MACCRAY WOLVERINES

Staff Handbook

Updated: 7-13-2026

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MACCRAY Mission Statement

The mission of the MACCRAY School District is to:
Provide an environment for individuals to become knowledgeable, respectful, independent lifelong learners who are positive contributors to society.

GENERAL INFORMATION

INTRODUCTION

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

SCHOOL RESPONSIBILITY AND AUTHORITY

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

STAFF EXPECTATIONS

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

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

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

TEACHER CODE OF CONDUCT

The standards of professional conduct are as follows (MN State Statute: 8710.2100):

- **A. A teacher shall provide professional education services in a nondiscriminatory manner.**
- **B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.**
- **C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.**

D. **A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.**
E. **A teacher shall not use professional relationships with students, parents, and colleagues to private advantage. (ie Facebook friends)**
F. **A teacher shall delegate authority for teaching responsibilities only to licensed personnel.**
G. **A teacher shall not deliberately suppress or distort subject matter.**
H. **A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.**
I. **A teacher shall not knowingly make false or malicious statements about students or colleagues.**
J. **A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.**

STAFF WORKROOM

These rooms are for school personnel use only. Please be mindful of others and clean up after yourself. The staff workroom is a place to "take a break"; remember to be mindful of data privacy and keeping a positive atmosphere.

PERSONAL APPLIANCES

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

The MN State Fire Marshall and OSHA require ALL personal appliances to be grounded with a 3-prong plug directly to an outlet without the use of extension cords or power strips.

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

SCHOOL HOURS

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

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

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

BASIC DAY

Teacher - The teacher day is one and a half hours longer than the student day. Teachers need to make themselves available for students prior to and at the end of each student day. Typically the teacher day is from 7:30 to 4:30. Teachers must communicate with their respective school principal if they are planning

to arrive late or leave early. For example: Teachers who arrive at 7:15 may leave at 4:15 on the same day, *with approval from their principal*. Teachers who arrive at 7:45 must stay until 4:45 on the same day with approval from their principal. This time may be used up to a total of 30 minutes. Time may not be banked for use on any other day. Teachers that do not complete one and a half hours longer than the student day must use sick leave or personal time for their remaining time. Teachers are required to attend any meeting scheduled in advance. *Teachers are required to notify their students and parents if their schedule will deviate from the typical school day on a regular basis.*

Each Teacher shall receive a minimum of 200 minutes per week of preparation time with a minimum of two (2) uninterrupted 25 minute periods in a normal basic student day. Prep time is non-student contact time occurring after the start of the 1st period of the day and before the end of the last period of the day, not including lunch. This is time for teachers to use to prepare for lessons. Teachers are occasionally called upon / asked to fill in for the absent teacher.

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

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

ANNOUNCEMENTS

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

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

CLASSROOM CELL PHONE POLICIES - Elementary

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

CLASSROOM CELL PHONE POLICIES - 6-12th Grades

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

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

ATTENDANCE/ABSENCES

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

MAKE-UP POLICIES

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

ADMISSION TO ACTIVITIES

All MACCRAY staff will receive an admittance pass to activities (Staff ID badge for 26-27). Activities include regular season athletic events as well as plays.

ADVISEE/ADVISOR TIME

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

GRADING (Refer to Student Handbooks for additional information)

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

ASSISTANCE TO CUSTODIANS

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

ASSEMBLY/PEP FEST SUPERVISION

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

LOST LUNCH OR PREP TIME

With prior communication and approval from their building principal, teachers may claim lost lunch or prep time resulting from a school function, presentation, meeting, IEP, or student need. These claims should be submitted to the respective building principal for review.

ATTENDANCE AT IEP MEETINGS

IEP meetings must have a Special Education Teacher, General Education representation, a District Representative, and any others providing services. Should a meeting run beyond the end of the contract day, the staff may submit a claim form in 15-minute increments to their Principal.

MEETINGS

There will be no mandatory meetings on the last day of the week. If there is an emergency, this procedure will be waived.

SPECIAL EDUCATION PAPERWORK

Special Education Teachers may work with their Principal to utilize up to 32 hours outside of the school day to work on IEP/Evaluation paperwork. The dates and hours will be agreed upon by the individual teacher and their Principal and tracked in a spreadsheet.

