluations for young children.

Achieving 100% compliance demonstrates that MACCRAY Public Schools is providing special education services in accordance with state and federal requirements while maintaining a strong focus on meeting the needs of our students.



Fencing project under bleachers with new gate

Shed project near turf field.



EXTRACT OF MINUTES OF MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 2180
MACCRAY PUBLIC SCHOOLS
CHIPPEWA, KANDIYOHI AND RENVILLE COUNTIES, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of INDEPENDENT SCHOOL DISTRICT NO. 2180 (MACCRAY Public Schools), Chippewa, Kandiyohi and Renville Counties, Minnesota, was duly held in the School District on _____, 2026, commencing at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING THE RENEWAL OF AN EXPIRING REFERENDUM REVENUE AUTHORIZATION**

BE IT RESOLVED by the School Board (the "Board") of INDEPENDENT SCHOOL DISTRICT NO. 2180 (MACCRAY Public Schools), Chippewa, Kandiyohi, and Renville Counties, Minnesota (the "District"), as follows:

1. Background. It is hereby determined that:

(a) Minnesota Statutes, Section 126C.17, subdivision 9b ("Subdivision 9b"), states that a school board may renew an expiring referendum revenue authorization without an election by adopting a written resolution authorizing the renewal, provided that the expiring referendum has not been previously renewed under Subdivision 9b, the term of the renewed referendum is no longer than the initial term approved by the voters, the expiring referendum is within the last two fiscal years of the term of the referendum, and the per pupil amount of the renewed referendum is the same as the amount expiring referendum, or for an expiring referendum that was adjusted annually by the rate of inflation, the same as the per-pupil amount of the expiring referendum, adjusted annually for inflation in the same manner as if the expiring referendum had continued.

(b) At a duly called and regularly held special election on November 7, 2017, District voters approved a referendum revenue authorization for a term of 10 years, commencing with taxes payable in 2018. The additional revenue from the referendum revenue authorization has been used to finance school operations. The referendum revenue authorization is scheduled to expire after taxes payable in 2027 (the "Expiring Referendum").

(c) On _____, 2026 the Board convened a regular meeting for the purpose of discussing the proposed renewal of the Expiring Referendum in accordance with Subdivision 9b and allowing public testimony on the proposed renewal.

(d) The Expiring Referendum has not been previously renewed under Subdivision 9b.

2. Authorization of Renewal. The Board hereby determines and declares that it is necessary and expedient for the District to renew the Expiring Referendum in the same per pupil amount as is current in the Expiring Referendum. The additional revenue from the renewed referendum revenue authorization will be used to finance school operations. The renewed referendum revenue authorization will be applicable for 10 years beginning with taxes payable 2028, unless otherwise revoked or reduced as provided by law.

3. Notice of Renewed Referendum Revenue Authorization. The Clerk is hereby authorized and directed to submit a copy of this resolution to the Commissioner of Education and the county auditor of each county in which the District is located in whole or in part as soon as practicable, but not later than September 1 of the calendar year in which resolution is adopted.

4. Effective Date. Pursuant to Subdivision 9b, this resolution becomes effective 60 days after its adoption.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____. The vote of the Board members is recorded as follows:

The following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

MACCRAY Independent School District #2180




# K-12 Student Handbook 2026-2027

**Board Approved: *************

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

## Our Mission

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

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

## Policy Information

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

MACCRAY Elementary School

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

MACCRAY Secondary School (6-12)

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

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

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

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

## Messages to Students

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

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

## Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated the Superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

## Notice of Violent Behavior by Students [**]

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

## Parent and Teacher Conferences

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

## Parent Volunteers

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

## Pledge of Allegiance [*]

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

## Schedule

*Elementary - Varies by teacher/grade

*(MS/HS)

| | | |
|---|---|---|
| Warning Bell | 7:56 | |
| Period 1 | 8:00 | 8:48 |
| Advisory | 8:51 | 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 in school-sponsored media as defined in Policy 512 and activities. Student media advisers shall supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

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

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

## Student Records [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians

and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education.

## Student Surveys [*]

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

<u>School Buses</u>

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.

## 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: MACCRAY 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.

### MACCRAY Course Credits Required

In order to receive a diploma, students must successfully complete at least 27 credits and comply with the following high school level course requirements:

**High School Level Courses Required for Graduation**

| Subject Area | Credits | Explanation |
|---|---|---|
| Language Arts | 4 | Must be sufficient to satisfy all academic standards in the English language arts. |
| Mathematics | 3 | 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.**

## Graduation: 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

### 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.

### 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.

# 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, during the instructional day (including lunch for grades 6-8). All students will park their phones in their lockers/backpacks. 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.