USE of MOVIES and VIDEOS

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

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

HUMAN RESOURCES

EQUAL EMPLOYMENT OPPORTUNITY

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

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

HARASSMENT and VIOLENCE POLICY

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

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

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

You should contact their administrator or counselor to report offensive behavior. In addition, you may contact the District 2180 Human Rights Officer, Superintendent. Reference Board Policy #413.

CHILD ABUSE/NEGLECT REPORTING

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

policy and regulation is available for review in the elementary and high school office. Reference Board Policy # 414.

SUMMER EMPLOYMENT - SPECIAL EDUCATION

Early Childhood Special Education Teachers will not be required to work over the summer, at their discretion. Prior notice (by January 1) must be given annually to HR in time to find a suitable replacement.

TECHNOLOGY – ACCEPTABLE USE

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

BENEFITS

BENEFITS INTRODUCTION

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

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

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

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

HEALTH INSURANCE

The District will contribute the Health Insurance contribution into an ICHRA account.

FLEXIBLE BENEFIT PLAN

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

Eligible expenses include:
- Medical expenses (not paid by insurance)
- Dental expenses (not paid by insurance)

• Allowed over-the-counter items
• Day care expenses

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

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

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

FAMILY and MEDICAL LEAVE ACT of 1993

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

MN Paid Medical Leave

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

You can take leave for the following qualifying events:
Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year ($3,900 for the start of Paid Leave in 2026).

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.

- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website paidleave.mn.gov. If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. **The initial premium rate is 0.88% of wages.** Your employer **may deduct up to 0.44% of your wages** to fund your portion of the premium. Employers are responsible for sending premiums to Paid Leave on behalf of all employees.

How do I take Paid Leave?

1. Notify your employer.

2. Apply with Paid Leave. You will be able to apply for Paid Leave at **paidleave.mn.gov.** You can also apply over the phone if needed.

After you apply, you will receive a determination from Paid Leave, which is the official decision from the program about whether your application was approved or denied.

If you are approved for Paid Leave payments, they will be sent to the bank account or prepaid debit card selected in your application.

CONTINUATION of BENEFITS: COBRA RIGHTS

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

PAYROLL

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

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

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

NAME or ADDRESS CHANGE

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

TRA/PERA

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

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

Teachers Retirement Association
651-296-2409 or www.minnesotatra.org

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

TAX SHELTERED ANNUITY PROGRAM

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

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

CONTRACT AGREEMENTS

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

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

WORK ENVIRONMENT

JOB SAFETY

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

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

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

WORKERS' COMPENSATION/REPORTING ACCIDENTS - First Report of Injury

Workers' Compensation benefits, which are specified by law, are provided to protect employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work.
In order to avoid possible delays in processing workers compensation claims, it is very important that all work-related injuries are reported immediately. A First Report of Injury form must be completed in the Business Office (see Kim and/or Nikki) and submitted within 24 hours after the injury.

EMPLOYEE RIGHT TO KNOW

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

CHEMICAL USE AND ABUSE/DRUG AND ALCOHOL-FREE WORKPLACE

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

TOBACCO-FREE ENVIRONMENT

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

FRAUD

The taking of public resources for personal use will not be tolerated. It is a felony to take even one cent of public money. Fraud includes cheating or the act of deceiving or misrepresenting. This includes falsifying

time cards - or misuse of Time Tracker and/or Red Rover, personnel or financial records, injury or sick leave claims or a job application, etc. Fraud or theft can lead to dismissal and may include referral to legal authorities.

WEAPONS

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

SCHOOL VEHICLES

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

MISCELLANEOUS

JOB RESPONSIBILITIES

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

CONFIDENTIALITY

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

COMMUNICATION

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

Social Media: The District maintains a Facebook Page: **MACCRAY Public Schools**. It contains a wide variety of information about the District, our programs, employment policies, telephone numbers, upcoming events, community education, etc. Social Media is NOT an appropriate method for communication with students or families while working.

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

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

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

BOARD POLICIES AND REGULATIONS

Board Policies and Regulations may be accessed on the District website – under District/Board of Education/Board Policies. Remember, District policies and procedures may change at any time.

CLAIM FORMS

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

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

FACULTY/STAFF MEETINGS

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

BUSES

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

CALENDAR OF EVENTS

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

SCHEDULING EVENTS

Contact the Administrative Assistant or Activities Director in advance when scheduling any school event.

CHURCH NIGHT

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

GUIDELINES FOR COACHES AND SUPERVISORS ATTENDING CLINICS

The request must be submitted by the Head Coach

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

when available. All Clinics need to be pre-approved by the Activities Director.

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

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

GUIDELINES FOR STUDENTS ATTENDING SECTION/STATE TOURNAMENTS

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

COLLECTION OF MONEY

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

FUNDRAISING ACTIVITIES

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

DUES

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

ABSENCES/LEAVE REQUESTS

If a need arises that requires a staff member to miss a school day; personal leave, workshops, or appointments you are aware of ahead of time, please let your immediate supervisor and office staff know ahead of time. Teachers must enter leaves in Red Rover to activate the sub calling process immediately. All others must enter leave requests in Time Tracker. If non-teachers need a sub, contact the appropriate office personnel. Personal time must be requested 24 hours prior to the requested leave.

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

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

SUBSTITUTE FOLDER

Each teacher should have a substitute folder which should include:

- Lesson Plans
- Class Lists
- Seating Charts
- Daily Schedule
- Names of one or two responsible students
- Classroom expectations
- Name and location of a teacher who will assist if problems occur
- Other special notes and reminders that may be helpful to a substitute
- Emergency procedures – Drill procedures
- Special (Student) Accommodations
- Backup lesson plans
- Student with issues/needs medical & otherwise
- Lunch dismissal schedule
- Advisor students list
- Location of needed materials
- Adaptations for SpEd Students

STAFF DEVELOPMENT/WORKSHOPS

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

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

Unpaid Leave Requests

The district recognizes that unique personal circumstances may occasionally arise that require an employee to request leave beyond the leave provided through contractual or statutory benefits. Unpaid leave is intended to be used only in limited and exceptional situations and is not considered a routine form of leave.

Employees requesting unpaid leave must submit a written request outlining the reason for the absence. Approval of unpaid leave is not guaranteed and will be considered on a case-by-case basis, taking into

account the educational impact on students, the availability of qualified substitutes, operational needs of the district, and the nature of the request.

All unpaid leave requests require approval from the Superintendent. Requests should be submitted as far in advance as possible to allow for appropriate review and planning. The district reserves the right to deny requests that would result in excessive staff absences, disruption to instructional programs, or other operational challenges.

SNOW BOUND

In the event that school is in session and a staff member is not able to attend due to being snowbound, personal leave or vacation time will be used. Enter the leave request in Red Rover for teachers and SmartER for other staff or immediately after the decision is made by you to not attend work. A phone call or email to your supervisor is advised.

FORMS

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

GRADES/PARENT ONLINE ACCESS

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

KEYS

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

NEWS RELEASES

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

PRIOR APPROVAL FOR CREDITS / LANE CHANGES

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

REQUISITIONS

Requisitions must be completed and ***signed off by the immediate supervisor***. The requisition then may be forwarded to the ***Superintendent*** for final approval. All purchases made for reimbursement must be pre-approved. Reimbursement will not include tax reimbursement so purchases need to be made using

tax exempt status whenever possible. The school credit cards should be utilized for all purchases rather than requesting reimbursement.

FIELD TRIPS

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

ROOM/HALL SUPERVISION

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

BACKGROUND CHECK

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

PROFESSIONAL APPEARANCE

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

INTERNET

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

POLICY MANUAL

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

VISITORS

All visitors, including parents/guardians are required to report to the main office when entering the building to sign in and pick up a visitor identification label. Visitor identification labels are issued during the school day 8:00 a.m. to 3:30 p.m. for a pre-approved appointment only. Student visitors are not allowed to accompany MACCRAY students to their classes. Staff is to question and direct any visitor without a visitor tag to the office.

WEATHER RELATED SCHOOL CLOSURES

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

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