## 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:

- All Students (6-12) must keep their phones in their backpacks and/or in their lockers only.
- No phones should be out at any point of the regular school day (8:00am-3:30pm).
    - 6-8 - No phones for the entire day.
    - 9-12 - May have their phones at lunch only - subject to appropriate use.
    - Exceptions will be made for students with medical needs.
- Students seen with phones will be subject to the updated MACCRAY Discipline Matrix, as follows:

| **Cell/Device Phone Misuse** - Use of cell phone during school hours 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 the remainder of the day. | Device moved to the office for the remainder of the day, plus detention | PARENTS must pick up the device. Device checked into the office 2 weeks, plus detention | PARENTS must pick up the device. Device checked into the office one month, plus 1 day ISS |

***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

## 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.

## 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).**

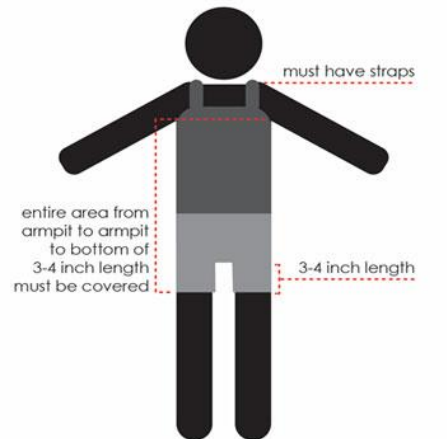
## Dress and Appearance

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<br>• Tops with fabric from armpit to armpit and down to the beltline<br>• Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts)<br>• Footwear<br> | • Fitted pants, including opaque leggings, yoga pants and “skinny jeans”<br>• Tank tops, including spaghetti straps; off-the-shoulder tops that meet criteria #1 (tops with fabric from armpit to armpit and down to the beltline)<br>• Hats/Hoods with the ability to see ears as directed by staff (except for religious articles; this rule is subject to individual teacher policy) |

**Students CANNOT Wear**

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

*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**.**

## 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. They 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 6-12
        i. Students are expected to keep their cell phones in their lockers. Locks are available for a $5 refundable deposit.
    b. Grades 9-12
        i. 9-12 may access their phones during lunch only.
            *Note: This is subject to change per School Board policy review.
    c. Senior High School Cell Phone Violations
        i. See MACCRAY Discipline Matrix (page 5)

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 the MACCRAY 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.

## 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.

## 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.

## 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 grades below 10th or any student older than 20 will be allowed to participate. All guests must complete an application form and gain approval before attending Prom. Any exceptions must be cleared with the principal.

## Senior Privileges - High School

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

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

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

Please note:

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

# APPENDICES

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| 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

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 | Mandatory conference, & 3 day suspension | 6 Day Suspension | 10 Day Suspension | Expulsion |

| | | | | |
|---|---|---|---|---|
| notification for all offenses | | | | |

**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 | 3 Day Suspension | 6 Day Suspension | 10 Day Suspension | Expulsion |

| | | | | |
|---|---|---|---|---|
| notification for all offenses | | | | |

**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)<br>Value under $20 | ** Admin discretion* | Detention | 1 Day Suspension | 3 Day Suspension |
| (grades K-12)<br>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*

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

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

**Weapons or Look-alike Weapon, Possession** - No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. This includes look-alike weapons. A meeting with the Superintendent will be mandatory.

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

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

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

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

## 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 & Computer Lab | Be kind to others and think before you post | Take care of devices | Be responsible and safe | Try before asking for help | Remember login information and create your best work |
| School Activities, | Have fun and be safe | Use equipment appropriately and safely and | Take responsibility for yourself and set | Encourage everyone to participate and | Support your peers and welcome our |

| | | | | | |
|---|---|---|---|---|---|
| Gym, & Playground | | be respectful to participants and fans | a good example | use event etiquette | 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 PUBLIC SCHOOLS - ISD 2180
HOME OF THE WOLVERINES
711 Wolverine Dr. Clara City, MN 56222 Phone: 320-847-2154 Fax: 320-301-0932
Elementary Principal Mr. Todd Bertram
Superintendent Mr. Adam Holm
Secondary Principal Mr. Judd Wheatley

# Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each Local Educational Agency (LEA) that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their LEA in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to MDE annually, as well as any time there is a change in the assignment of the IOwA.

MDE strongly recommends that the superintendent or executive director is named IOwA, who then can grant IOwA proxy roles.

**Designation of the Identified Official with Authority for Education Identity and Access Management**

Organization Name: ISD 2180 - MACCRAY Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000) 2180-01

Will the Superintendent/Executive director act as the IOwA?

☐ Yes, the Superintendent/Executive Director **will serve** as the IOwA. *(If checked, skip to Board Member Signature section.)*

- **Full Name**: Adam Holm
- **EDIAM Username** : _____

☐ No, in lieu of the Superintendent/Executive Director acting as the IOwA they **designate the following individual** to serve as the IOwA:

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

At the heart of our Elementary Parents' Club is a shared commitment to enriching the educational experience for every PK-5th grade elementary student at MACCRAY. We are excited to share the initiatives our committee will be funding for the 2026–27 school year. These contributions are more than financial support; they reflect our collective investment in our children's learning and growth. A heartfelt thank you to every parent and volunteer who made these opportunities possible.

- September - Kindergarten and new student t-shirts
- October - Fall Book Fair (donate books for teachers and libraries), Lyceum/Speaker
- November - Staff Appreciation gifts for Elementary staff
- February - Jump Rope for Heart snacks and water
- March - Book Bingo (all students get a book), Author Visit, Read Across MACCRAY and Read-A-Thon (RAT/RAM, prizes and incentives)
- May - Spring Book Fair (donate books to teachers and libraries), Summer Kick-Off (end of year celebration, inflatables, activities, treats), Treats for Field Days,
- June - Donation for Field Trips for PK-5th
- On going - Shirts for new to the district elementary students throughout the year, MACCRAY Day Friday prizes, and Grant requests

Total donation estimated at $25,000

Elementary Parents' Club
~Steph Vogel, Amber Haas, Renae Westbrock, Pam Rosenau, Kati Hess, Shelby McNeil, Meredith Lippert